

## Application for Certificate for Public Use

Section 363A, Building Act 2004

### The Building:

Description of premises/part of premises (*delete one*) for which certificate is sought:  
(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)

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.....  
.....

Building work affecting premises/part of premises (*delete one*):

Building consent number/s: .....

Issued by (*name of building consent authority that issued the building consent*):

.....

### The Applicant (*person who owns, occupies or controls premises*):

Name of applicant: .....  
(Include preferred form of address e.g. Mr, Miss, Dr, if an individual)

Contact person: .....  
(Delete if owner/occupier/person in control is an individual)

Mailing address: .....

.....  
.....

Phone number: ..... (Daytime) ..... (After Hours)

Fax number: ..... Email: .....

The applicant is the person who owns/occupies/controls (*delete if inapplicable*) the premises.

The following evidence of the applicant's status as owner/occupier/person in control (*delete if inapplicable*) is attached to this application: (*Please delete those not applicable*)

- I. Certificate of Title
- II. Lease Agreement
- III. Agreement for Sale and Purchase
- IV. Licence
- V. Property management agreement

Owner's name and address (*delete if applicant is owner*):

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.....

**Agent:** (*only required if application is being made on behalf of the owner, occupier, or person in control of premises*)

Contact person (*Delete if the agent is an individual*): .....

Mailing Address: .....  
.....  
.....

Phone number: ..... (Daytime) ..... (After Hours)

Facsimile Number: ..... Email: .....

Relationship to owner/occupier/person in control (*delete if inapplicable*) of the premises:

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...  
.....  
....

(*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 (*delete one*) 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)*):

.....  
.....  
.....

**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 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** (*delete if inapplicable*):

**Signature:** .....

**Name of person signing:** .....

**Date:** .....

**Attachments:**

The following documents are attached to this application (*Delete those not applicable*):

- I. Evidence of applicant's status
- II. Plans and diagrams showing the premises or part of the premises described above
- III. Documentation relevant to the safety of the premises/part of the premises (e.g. engineer's report, certificates concerning specified systems)