



# APPLICATION FOR CERTIFICATE FOR PUBLIC USE

*Section 363A, Building Act 2004*

<b>Office Use:</b>	Received by: _____ Date Received: _____	CPU Number: _____
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<b>*Premises/*Part of Premises:</b>
<p><b>Description of *premises/*part of premises</b> for which certificate is sought: <i>identify the building in which the premises or part of premises are located and describe those premises or part of premises. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises.</i> _____</p> <p>_____</p> <p>_____</p>

<b>Building Work affecting premises/part of premises:</b>	
<b>Building *Consent Number/*Consent Numbers:</b>	<b>Issued by:</b> <i>Name of building consent authority that issued the BC</i>
_____	_____
_____	_____

<b>The Applicant</b> <i>The person who *owns/*occupies/*controls the premises</i>	<b>§ The Agent</b> <i>Fill in this section if application is being made on behalf of owner</i>
<b>Applicants Name:</b> _____	<b>Agents Name:</b> _____
<b>Mailing Address:</b> _____	<b>Mailing Address:</b> _____
_____	_____
<b>†Contact Person:</b> _____	<b>†Contact Person:</b> _____
<b>Landline:</b> _____	<b>Landline:</b> _____
<b>Daytime:</b> _____	<b>Daytime:</b> _____
<b>After Hours:</b> _____	<b>After Hours:</b> _____
<b>Mobile:</b> _____	<b>Mobile:</b> _____
<b>Fax:</b> _____	<b>Fax:</b> _____
<b>Email:</b> _____	<b>Email:</b> _____

<b>First Point of Contact for communications with Council:</b>	<input type="checkbox"/> <b>Owner</b>	<input type="checkbox"/> <b>Agent</b>
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<b>The following evidence of the applicant's status as owner/occupier/person in control is attached to this application:</b> <i>Tick one or more.</i>	
<input type="checkbox"/> Copy of certificate of title	<input type="checkbox"/> Agreement for sale and purchase
<input type="checkbox"/> Lease	<input type="checkbox"/> Property management agreement
<input type="checkbox"/> License	<input type="checkbox"/> Other ( <i>specify</i> ) _____

<b>Agent's relationship to *owner/*occupier/*person in control of premises:</b> <i>If application made on behalf of owner</i>
<p>State <b>details of authorisation from the *owner/*occupier/*person in control of premises</b> to make the application on the persons behalf: _____</p> <p>_____</p> <p>_____</p>

**Application:** Please tick boxes where applicable & provide further written detail where asked

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Members of the public can use the \*premises/\*part of premises** described above **safely because:** *state reasons for statement, and include an precautions taken to protect the public, information on any specified systems in the premises or part of the premises, and the management of any special risks (e.g. means of escape from fire) on site (provide information in an attachment if necessary* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The personnel who carried out building work are as follows:**

Name	Area of Work	Registration Number <i>**For example Certifying Plumber, Drainlayer, Registered Electrician, etc.</i>	Address	Phone Number

**I request that you issue, under section 363A(2) of the Building Act 2004, a Certificate for Public Use for the premises or part of the premises described above**

\_\_\_\_\_ *Full name person signing*

\_\_\_\_\_ *Signature of \*owner/\*occupier/\*person in control of the premises/agent on behalf of, and with the authority of, the \*owner/\*occupier/\*person*

**Date:** \_\_\_\_\_

**Attachments – the following are attached to this application:**

Evidence of **applicants status**

**Plans & Diagrams** showing the premises or part of the premises described above

**Documentation relevant to the safety** of the premises/part of premises (e.g. an Engineer's report, certificates concerning specified systems)

**Symbols Key:**

\* Delete if inapplicable  
 † Delete if owner/occupier/person in control or the agent is an individual  
 § Delete this section if the application is not being made on behalf of the owner/occupier/person in control