

APPLICATION FOR LAND INFORMATION MEMORANDUM

We collect personal information from you, including information about your name, contact information and billing or purchase information
We collect your personal information in order to complete the process of issuing a LIM report
We keep your information safe by storing it in secure council systems and only allow council staff to access it.
You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at lim.reports@huttcity.govt.nz.

LIM No:

Residential ☐ \$515 deposit

Fast Track – Residential only ☐ \$850 deposit (When available)

Business/Commercial ☐ \$1,315.00 deposit 8hrs
additional processing time \$215 per hour

**The Local Government Official Information and Meetings Act 1987 allow 10 working days to process a LIM.
Residential Fast Track LIM applications can take up to 5 working days.**

(Please check the <https://www.huttcity.govt.nz/property-and-building/property/lims> for notifications of any disruptions to the Fast Track service).

Please fill sections 1 - 4 below. Payment will be required before your application is processed. You can pay for your LIM:

- in person at Council office (Debit Card and Credit Card only, we no longer accept cash)
- over the phone with your credit card.

1. Applicant details

Full name			
Company/organisation			
Contact (if different)			
Address			
			Postcode
Phone	Work	Home	
Email			

Your LIM will be supplied electronically to the email address provided.

2. Property details

Street Address			
			Postcode
Legal Description	Lot	DP	

3. Comments

4. Signature of Applicant

Date

HOW TO SUBMIT THIS FORM

Once completed, please email to LIM.Reports@huttcity.govt.nz, and we will call you regarding payment.

If you would prefer to post or deliver your application, please print it, and send it to:

- LIM Team, Hutt City Council, Private Bag 31912, Lower Hutt 5040 or bring in to the reception desk at 30 Laings Road, Lower Hutt.

For enquiries, please phone 04 570 6666.