

Application for Certificate for Public Use

Form 15

Section 363A, Building Act 2004

Note: Fee must accompany this application

***PREMISES/*PART OF PREMISES (cross out option that is not applicable)**

Description of *premises/*part of premises for which certificate is sought: [identify the building in which the premises or part of the premises are located and describe those premises or that part of the premises. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises]:

BUILDING WORK AFFECTING *PREMISES/*PART OF PREMISES

Building *consent number/*consent numbers: [insert consent number/numbers] _____

Project location: _____

Issued by: [name of building consent authority that issued the building consent] _____

THE APPLICANT (person who owns, occupies, or controls premises)

Name of applicant: _____

†Contact person: _____

Mailing address: _____

Phone number: _____ A/hours: _____

Facsimile number: _____ Email: _____

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: *[tick one or more]*

- copy of certificate of title
- lease
- agreement for sale and purchase
- licence
- property management agreement
- other [state] being a document that shows the full name of the applicant

‡The owner's name and address is: [state owner's name and address] _____

§ AGENT (only required if application is being made on behalf of the owner, occupier, or person in control of premises)

Name of agent: [insert details] _____

Contact person: [insert details] _____

Mailing address: [insert details] _____

Phone number: Daytime: [number] _____ After hours: [number] _____

Facsimile number: [number] _____

Email address: [insert details] _____

Relationship to *owner/*occupier/* person in control of premises: [state details of authorisation from the *owner/*occupier/* person in control of premises to make the application on the person's behalf] _____

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]

Members of the public can use the *premises/*part of the premises described above safely because: [state reasons for statement, and include any 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 (eg means of escape from fire) on site (provide information in attachments, if necessary)]

The personnel who carry out the building work are as follows: [if known, list names, addresses, phone numbers, and (where relevant) registration numbers]

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]

Name of person signing: [insert details] _____

Date: [insert date] _____

ATTACHMENTS

The following documents are attached to this application:

- | | |
|--|--|
| <input type="checkbox"/> Evidence of applicant's status | <input type="checkbox"/> Application fee (refer DCC Building Consent fee schedule) |
| <input type="checkbox"/> Documentation relevant to the safety of the *premises/*part of the premises (eg an engineer's report, certificates concerning specified systems). | <input type="checkbox"/> Plans and diagrams showing the premises or part of the premises described above |

*Delete if inapplicable.

†Delete if owner/occupier/person in control is an individual.

‡Delete if the applicant is the owner.

§Delete this section if the application is not being made on behalf of the owner/occupier/person in control.

¶Delete if the agent is an individual.

For Council Use Only:

Property Key:

Application No:

Name Key:

Key Words: Application for Certificate for Public Use