

# Land Information Memorandum (LIM)



## What is a Land Information Memorandum (LIM)?

A LIM is a Land Information Memorandum. A LIM is a document, prepared when it is requested by you, giving information relating to a specific property. The Council is obliged to make it available under section 44A of the Local Government Official Information and Meetings Act 1987.

A LIM is the most comprehensive report you can get on a property. The report is prepared by the Council providing historical and current information on commercial and residential properties, with information from its records on matters affecting the land and any buildings on a particular property.

## Why should I get a LIM?

LIM's are commonly used by people such as prospective purchasers and sellers of a property, lawyers, real estate agents and valuers.

If you are buying or selling a property, a LIM may answer some important questions about the land or any buildings on the property. Knowing this information may be vital before a property sale or purchase is finalised.

## What is in a LIM?

### A LIM must contain information such as:

- special land features or characteristics known to the Council and not on the District Plan, such matters as potential erosion, removal of land by water action, falling debris, subsidence, slippage, flooding, the deposition of silt from flooding and the presence of hazardous contaminants that are likely to be relevant to the land and are known to the Council
- private and public storm water and sewerage drains shown in Council's records
- drinking Water that Greater Wellington Regional Council has provided to Upper Hutt City Council under Section 69ZH Health Act 1956 – whether the land is supplied with drinking water, and if so—the type of supply, any conditions applicable to the supply, if owner supplied, any information Upper Hutt City Council has about the supply
- any rates owing
- any consent, certificate, notice, order or requisition affecting the land or any building on the land previously issued by the Council under the Building Act 2004, or any other Act
- any consents or certificates that are issued by any Building Certifiers
- Weathertight Homes claims advised to Upper Hutt City Council by the Department of Building and Housing
- information provided to Upper Hutt City Council by any statutory organisation which has the power to classify land or buildings
- information that has been notified to the Council by a network utility operator under the Building Act 1991 or 2004
- the use to which the land may be put and any conditions attached to that use
- subdivision and developments – any known developments.

## **A LIM may contain:**

- such other information concerning the land which the Council considers – at its discretion – to be relevant.

It does not provide interpretation of this information or advice on how to interpret or utilise this information. You should seek your own independent and professional advice on what the information means.

**NOTE:** Council can only provide information that it holds at the time the Report is written. Some issues may exist that the Council is unaware of and has no information on; for example, previous owners may have carried out work without reference to Council.

## **Frequently Asked Questions**

### **Is property information available without having to apply for a LIM?**

Yes. Limited property related information can be obtained from the Council's Rates and Planning Officers and by searching the building information on micro fiche and computer at Reception. Copies are also available after payment of the printing or photocopying fees charged in accordance with the Council's fees and charges.

**NOTE:** Information obtained in this way is not a LIM.

### **How long will a LIM take to process?**

The Council is required to issue your LIM within ten [10] working days; after you have paid and provided the necessary information. (*Information marked with an \* on the Online Form, right*)

- “**Working Days**” means any day that is not a Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, Queen's Birthday, Waitangi Day or a day between 25 December and 15 January inclusive.  
A regional anniversary day is a working day for the purposes of a LIM.
- “**Day 1**” is the first working day after the day on which the request is received.

### **What is the cost of a LIM?**

<https://www.upperhuttcity.com/Your-Council/Plans-policies-bylaws-and-reports/Fees-and-charges/LIM>

### **Is there a cancellation fee?**

Please see the above link

### **Can my LIM be fast tracked?**

There is **no** fast track facility but all LIMs are processed as quickly as possible.

**NOTE:** Please be sure that all the information requested on the form is included so that we can start preparing your LIM from the date you lodge it.

### **How do I apply for a LIM?**

Complete the Council's LIM Application Form, in full and lodge with the Council.

LIM application forms are available from:

- Upper Hutt City Council Civic Administration Building
- or by completing the [form online](#) (use the link)

A current (no older than three [3] months) Search Record of Title (Computer Register) is required with your LIM Application. To get a copy of your Record of Title, contact LINZ:

- Phone: 0800 665 463
- [www.linz.govt.nz](http://www.linz.govt.nz) (Land Information New Zealand) and search “Ordering a Land Record”

If you have any questions about the form, please contact the Customer Services Team on (04) 527 2169 or email [askus@uhcc.govt.nz](mailto:askus@uhcc.govt.nz)

## **How do I submit my application?**

### **Drop off**

Council's Administration Building  
838-842 Fergusson Drive  
Upper Hutt

### **Post**

UPPER HUTT CITY COUNCIL  
Private Bag 907  
Upper Hutt 5140

### **Apply online**

<https://www.upperhuttcity.com/Services/Health-and-safety/Apply-for-a-LIM>

### **Email**

[askus@uhcc.govt.nz](mailto:askus@uhcc.govt.nz)

## How do I pay?

If Council has received your Application by an online application, an invoice will be generated and returned via your email address supplied. You must use this invoice for making your payment.

You can pay at the Council reception by:

- EFTPOS
- Cash
- Cheque

You can pay electronically by:

- Internet banking
- Credit Card (via UHCC website)

Credit card payments are accepted using the Online Service <http://eservices.uhcc.govt.nz/lims/pay>.

**Please note:** credit card payments are subject to a 1.4% service fee charge.

## What are the delivery options and costs?

### Electronic delivery

An electronic LIM Report is a two email process, the first email you receive creates a Kiteworks account for the email address provided in your LIM Application. The second email contains the link to Kiteworks to access the folders that contain your LIM Report. It is recommended that you download the files because the link expires in 10 days. **Note the link to your LIM expires in 10 days.** *Free*

### Collect

Council's Administration Building  
838-842 Fergusson Drive  
Upper Hutt *Free*

### Courier

(signature required) *\$10.00*

### Standard Post

(please note Council takes no further responsibility once it has been posted) *Free*

For further information regarding LIMs, please contact the Council LIM Officer, phone (04) 5272-125.