

# APPLICATION FOR LAND INFORMATION MEMORANDUM



An up-to-date version of Adobe Reader is required to fill this form out online. Download for free [get.adobe.com/reader/](http://get.adobe.com/reader/)

Basic instructions on how to apply are at the end of this form. For additional help go to: [huttcity.govt.nz/lim](http://huttcity.govt.nz/lim)

### Additional processing fees

\$100/hr every hr after:

LIM No: <input type="text"/>	Residential	\$350 deposit	▪ 3.5 hrs - Residential
	Commercial	\$550 deposit	▪ 5.5 hrs - Commercial or
	Fast Track - Residential only	\$485 deposit	3.5 hrs - Fast Track

The Local Government Official Information and Meetings Act 1987 allow 10 working days to process a LIM. Residential Fast Track LIM applications (5 working days) will only be accepted on a case-by-case basis.

You can pay for your LIM:

- via secure online payment: credit card or bank account payment available through our website
- in person at Council office

### 1. Applicant Details:

Full name	<input type="text"/>		
Company/organisation	<input type="text"/>		
Contact <i>if different</i>	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		<i>Postcode</i>
Phone	<i>Work</i>	<i>Home</i>	
Email	<input type="text"/>		

Your LIM will be supplied electronically unless you state otherwise. These fees will apply if a hardcopy is requested.

Hardcopy fee - Residential: \$50.00

Hardcopy fee - Commercial: \$50.00 for the first 30 minutes plus \$100 per hour or part thereafter

Yes, I would like to pay an additional fee and have Council post me a hard copy of my LIM. (Given limited postal services, there may be a delay).

Yes, I would like to pay an additional fee and collect a hard copy of my LIM from Council.

### 2. Location of Property:

Street Address	<i>Street no. and name</i>		
	<i>Suburb</i>		
	<i>City</i>		<i>Postcode</i>
Legal Description	<i>Lot</i>	<i>DP</i>	
	<i>OR</i>		

Certificate of Title enclosed      Yes      No

### 3. Cultural Heritage/other comments:

If applicable, give a brief description of the cultural significance of the site, including if it is on a marae

Signature of applicant:	<input type="text"/>	<i>Date</i>
-------------------------	----------------------	-------------

For Office Use Only: Property ID	Person ID
----------------------------------	-----------

## **HOW TO COMPLETE AND SUBMIT THIS FORM**

### **Additional information**

If there isn't enough room on the form for all the information you wish to give us, please include the additional information as a separate PDF with your application (please state your name, the application address, and the question to which the information refers).

### **Electronic signatures**

Hutt City Council Environmental Consents Division will accept this application form with a digital signature created through Adobe or your existing digital signature. If you click on the pink arrow in the signature box, or choose 'Place signatures' from the tools menu on the right hand side, Adobe will prompt you to add your digital signature, or take you through the easy steps to create one.

### **How to submit**

Once you have completed, please email it to [LIM.Reports@huttcity.govt.nz](mailto:LIM.Reports@huttcity.govt.nz)

If you would prefer to post or deliver your application, please print it, and send it to:  
Environmental Consents Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040 or bring it in to the reception desk at 30 Laings Road, Lower Hutt.

For enquiries, please phone 04 570 6666