

Application for a Certificate for Public Use



Application for a Certificate for Public Use Section 363A, Building Act 2004

Premises/Part of Premises

Description of premises/part of premises for which a certificate is sought

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

(If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises) Please continue on a separate sheet if there is insufficient space.

OFFICE USE

Date received stamp:

BC No: _____

Date Granted:

Building work affecting premises/part of premises

Building Consent Number/s

Issued by: (Building Consent Authority that issued the building consent)

The Applicant (the person who owns, occupies or controls premises)

Name of Applicant:

Contact Person: (insert N/A if the applicant is an individual)

Applicant Mailing Address:

Applicant Contact Details:

Phone Numbers:

Daytime: _____ Mobile: _____

Facsimile: _____ After Hours: _____

E-mail: _____

Applicant's Status:

Please attach one of the following as evidence of the applicant's status as owner, occupier or person in control of the premises

Copy of Certificate of Title (less than three months old) Agreement for sale and purchase Lease

Property management agreement, showing the name of the applicant Licence

Owner's Name and Address: (if different from applicant)

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

Name of Agent:

Contact Person: (insert N/A if the applicant is an individual)

Agent Mailing Address:

Agent Contact Details:

Phone Numbers:

Daytime: _____ Mobile: _____

Facsimile: _____ After Hours: _____

E-mail: _____

Relationship to Owner: (state details of the authorisation from the owner to make the application on the owner'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 (e.g. means of escape from fire) on site)

(attach further information as necessary)

Contacts (provide all details where relevant)

Designer/Architect:

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

Engineer: (identify practice college)

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

Builder:

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

Head Contractor/Site Manager:

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

Structural Engineer:

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

Plumber:

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

Drainlayer:

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

Designer/Architect:

Business/Name: _____
Address: _____
Daytime Ph: _____
Mobile Ph: _____
After Hours Ph: _____
Facsimile: _____
Registration/College: _____

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

Signature: _____

Name: _____

Date: _____

Attachments

The following documents are attached to this application: (tick boxes applicable)

- Evidence of applicant's status
- Plans and diagrams showing the premises or part of premises described above
- Documents relevant to the safety of the premises/part of premises (e.g. an engineer's report, certificate concerning specified systems)

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PHONE**
Call your local office

