

## Form 15: Application for Certificate for Public Use

Section 363A, Building Act 2004

[Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

### 1. THE PREMISES / PART OF PREMISES *[Description of premises / part of premises for which certificate is sought]*

<p>Identify the building in which the premises or part of premises are located:</p> <p>Street No: ..... Street name: .....</p> <p>Town: ..... Building name: .....</p> <p>Location of building within site / block number: .....</p> <p>.....</p> <p>Lot(s)..... DP/S..... Site area..... (ha)..... (m<sup>2</sup>)</p> <p>Year first constructed: .....</p> <p><b>Describe those premises or that part of the premises [If appropriate provide plans/diagrams that clearly delineate the premises or part of premises]:</b></p> <p>.....</p>	<p><b>OFFICE ONLY:</b></p> <p>Date received: .....</p>   <p>Consent No.: .....</p> <p>Document / Parcel No.: .....</p> <p>Valuation No.: .....</p>
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### 2. BUILDING WORK AFFECTING PREMISES / PART OF PREMISES

<p>Building consent number / consent numbers: .....</p> <p>Issued by: <i>[Name of building consent authority (Council) that issued the building consent(s)]</i> .....</p>
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### 3. APPLICANT DETAILS

(Person who owns, occupies, or controls premises)

<p>Name of Applicant / Company: .....</p> <p>Contact person <i>[If the Owner is NOT an individual]</i>: .....</p> <p>.....</p> <p>Mailing address: .....</p> <p>.....</p> <p>Phone Number: .....</p> <p>Mobile: .....</p> <p>Daytime: .....</p> <p>After hours: .....</p> <p>Facsimile number: .....</p> <p>Email address: .....</p> <p>The applicant is the person who:</p> <p><input type="checkbox"/> Owns <input type="checkbox"/> Occupies <input type="checkbox"/> Controls the premises.</p> <p>The following evidence of the applicant's status as owner / occupier / person in control is attached to this application, being a document that shows the full name of the applicant.</p> <p><input type="checkbox"/> Copy of Record of Title <input type="checkbox"/> Lease Agreement</p> <p><input type="checkbox"/> Property management agreement <input type="checkbox"/> Licence</p> <p><input type="checkbox"/> Agreement for Sale and Purchase</p> <p>The owner's name and address is:</p> <p>Name of Owner: .....</p> <p>Mailing address: .....</p> <p>.....</p>	<p><b>4. AGENT</b> Only required if application is being made on behalf of the owner, occupier, or person in control of premises</p> <p>Name of Agent / Company: .....</p> <p>Contact person <i>[If the Owner is NOT an individual]</i>: .....</p> <p>.....</p> <p>Mailing address: .....</p> <p>.....</p> <p>Phone Number: .....</p> <p>Mobile: .....</p> <p>Daytime: .....</p> <p>After hours: .....</p> <p>Facsimile number: .....</p> <p>Email address: .....</p> <p>Relationship to owner: <i>[State details of the authorisation from the owner, occupier, or person in control of premises to make the application on the person's behalf]</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
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#### 4. Application

☐ I confirm that no code compliance certificate has been issued for the building work.

It is intended to permit members of the public to use the ☐ premises ☐ part of the premises described above for the following purposes and in the following circumstances: *[Describe purposes and circumstances]*

Purposes: .....

Circumstances: .....

Members of the public can use the ☐ premises ☐ part of the premises described above safely because the following precautions have been taken to protect the public:

.....  
The following specified systems in the premises or part of the premises are operational:

.....  
Details of management of any special risks (e.g. means of escape from fire) on site: ☐ Described below, or ☐ See attached information

.....  
The personnel who carry out the building work are as follows: *[If known, list names, addresses, phone numbers, and (where relevant) registration numbers]* ☐ See attached for additional personnel

Practitioners	Name	Address	Phone	License / Registration Number
Designer				
Engineer				
Builder				
Plumber				
Drain layer				
Electrician				
Gas fitter				
Other				

☐ I request that you issue, under [section 363A\(2\)](#) of the Building Act 2004, a certificate for public use for the premises or the part of the premises described above.

Signature of: ☐ Owner ☐ Occupier ☐ Person in control of premises  
☐ Agent on behalf of, and with the authority of, the owner / occupier / person

Signature: ..... Name of person signing: ..... Date: .....

#### 5. ATTACHMENTS

The following documents are attached to this application:

- ☐ Evidence of applicant's status (proof that they are the Owner, Occupier or Person with control or Agent authorized by Owner)
- ☐ Plans and diagrams showing the premises or part of the premises described above.
- ☐ Documentation relevant to the safety of the premises / part of the premises:
  - ☐ Engineer's report
  - ☐ Certificates concerning specified systems
  - ☐ Fire engineer's report supporting CPU application
  - ☐ Fire evacuation scheme & Fire Service support of application
  - ☐ Plans showing relevant fire safety precautions (Specified systems: alarms, sprinklers, emergency lighting, illuminated exit signage, exit signage, HVAC)
  - ☐ Proof that sanitary / drainage facilities are operational

#### 6. REQUESTED DURATION OF THE CPU

Start Date: ..... Finish Date: .....

(Note: The BCA may place limitations on the duration of the CPU, after which date a further application for CPU may be required)

If the application is incomplete processing cannot begin and you will be asked to complete the application and re-submit it.

If the information supplied does not adequately support your application, further evidence will be requested before a decision is made.

OFFICE USE ONLY	BC No:
FEES PAYABLE	AMOUNT (\$)

