

# APPLICATION FOR CERTIFICATE FOR PUBLIC USE (FORM 15)

Section 363A, Building Act 2004

## WHEN YOU CAN APPLY FOR A CERTIFICATE FOR PUBLIC USE (CPU)

If you want members of the public to access all or part of your building while building work is ongoing, you need a CPU to show that the building can be used safely.

## HOW IT WORKS

To get a CPU, you'll need to:

- restrict access to the area of the building where building work is happening – for example, by putting up barriers or closing part of the building
- have a safe way for members of the public to access the building without passing through the building work
- have functioning and commissioned specified system.

Example: If you're adding an outside extension to a public restaurant, and members of the public can use another door and eat inside safely while the work is ongoing, you could apply for a CPU to remain open while the building work is done.

Note: If you don't have a CPU, you could be fined up to \$200,000 – and then a further \$20,000 each day until you get a CPU, close the building to the public, or a code compliance certificate is issued.

## HOW TO APPLY

Once your application is submitted, the process takes up to 20 working days. It is recommended you discuss with your TA when the CPU application can be officially received and processed.

You may need to provide supporting documents and plans with your application that show how members of the public will use your premises safely – for example, an engineer's report or certificates concerning specified systems.

An inspection of the premises may be required.

## HOW TO SUBMIT YOUR APPLICATION

Check with the Council/ Territorial Authority (TA) you are applying to for more information on how to submit your application. Electronic submissions may be available with the relevant Council / TA on the [simpli.govt.nz](https://www.simpli.govt.nz) website.

# APPLICATION FOR CERTIFICATE FOR PUBLIC USE (FORM 15)

Section 363A, Building Act 2004

Official Use Only

## 1. PROPERTY INFORMATION

<b>Street address of the building</b> <i>For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection</i>

<b>Description of premises or part of premises for which certificate is sought</b> <i>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</i>

## 2. OWNER AND APPLICANT INFORMATION

Who is the Applicant?

☐ Owner

☐ Occupier

☐ Controller of Premises

☐ Agent

Owner	
<b>Name of Owner:</b>	
<b>Contact person:</b> <i>If the owner is not an individual</i>	
<b>Email:</b>	
<b>Mobile:</b>	
<b>Alternative Phone:</b>	
<b>Street address:</b>	
<b>Mailing Address:</b> <i>If different from street address</i>	

Applicant <i>If the application is made on behalf of the owner</i>	
<b>Name of Applicant:</b>	
<b>Contact person:</b> <i>If the Applicant is not an individual</i>	
<b>Relationship to owner:</b>	
<b>What authority has been granted to act on behalf of the owner?</b>	
<b>Email:</b>	
<b>Mobile:</b>	
<b>Alternative Phone:</b>	
<b>Street address:</b>	
<b>Mailing Address:</b> <i>If different from street address</i>	

<b>The first point of contact</b>	<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner
<b>Who should we contact for invoicing</b>	<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner
<b>Payee name for invoicing</b>		

### 3. WHAT BUILDING WORK IS BEING DONE?

Description of the building work:		
Building consents issued for this project:	Consent Number	Name of building consent authority

### 4. THE PERSONNEL CARRYING OUT THE BUILDING WORK ARE AS FOLLOWS:

Complete all fields, enter N/A where not applicable. If you have additional roles to add, please use the table in Appendix A.

Name:		Entity or Company:	
Licensing class / Role:		LBP or Registration number:	
Email:			
Street Address:		Mailing Address: <i>If different from street address</i>	
Contact numbers	Mobile:		Other:

Name:		Entity or Company:	
Licensing class / Role:		LBP or Registration number:	
Email:			
Street Address:		Mailing Address: <i>If different from street address</i>	
Contact numbers	Mobile:		Other:

**5. WHAT ACCESS WILL THE PUBLIC HAVE AND WHAT SAFETY MEASURES WILL BE APPLIED?**

<b>It is intended to permit members of the public to use the premises or part of the premises described in this application for the following purposes and in the following circumstances:</b>	
<b>Members of the public can use the premises or part of the premises safely because:</b> <i>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.</i>	

**6. HAVE YOU ATTACHED ALL THE REQUIRED DOCUMENTS?**

Please include the following document as part of your application. Additional documents might be requested as part of the assessment of your application.

**The following evidence of the Applicant's status as owner/ occupier/ person in control is attached to this application** *(Your documents must be less than three months old):*

- ☐ Copy of Record of Title
- ☐ Copy of Lease Agreement
- ☐ Agreement for Sale & Purchase
- ☐ Licence
- ☐ Property Management Agreement
- ☐ Other document showing the full name of the applicant and owner.
  
- ☐ **Plans and diagrams showing the premises or part of the premises described above**
- ☐ **Documentation relevant to the safety of the premises or part of the premises (e.g., an engineer's report, certificates concerning specified systems).**

## 7. APPLICATION FEES

The Council/ Territorial Authority (TA) will charge a fee for your application and any subsequent work involved in processing your application.

## 8. ACKNOWLEDGEMENTS

I confirm that no code compliance certificate has been issued for the building work.

The information you have provided on this form is required so that your application or the building consent it relates to can be processed under the Building Act 2004. The Council, Territorial Authority (TA) or Building Consent Authority (BCA) collates statistics relating to building work and has a statutory obligation to provide information to third parties. The information is stored on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 2020, you have the right to see and correct personal information the Council, TA and BCA hold about you.

In providing this information, you agree to your details being used for customer surveys carried out by the Council, TA or BCA.

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. I understand that an application for a CPU may not result in a CPU being issued. A CPU may only be issued if the Council / TA is satisfied, to the best of its knowledge and belief and on reasonable grounds, that, insofar as it could ascertain the public can safely access the premises.

All the information contained in the application is, to the best of my knowledge, true and correct.

<b>Full name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Appendix A – List of those involved in the build

Complete if additional space is required for Section 4

<b>Name:</b>		<b>Entity or Company:</b>	
<b>Licensing class / Role:</b>		<b>LBP or Registration number:</b>	
<b>Email:</b>			
<b>Street Address:</b>		<b>Mailing Address:</b> <i>If different from street address</i>	
<b>Contact numbers</b>	<b>Mobile:</b>		<b>Other:</b>

<b>Name:</b>		<b>Entity or Company:</b>	
<b>Licensing class / Role:</b>		<b>LBP or Registration number:</b>	
<b>Email:</b>			
<b>Street Address:</b>		<b>Mailing Address:</b> <i>If different from street address</i>	
<b>Contact numbers</b>	<b>Mobile:</b>		<b>Other:</b>

<b>Name:</b>		<b>Entity or Company:</b>	
<b>Licensing class / Role:</b>		<b>LBP or Registration number:</b>	
<b>Email:</b>			
<b>Street Address:</b>		<b>Mailing Address:</b> <i>If different from street address</i>	
<b>Contact numbers</b>	<b>Mobile:</b>		<b>Other:</b>

<b>Name:</b>		<b>Entity or Company:</b>	
<b>Licensing class / Role:</b>		<b>LBP or Registration number:</b>	
<b>Email:</b>			
<b>Street Address:</b>		<b>Mailing Address:</b> <i>If different from street address</i>	
<b>Contact numbers</b>	<b>Mobile:</b>		<b>Other:</b>