

## 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]*

Identify the building in which the premises or part of premises are located:

Street No: ..... Street name: .....

Town: ..... Building name: .....

Location of building within site / block number: .....

Lot(s)..... DP/S..... Site area..... (ha)..... (m<sup>2</sup>).....

Year first constructed: .....

Describe those premises or that part of the premises *[If appropriate provide plans/diagrams that clearly delineate the premises or part of premises]*:  
.....

**OFFICE ONLY:**

Date received:

Consent No.: .....

Document / Parcel No.: .....

Valuation No.: .....

### 2. BUILDING WORK AFFECTING PREMISES / PART OF PREMISES

Building consent number / consent numbers: .....

Issued by: *[Name of building consent authority (Council) that issued the building consent(s)]* .....

### 3. APPLICANT DETAILS

(Person who owns, occupies, or controls premises)

Name of Applicant / Company: .....

Contact person *[If the Owner is NOT an individual]*:  
.....

Mailing address: .....

Phone Number:

Mobile: .....

Daytime: .....

After hours: .....

Facsimile number: .....

Email address: .....

The applicant is the person who:

Owns       Occupies       Controls the premises.

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.

Copy of Record of Title       Lease Agreement  
 Property management agreement       Licence  
 Agreement for Sale and Purchase

The owner's name and address is:

Name of Owner: .....

Mailing address: .....

**4. AGENT** Only required if application is being made on behalf of the owner, occupier, or person in control of premises

Name of Agent / Company: .....

Contact person *[If the Owner is NOT an individual]*:  
.....

Mailing address: .....

Phone Number:

Mobile: .....

Daytime: .....

After hours: .....

Facsimile number: .....

Email address: .....

Relationship to owner: *[State details of the authorisation from the owner, occupier, or person in control of premises to make the application on the person's behalf]*  
.....

Invoice to :       Owner      Agent



#### 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 filter				
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.

