



APPLICATION FOR A CERTIFICATE FOR PUBLIC USE

(FORM 15)

Section 363A, Building Act 2004

THE APPLICANT (PERSON WHO OWNS, OCCUPIES, OR CONTROLS THE PREMISES)

Name of applicant:

Contact person: *(if different)*

Mailing address:

Daytime phone:

After hours:

Facsimile number:

Email address:

For this application, the applicant is the person who *owns/*occupies/*controls the premises.
(Please delete those not applicable)

The following evidence of the applicant's status as owner/occupier/person in control is attached to this application: *(eg, copy of certificate of title, lease, agreement for sale and purchase, licence, or property management agreement, being a document that shows the full name of the applicant)*

The owner's name and address is: *(if applicant is **not** the owner)*

THE AGENT (ONLY REQUIRED IF APPLICATION IS BEING MADE ON BEHALF OF THE OWNER, OCCUPIER, OR CONTROLLER OF THE PREMISES)

Name of agent:

Contact person: *(if different)*

Mailing address:

Daytime phone:

After hours:

Facsimile number:

Email address:

Relationship to applicant: *(state details of authorisation from the owner, occupier, person controlling the premises to make the application on the person's behalf, or complete page 4)*

PREMISES/PART OF PREMISES	
Description of the premises/part of premises for which certificate is sought: <i>(identify the building in which the premises or part of 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.)</i>	
BUILDING WORK AFFECTING PREMISES/PART OF PREMISES	
Building Consent Number/s:	
Issued by: <i>(name of building consent authority that issued the building consent)</i>	
Building address:	
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: <i>(describe purposes and circumstances)</i>	
Members of the public can use the premises/part of the premises described above safely because: <i>(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)</i>	

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

Name:	Trade
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No:	
Name:	Trade
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No:	
Name:	Trade
Mailing Address:	Registration/LBP No:-
E-mail Address: Phone No:	

(Continue on a separate sheet if necessary)

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 authority of, the owner/occupier/person:

Name of person signing:

Date:

ATTACHMENTS

The following documents are attached to this application: *(if applicable)*

- Evidence of applicant's status
- Evidence of authorisation for agent
- 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 (e.g., an engineer's report, certificates concerning specified systems)

Appendix 1

STATUTORY DECLARATION BY APPLICANT APPOINTMENT OF AGENT TO ACT ON BEHALF OF THE APPLICANT	
I,	
<i>(Name)</i>	
Of	
<i>(Physical Address/Place of abode)</i>	
Authorise and appoint:	
<i>(Name of Agent)</i>	
Of	
<i>(Name of Company)</i>	
As our agent during our Certificate of Public Use application.	
Please choose one:	
<input type="checkbox"/> Agent – CPU application & invoices:	
The Agent will be the first point of contact for communications with the council/Building Consent Authority regarding this application and will receive all correspondence including all invoices.	
<input type="checkbox"/> Agent – application only:	
The Agent will be the first point of contact for communications with the council/Building Consent Authority regarding this application but the owner will receive invoices.	
Signature:	Date: