

Application for certificate for public use (Form 15) section 363A, Building Act 2004

Items marked * are mandatory for all applications.

1. The building work

This work relates to the following building consent/s*:

Issued by*:

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

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)

Legal description of land where building is

located*: [state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent]

Valuation roll number:

Lot:

DP:

Building name:
(if applicable)

Location of building within
site/block number:
[include nearest street access]

2. The applicant

Name of
applicant*:

Contact person

(if owner is a company):

Mailing address*:

Street address:

Phone number*:

Mobile:

Fax:

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 record of title

☐

Licence

☐

Lease

☐

Property management agreement

☐

Agreement for sale and purchase

☐

Other (state) being a document that shows the full name of the applicant

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

Agent's name:

Contact person

(if agent is a company):

Mailing address:

Street address:

Phone number:

Mobile:

Fax:

E-mail address:

Relationship to owner:

(state details of authorisation from the owner/occupier/person in control of the premises to make the application on the person's behalf)

Site contact nominated for maintaining all CPU conditions and communications*:

Site contact's
name:

Phone number:

Mobile:

Fax:

E-mail address:

4. 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 (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)

The proposed timeframe for the CPU to be in place*:

Either

☐

3 months for public occupation

OR

☐

6 months for construction phases occupation

Further time required:

(Include reason for any extended timeframe request)

4. Application continued

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.

Note:

If you are not the building owner, you are declaring that you are authorised to act on behalf of the owner by signing this form. The owner will be invoiced for all costs associated with the certificate for public use.

Signed*:

Name of person signing*:

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

Date*:

I am the*: ☐ **Owner/Occupier/Controller of premises** ☐ **Agent** on behalf of, and with the authority of, the owner

5. Attachments

The following documents are attached to this application*:

- ☐ Evidence of applicant's status *(being a document that shows the full name of the applicant)*
- ☐ Plans and diagrams showing the premises or part of the premises described above
e.g.
 - Hoardings/fencings
 - Accessible routes and facilities
 - Areas open to the public
 - Areas restricted due to construction being undertaken.
- ☐ Documentation relevant to the safety of the *premises/*part of the premises (e.g. an engineer's report, certificates concerning specified systems, public safety management plan)
e.g.
 - Site specific safety/construction management plan - see [Selwyn District Council - Public Safety Management Plan \(PSMP\)](#)
 - Fire Safety report/CPU support statements outlining safety criteria for use
 - FENZ approved fire evacuation scheme
 - Engineer report(s)/CPU support statements – structure, civil, HVAC as applicable
 - Relevant compliance schedule details of specified systems (alarms, sprinklers, emergency lighting, HVAC) with supporting PS3, PS4, commissioning, and as-builts (as required)
 - Confirmation that sanitary facilities are both available and operational
- ☐ Evidence of ownership *(Record of title or sale & purchase agreement)*