

Form 15:

Application for certificate for public use

SECTION 363A, BUILDING ACT 2004

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 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(s):

(insert consent number/numbers)

Issued by:

(name of building consent authority that issued the building consent)

The applicant (person who owns, occupies, or controls premises)

Name of applicant:

(include preferred form of address, eg, Mr, Miss, Dr, if an individual)

Contact person:

(complete if applicable)

Mailing address:

Telephone number:

Mobile number:

Facsimile:

Email address:

The applicant is the person who:

- owns
- occupies
- controls the premises.

The following evidence of the applicant's above status 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:

Contact person:

(complete if applicable)

Mailing address:

Telephone number: Mobile number:

Facsimile:

Email address:

Relationship to owner:

(state details of 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 (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:

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

Name of person signing:

Date:

DAY

MONTH

YEAR

Attachments

The following documents are attached to this application:

- Evidence of applicant's status.
- 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 (eg, an engineer's report, certificates concerning specified systems).