

Application for Land Information Memorandum

Section 44A of the Local Government Official Information and Meetings Act 1987



Send, deliver or email your application to:

Kāpiti Coast District Council
Private Bag 60 601, Paraparaumu 5254
175 Rimu Road, Paraparaumu 5032
Phone 04 296 4700 or 0800 486 486
Email: LIMs@kapiticoast.govt.nz

Application for Land Information Memorandum

It is important to note if you are considering buying or selling a property, that the Kāpiti Coast District Council will process your request for a Land Information Memorandum (LIM) within **10 working days** from when your application and payment in full has been received.

Applicant's details

Applicant Name:

Postal Address:

Suburb:

City:

Post Code:

Applicant Email:

Preferred contact phone:

Other phone:

This LIM is required for the following property

It is important that you have provided the correct Legal Description, Record of Title and Valuation Number to enable us to accurately identify the property. This information is available from our website:

<http://eservices.kapiticoast.govt.nz/properties/search> or over the counter at our Council Service Centres.

Location of Property:

Legal Description: Lot (Number)

DP (Number)

Valuation Number:

Record of Title (Number):

Current Owner:

If property is cross-leased, identify unit e.g. Front, Back:

Does the property include a swimming pool or small heated pool (spa)?

Yes

No

Unknown

If yes, select as applicable:

Swimming pool

Spa

Please note: If a swimming pool or spa is selected and requires an inspection by council, there will be an additional fee payable before the release of the LIM.

Fees 2024/25 (GST Inclusive)	☒ Select one
Land Information Memorandum	<input type="checkbox"/> \$ 367.00
Land Information Memorandum with Building Plans	<input type="checkbox"/> \$ 387.00
Note: The above fees are based on a standard residential property. For more complex residential and commercial properties, an extra hourly rate of \$179.00 may be charged. Any additional fees will be discussed prior to processing.	

Method of payment (must be made at time of application)

Please note: If you pay by electronic payment you must include proof of electronic payment.

I have paid at a Kāpiti Coast District Council Service Centre when I delivered this application.

I have paid by electronic transfer (Council Bank Account Number: 03-0732-0306101-00) and quoted "LIM" and the property address in the reference field(s); and

I have included proof of electronic payment with this application.

Declaration

I note that:

- The appropriate fee must accompany this application and processing cannot start without correct payment.
- It is my responsibility as the applicant to accurately identify the property for which this LIM is required.
- Kāpiti Coast District Council is only able to provide information that is held within Council records. An on-site inspection is not made for the purposes of this report.
- Kāpiti Coast District Council is not an agent for any other network utility (electricity or gas) and I may wish to contact these agencies direct with any queries.
- My LIM will be emailed to me.

Cancellation of LIM applications

For information about how to cancel an application and request a refund of a portion of the fee, please visit our website: [Cancel a land information memorandum \(LIM\) application - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/cancel-a-land-information-memorandum-lim-application)

Refunds are paid as follows:

- Same date of receipt of application - 75% of total cost
- Between 1-2 working days – 50% of costs
- After 2 working days - no refund will be issued

Signature of Applicant:	Date:
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Once completed please email your LIM application to LIMs@kapiticoast.govt.nz subject line to include – LIM Application and the property address.

Office Use Only

Date Received:	Receipt No:
Correct Payment or Proof of Payment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____	
LIM No:	