

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 and describe the premises or part of premises. If appropriate, provide plans or diagrams that clearly delineate the area.

Building work affecting premises / part of premises

Building consent number(s)

Issued by

Name of building consent authority that issued the building consent

The applicant

Person who owns, occupies, or controls the premises.

Name of applicant

Include preferred form of address 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

Evidence of applicant status attached

☐

Copy of certificate / record of title

☐

Lease

☐

Agreement for sale and purchase

☐

Licence

☐

Property management agreement

☐

Other

If other, state document

Owner's name and address

Form Application for Certificate for Public Use

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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 / occupier / person in control

State details of authorisation to make the application.

Application

Confirmation

I confirm that no code compliance certificate has been issued for the building work.

Purposes and circumstances in which members of the public will use the premises

Why members of the public can use the premises safely

State reasons, precautions taken to protect the public, specified systems information, and management of special risks such as means of escape from fire.

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Building personnel

If known, list the names, addresses, phone numbers and, where relevant, registration numbers of personnel carrying out the building work.

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Request and declaration

Request

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 / authorised agent

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Name of person signing

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Date

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Attachments

- ☐ Evidence of applicant status
- ☐ Plans and diagrams showing the premises or part of premises
- ☐ Documentation relevant to the safety of the premises / part of premises

Examples include an engineer's report and certificates concerning specified systems.