



# Form 15 APPLICATION FOR CERTIFICATE FOR PUBLIC USE

## Section 363A, Building Act 2004

### \*PREMISES/\*PART OF PREMISES

**Description of \*premises/\*part of premises 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

**Building \*consent number/\*consent numbers:** \_\_\_\_\_

**Issued by:** \_\_\_\_\_

### THE APPLICANT (PERSON WHO OWNS, OCCUPIES, OR CONTROLS PREMISES)

**Name of applicant:** *[include preferred form of address, eg, Mr, Miss, Dr, if an individual]* \_\_\_\_\_

**†Contact person:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Phone number: Daytime:** \_\_\_\_\_ **After hours:** \_\_\_\_\_

**Facsimile number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

The applicant is the person who \*owns/\*occupies/\*controls the premises.

The following evidence of the applicant's status as \*owner/\*occupier/\*person in control is attached to this application: *[eg, copy of record of title, lease, agreement for sale and purchase, licence, or property management agreement, being a document that shows the full name of the applicant]*

**‡ The owner's name and address is:** *[state owner's name and address]* \_\_\_\_\_

### § AGENT

**Name of agent:** *[only required of application is being made on behalf of the owner, occupier, or person in control of premises]*

**Contact person:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Daytime:** \_\_\_\_\_ **After hours:** \_\_\_\_\_ **Facsimile number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Relationship to \*owner/\*occupier/\*person in control of premises:** *[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 described above for the following purposes and in the following circumstances: [describe purposes and circumstances]**

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**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, if necessary)]

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**The personnel who carry out the building work are as follows:** [if known, list names, addresses, phone numbers, and (where relevant) registration numbers]

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*Plans showing area of the premises or that part of the premises to where accessible by the public*

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*Commissioning certificates of relevant specified systems to ensure Publics safety*

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*IQP Engagement or records of "Specified System's" being audited*

☐

I request that you issue, under the 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: \_\_\_\_\_

## COUNCIL USE ONLY

**Approved:/Declined** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount of fee paid: \$** \_\_\_\_\_ **Date paid:** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

## ATTACHMENTS

The following conditions are attached to this application:

- ☐ Plans and diagrams showing the premises or part of the \*premises/\*part of the premises described above.
- ☐ Evidence of IQP engagement
- ☐ Draft Compliance Schedule