GUIDE TO COMPLETING THE APPLICATION FOR CERTIFICATE FOR PUBLIC USE



A Certificate for Public Use allows premises affected by building work to be used by the public.

How to Apply

Before you Apply

If your application is for a medium to complex project, we recommend that you seek professional advice, as these applications require a sound knowledge of the building code.

Applying using the Simpli Online Portal

An increasing number of councils are now using the Simpli online portal, making the application process quick and easy. This <u>link</u> will take you to the Simpli online portal, where you can see a list of councils currently offering this service.

To use the portal you will need to sign up as a customer, using a valid email address. You can sign up either as an individual, or as a company. Use this <u>link</u> to take you to the sign up page. Once you have signed-up, you can complete and submit your application online.

There are some useful video help guides on the portal site, <u>here</u>.

Applying using the Simpli forms

You'll find copies of the forms in a few locations:

- on the Simpli website, here
- on your council website
- at your local council office

Completing the application forms, if you're not using the portal

The forms can be completed electronically using the writeable pdf or printed to complete by hand.

If completing electronically using the writeable pdf:

• fill out the form, including signatures and save the application to your computer.

If printing to complete by hand:

- please use black ink throughout and write clearly in BLOCK CAPITALS only.
- to correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.

Once you have completed your application form you may:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council
- some Councils may allow your application and supporting documentation to be emailed or uploaded to their system - please check with your local Council's Building Consent team.

Note: there may be restrictions on sizes of document and the types that can be sent.



Please make sure that all plans are provided in landscape format and are either A1, A2, A3 or A4 in size. They must be shown in black on white paper; and must be to the correct scale.

An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

Help and advice

If you have any questions or just need advice, please call the Council for assistance.



Contents of the application form

The Application for Certificate of Public Use contains nine sections. These are briefly described below:

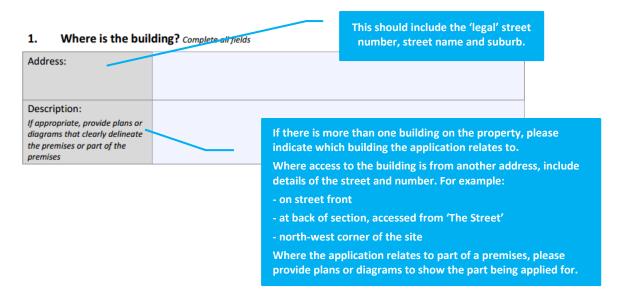
- **1 Where is the building?** This section requests details about the location of the building that the application relates to.
- **2 What is the work affecting the building?** This section requests a description of the building work proposed and the building consent number.
- **3 Who owns the building?** This section requests information about the owner of the building.
- **4 Who is the applicant?** This section requests information about the owner, occupier, controller or agent submitting the application.
- **5 Applicant declaration** This section requests a description of the purposes and circumstances of the public use of the building; as well as a description of any precautions taken to protect the public
- **6 Who is working on the building?** This section requests information about the people involved in the project.
- **7 Statement** Your application will not be valid if you have not signed the application form in this section.
- **8 Have you attached all required documents?** This section provides a checklist of the documents that you will need to provide to support your application.



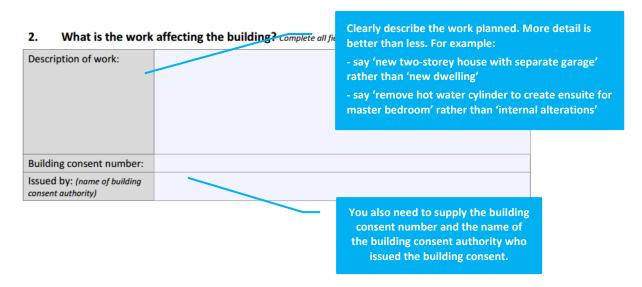
Advice on filling out the form

Additional detail on completing each section of the form is shown in the following pages.

1 - Where is the building?

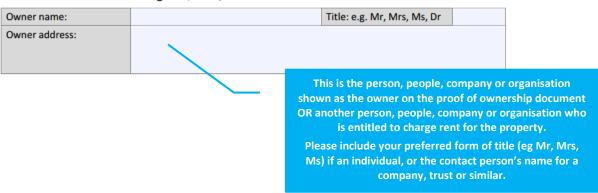


2 - What is the work affecting the building?



3 – Who owns the building?

3. Who owns the building? Complete all fields



Tick the relevant box. If you are the 4 - Who is the applicant? owner, your contact details have already been entered. For all other parties, please complete the following fields. Who is the applicant? Tick applicable Applicant: Owner Occupier Controller of premises Agent If Occupier, Controller or Agent, please complete the following, using N/A where not applicable Name: Contact person: (if different from above) Relationship to owner: Please describe the relationship to the owner. For What authority has been granted to act: - architect engaged by owner / tenant Mailing address: - project manager - builder / plumber / drainlayer Email address: Contact number: Please describe your authorisation to make the application on the owner's behalf.



| 5 – Applicant declaration | This section requests a description of the purposes and circumstances of the public use of the building; as well as a description of any | | |
|--|--|--|--|
| 5. Applicant declaration | precautions taken to protect the public. | | |
| I confirm that no code compliance certificate has been issued for the lt is intended to permit members of the public to use the premises, the following purposes and in the following circumstances: | Please provide full detail, and attach further information if required. | | |
| Describe purposes and circumstances: | | | |
| Members of the public can use the premises/part of the premises described above safely because: | | | |
| State reasons for statement: 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: | You may need to provide information on specified systems in the premises, such as certificates or engineer's report, or other evidence demonstrating the safe management of risks on site. | | |

6 - Who is working on the building?

| The personnel who carry out the | 1 11 11 11 11 11 | |
|---------------------------------|-------------------------------|---|
| The personner who carry out the | e building work are as follow | details of the designer / architect, structural |
| Trade | | engineer and other key individuals involved in your project. Attach an additional page if required. |
| Name: | | projecti Attach an additional page il required. |
| Address: | | |
| Contact number: | | |
| Registration number: | | |
| Trade | | |
| Name: | | |
| Address: | | |
| Contact number: | | |
| Registration number: | | |
| Trade | | |
| Name: | | |
| Address: | | |
| Contact number: | | |
| Registration number: | | |



| 7 - Statement | | Your application form must be signed by the owner or agent on behalf of, or with authority from, the owner. | | |
|---|-----------|---|--|--|
| 7. Statement Complete all fields | | Your application will not be valid if you have not signed the application form. | | |
| I request that you issue, under section 363A (2) of the Building Act 2004, a certificate for public use for the premises of the part of the premises described above. | | | | |
| Signature of owner, occupier, controller or agent on behalf of, and with the authority of, the owner/occupier/person: | | | | |
| Name of person signing: | | | | |
| Date: | Note: A C | Certificate of Public Use should not be used as a substitute | | |
| You can add a digital signature to this do | cume | ode Compliance Certificate (CCC). A CCC still needs to be or and obtained as soon as practicable after the works are | | |
| Once you have filled out the form, including site of then submit the application with supporting documentation. | | ete, as required by section 92 of the Building Act 2004. | | |

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?

| | attached all required documents? Tick applicable ments are attached to this application: | in Section 1. Please plans are provided | escription provided make sure that all in landscape format r than A1 in size. |
|---|--|--|--|
| 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) | | | |
| | | | |
| _ | This refers to the information provided in Section 5 | | |