

About this form

This form provides us with your contact details, and details about your proposed activity and its actual and potential effects on the environment. Note that all the information provided in your application is available to the public. We recommend that you talk your proposal through with Council staff **before** you fill in this form. You should contact us if you are not sure which form to use, or if you need help filling this in. **It is important that you answer all questions fully.**

- Forestry and requests for a large LIM will be treated as a 10 working day LIM only and charged at **actual and reasonable costs**.
- Priority LIMs are not available.
- If paying by electronic transfer, Council's bank account is Westpac 03 0638 0502288 00 - include surname and LIM in the reference field.
- Residential includes properties under 1 hectare, or within urban boundaries that are not commercial or industrial.
- One record of title per application. If Council is required to obtain additional titles there is a cost of \$25 per title (incl. GST).
- Make sure the **historical record of title** is not older than **1 month** from lodging this application.
- You can email your application to LIMs@gdc.govt.nz

2. Fees

Application supplied	Residential	Residential or Rural (Site Caution, Land Overlay 2 or 3)	Rural, Commercial or Industrial (over 1 hectare)	Processing timeframe
With title	<input type="checkbox"/> \$345	<input type="checkbox"/> \$470*	<input type="checkbox"/> \$437* deposit	10 working days
Without title	<input type="checkbox"/> \$370	<input type="checkbox"/> \$495*	<input type="checkbox"/> \$462* deposit	10 working days

* indicate these items are a minimum charge and may incur additional actual and reasonable costs.

A copy of the current record of title must be provided with the application. If a title is not attached, we charge \$25 for each additional title.

**Your application will be processed once payment has been received.
Insufficient information may lead to delays or rejection of your application.**

1. Applicant's details

Company:

Name in full:

Surname First Name(s)

Postal address:

No. Street/Road Suburb

Town/City Postcode

Phone:

Day Mobile:

Email:

Preferred method of delivery (please tick): Email Post

2. Site details (ensure all specific details are provided about the piece of land being researched)

Address:

Legal description:

Valuation No: Property name:

Specific requests:

3. Signature

Privacy Act 2003 - the information provided on this form will be used to enable the Council to process your application. It will be directly available to those people determining your application and will be treated in confidence at all times. Under the Privacy Act 1993 you have a right of access to personal information held about you by the Council.

Signature of applicant

Date

Customer Service Officer:

Date:

4. Important information

Working Day: Means any day of the week other than:

1. Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday, and
2. A day in the period commencing with 25 December in any year and ending with 15 January in the following year.

Special Inspections: Should a special request be made that results in a field inspection and/or substantial research, Council reserves the right to charge any additional fees that are appropriate, based on the amount of time required to provide the requested information.

Forestry Blocks: At cost. If in doubt regarding the category please contact the Gisborne District Council.

Commercial/Rural: Any commercial property and all rural properties over 1 hectare in land area.

Residential: All residential properties within the city limits and rural properties under 1 hectare in land area.

This information page serves as a guide to the information supplied by Council under Section 44A of the Local Government Official Information and Meetings Act 1987.

Please note: The search is a comprehensive check of Council's existing clerical records.

It is important to provide Council with a current historic record of title. The title is required as it shows the history of the property and the owners. This information is very important when searching old records. A copy of a Title can be obtained from Council at cost.

5. Items covered by the Land Information Memorandum

Legal Description: The legal description of the property as defined by the Title. Flat/unit plan numbers are also included, where applicable. This is a confirmation that the correct site has been identified.

Government Valuation: The year of valuation and the property's valuation number, land value, improvement value and capital value. Special rateable values are also supplied if applicable.

Rates: The annual rates levied on property, including any outstanding amounts for the current instalment period. Arrears are also stated if applicable.

Water Charges: Metered or not, the current outstanding balance (including arrears) for water consumption and the date the meter was last read. Information on defects noted i.e. high consumption re possible water leakage is also provided where applicable.

Planning: The zoning of the property and copies of maps as defined by the Combined Regional Land and District Plan. Identified uses, designations, natural and cultural heritage information etc are noted as necessary. Resource consents (approved or declined) within the past 5 years or earlier if appropriate and any requisitions. Consents on adjoining properties are provided if Council deems such information is in the purchaser's greater interest. Any known restrictions on the site which may restrict land use, future additions, subdivisions etc.

Building/Plumbing and Drainage: A list of permits/consents issued, giving dates and types of consents that Council has on record, along with any floor plans on file. Any outstanding ongoing works are finalised if appropriate, otherwise advice is given that the works are not finalised and a Code Compliance Certificate has not been issued. Any relevant correspondence and/or requisitions are supplied and it is noted if the building is classified as "earthquake prone".

Compliance Schedules: Where a property is subject to a Compliance Schedule the purchaser must obtain the Compliance Schedule and records from the vendor to enable them to carry out the owners' responsibilities under the Building Act 1991. A copy of the most current Warrant of Fitness held by Council will be supplied.

Pool Registration: A check is made of Council's pool register. It is up to the applicant and/or property owner to ensure the pool is fenced in accordance with the Fencing of Swimming Pools Act 1987. If a pool exists on site and is not mentioned in the LIM report and/or non-complying fencing exists, you are advised to contact Council's Building Inspector. "A Simple Guide to Swimming Pool Fencing" pamphlet is available from Council.

Underground Services: A map showing Council's underground services, depicting their location through and/or adjacent to the site and showing connections where available. Some areas within Gisborne district are not serviced. These areas are mainly rural. Copies of any drainage plans held will be supplied.

Foundation Conditions and Roading: Expected conditions and bearing capacity. The standard of the road and any proposals regarding new roading or upgrading of existing roading.

Environmental Health and Liquor Licensing: Information supplied on dangerous goods, contaminated sites and any licences currently obtained and outstanding requirements/requisitions that may be applicable. When ownership changes, any licences should be updated i.e. information sent to Environmental Health, Gisborne District Council.

Soil and Water Conservation: (Properties located near hills and streams or in rural areas.) Details of land overlays, earthworks and land disturbance requirements and existing consents. Any natural hazards/special features i.e. slipping and/or erosion. Risk factor of amplification of ground shaking and susceptibility to soil liquefaction during an earthquake from the available IGNS earthquake hazard mapping. Any water permits/consents and/or outstanding requisitions.

Other Features of the Site: Any history of flooding, noxious plants and other related information that may affect the property.