

APPLICATION FOR CERTIFICATE FOR PUBLIC USE (Form 15)

Section 363A. Building Act 2004.

1. Where is the building? *Complete all fields*

Address:	
Description: <i>If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises</i>	

2. What is the work affecting the building? *Complete all fields*

Description of work:	
Building consent number:	
Issued by: <i>(name of building consent authority)</i>	

3. Who owns the building? *Complete all fields*

Owner name:		Title: e.g. Mr, Mrs, Ms, Dr	
Owner address:			
Indicate which of the following Proof of Ownership documents is attached to your application. Your documents must be less than 3 months old.			
<input type="checkbox"/>	Copy of Certificate of Title	<input type="checkbox"/>	Copy of Lease Agreement
<input type="checkbox"/>		<input type="checkbox"/>	Agreement for Sale & Purchase
<input type="checkbox"/>		<input type="checkbox"/>	Other document showing full name of legal owner

4. Who is the applicant? *Tick applicable*

Applicant:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Occupier	<input type="checkbox"/>	Controller of premises	<input type="checkbox"/>	Agent
<i>If Occupier, Controller or Agent, please complete the following, using N/A where not applicable</i>								
Name:								
Contact person: <i>(if different from above)</i>								
Relationship to owner:								
What authority has been granted to act:								
Mailing address:								
Email address:								
Contact numbers:	PH:				Cell:			

5. Applicant declaration

<p>I confirm that no code compliance certificate has been issued for the building work.</p> <p>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:</p>	
Describe purposes and circumstances:	
<p>Members of the public can use the premises/part of the premises described above safely because:</p>	
<p>State reasons for statement:</p> <p><i>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</i></p>	

6. Who is working on the building? *Complete all fields per line, using N/A where not applicable*

The personnel who carry out the building work are as follows:	
Trade:	
Name:	
Address:	
Contact number:	
Registration number:	
Trade:	
Name:	
Address:	
Contact number:	
Registration number:	
Trade:	
Name:	
Address:	
Contact number:	
Registration number:	

7. Statement *Complete all fields*

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 the authority of, the owner, occupier, person:	
Name of person signing:	
Date:	

You can add a digital signature to this document, either using Adobe or your existing digital signature.

Once you have filled out the form, including signatures, please save the application to your computer. You can then submit the application with supporting documentation to your local council.

If you are unsure about what information to include in your application, a guidance document is available ([click here](#)).

8. Have you attached all required documents? *Tick applicable*

The following documents are attached to this application:	
Plans and diagrams clearly showing the premises or part of the premises described on page 1	
Documentation relevant to the safety of the premises/part of the premises (e.g. engineer's report, certificates concerning specified systems)	