

# Land Information Memorandum (LIM) Application Form



Applicant*	
Postal address*	
Attention	
Client name / ref	
Telephone number* <i>include area code</i>	Mobile
Email address	Date (DD/MM/YYYY)

## Method of dispatch

If you opt to receive your LIM by post or to collect it, you can also choose to receive a copy by email.

<input type="checkbox"/>	POST (to above address)	AND	<input type="checkbox"/>	EMAIL								
<input type="checkbox"/>	TO COLLECT FROM:	<input type="checkbox"/>	Thames	<input type="checkbox"/>	Whangamata	<input type="checkbox"/>	Mercury Bay	<input type="checkbox"/>	Coromandel Town	AND	<input type="checkbox"/>	EMAIL
<input type="checkbox"/>	EMAIL ONLY (no hard copy sent)											

## Property Details

Property Address*		
Owned By		
Legal Description*	LOT:	DPS:
Cross Lease / Unit Title*	FLAT / UNIT:	DPS:
Legal Area*		

**\*REQUIRED FIELD**

## Type of Service required *fees GST inclusive*

**RESIDENTIAL 10 WORKING DAY SERVICE \$300.00**

*(Regardless of District Plan zoning)*

**RESIDENTIAL PRIORITY SERVICE ONLY (URGENT) GENERALLY TWO WORKING DAYS \$455.00**

**COMMERCIAL 10 WORKING DAY SERVICE \$400.00 deposit (plus \$100.00 per hour after 3 hours)**

*(Businesses, including farms)*

**CANCELLATION ADMINISTRATION FEE \$100.00**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## Payment

Please forward your Application and payment to:  
Thames-Coromandel District Council, Private Bag, Thames 3500

## Tax invoice

TCDC Reg No. 16-584-207 This becomes a tax invoice when paid

1. Download and open this form in your PDF reader (eg Adobe Acrobat). 2. Fill it in and save. 3. Press 'Submit Form'. Your email application (eg Gmail) will open with the form attached and the email pre-addressed to TCDC. If not, attach the form to an email to [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz). 4. You will receive a reply saying the form has been submitted.

## Office use:

Date:	File No.	Amount:	Rec. No.
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# What is a Land Information Memorandum (LIM)?



A Land Information Memorandum (LIM) is a report provided by Council at your request providing information from its records on matters affecting the land and any buildings on the land, issued under the Local Government Official Information and Meetings Amendments (No 2) Act 1991.

## Who requires a LIM?

- Any property purchasers, vendors, prospective mortgagees and other persons intending to deal with a property, are recommended to first obtain a LIM.
- A LIM will tell you what the Council knows about the property or any issues which may affect it. Knowledge of this information may be vital prior to a property sale being finalised.
- When selling a property you have a responsibility to disclose important information about the property.

## The following information will be included in the LIM

- Any special features of the land known to the Council including potential erosion, falling debris, sinking, slipping, silting or build up of land, flooding or likely hazardous pollutants.
- Private and public stormwater, water and sewerage drains.
- Rating valuation of the property and rates levied for the current year, including water rates where applicable.
- Zoning of the property, and any designated land use which may affect the property.
- Any information which has been submitted to Council by a statutory organisation or network utility operator (eg. suppliers of gas and power) related to the site.
- Any certificates issued by a building certifier.
- Any other information concerning the land which the Council considers relevant.

## How long does a LIM take to process?

Providing all the information is supplied with your application, the LIM will be prepared by the Council within either 2 or 10 working days and returned to you as per your instructions on the application on this form.

## What now?

- Please make sure all relevant details are completed.
- Email completed form to [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz) and pay online. Our bank account details are pre-loaded with all major New Zealand banks but if you can't find us:  
**Bank Account Number:** 01-0455-0090620-00  
**Name:** Thames-Coromandel District Council  
**Particulars:** LIM  
**Code (optional):** Your surname, eg Jones  
**Reference (optional):** Street property is on, eg Gavin Dr
- Or deliver to a Thames-Coromandel District Council Customer Service Centre or post to:  
**Thames-Coromandel District Council**  
Private Bag  
Thames 3500

## Enquiries

For any enquiries, please contact our **Customer Services Team**

Phone: 07 868 0200

E-mail: [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz)