

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

How to Apply

An application form is available from the Council's offices or website. To help you complete your application, these guidance notes are available on the Council's website.

Once you have completed your application you may:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council in person; or
- email your application form and supporting documents to the Council's Building Consent team.

Notes to completing the form

This form can be completed by hand or electronically.

If completing the writeable pdf:

- fill out the form, including signatures and save the application to your computer.
- Email the application form to the Council, or print off and post or deliver it to the Council.

If completing 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.

The following guidance notes provide information covering every section of the form. In addition, the form itself includes prompts to help you fill out each section.

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?

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>	

This should include the 'legal' street number, street name and suburb.

If there is more than one building on the property, please indicate which building the application relates to.

Where access to the building is from another address, include details of the street and number. For example:

- on street front
- at back of section, accessed from 'The Street'
- north-west corner of the site

Where the application relates to part of a premises, please provide plans or diagrams to show the part being applied for.

2 – What is the work affecting the building?

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>	

Clearly describe the work planned. More detail is better than less. For example:

- say 'new two-storey house with separate garage' rather than 'new dwelling'
- say 'remove hot water cylinder to create ensuite for master bedroom' rather than 'internal alterations'

You also need to supply the building consent number and the name of the building consent authority who issued the building consent.

3 – Who owns the building?

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

Owner name:		Title: e.g. Mr, Mrs, Ms, Dr	
Owner address:			

This is the person, people, company or organisation shown as the owner on the proof of ownership document OR another person, people, company or organisation who is entitled to charge rent for the property.

Please include your preferred form of title (eg Mr, Mrs, Ms) if an individual, or the contact person's name for a company, trust or similar.

4 – Who is the applicant?

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: (if different from above)								
Relationship to owner:								
What authority has been granted to act:								
Mailing address:								
Email address:								
Contact number:								

Tick the relevant box. If you are the owner, your contact details have already been entered. For all other parties, please complete the following fields.

Please describe the relationship to the owner. For example:

- architect engaged by owner / tenant
- project manager
- builder / plumber / drainlayer

Please describe your authorisation to make the application on the owner's behalf.

5 – Applicant declaration

5. Applicant declaration

I confirm that no code compliance certificate has been issued for the building. It is intended to permit members of the public to use the premises/part of the premises 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:

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:

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. Please provide full detail, and attach further information if required.

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?

6. Who is working on the building? *Complete all fields, using N/A where appropriate.*

The personnel who carry out the building work are as follows:

<i>Trade</i>			
Name:			
Address:			
Contact number:			
Registration number:			
<i>Trade</i>			
Name:			
Address:			
Contact number:			
Registration number:			
<i>Trade</i>			
Name:			
Address:			
Contact number:			
Registration number:			

Please supply the names, registration and contact details of the designer / architect, structural engineer and other key individuals involved in your project. Attach an additional page if required.

7 – Statement

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, controller or agent on behalf of, and with the authority of, the owner/occupier/person:

Name of person signing:

Date:

Your application form must be signed by the owner or agent on behalf of, or with authority from, the owner.

Your application will not be valid if you have not signed the application form.

Note: A Certificate of Public Use should not be used as a substitute for a Code Compliance Certificate (CCC). A CCC still needs to be applied for and obtained as soon as practicable after the works are complete, as required by section 92 of the Building Act 2004.

You can add a digital signature to this document.

Once you have filled out the form, including supporting documentation, 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?

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	<input type="checkbox"/>
Documentation relevant to the safety of the premises/part of the premises (e.g. engineer's report, certificates concerning specified systems)	<input type="checkbox"/>

This refers to the description provided in Section 1. Please make sure that all plans are provided in landscape format and are no larger than A1 in size.

This refers to the information provided in Section 5