



# APPLICATION FOR CERTIFICATE FOR PUBLIC USE

Section 363A, Building Act 2004

Send Documents to:  Owner  Agent

## PREMISES

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

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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): \_\_\_\_\_

Issued by: \_\_\_\_\_

\_\_\_\_\_  
Name of building consent authority that issued the building consent

## APPLICANT (The applicant is the person who owns/occupies/controls the premises)

Applicant's Name:

Mailing Address:

†Contact Person:

Phone Number:

Mobile Phone:

Fax Number:

Email Address:

After Hours:

The following evidence of the applicant's status as owner/occupier/person in control 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 owners' name and address is:

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## 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)

**§AGENT** (Only required if application is being made on behalf of the owner, occupier, or person in control of premises)

Name of Agent:

Mobile Phone:

Mailing Address:

Fax Number:

Email Address:

|| Contact Person:

After Hours:

Phone Number:

Relationship to owner/occupier/person in control of premises:

State details of authorisation from the owner/occupier/person in control of premises to make the application on the person'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 part of the premises described above.

Signature of (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: \_\_\_\_\_

- † Delete if owner/occupier/person in control is an individual
- ‡ Delete if the applicant is the owner
- § Delete this section if the application is not being made on behalf of the owner/occupier/person in control
- || Delete if the agent is an individual