

	APPLICATION FOR A CERTIFICATE FOR PUBLIC USE	CONSENT NO:
NAME OF BUILDING OWNER:		
APPLICATION – PART A		
I request that you issue, under Section 363A of the building Act 2004, a Certificate for Public use for the premises described below.		
THE BUILDING		
Street Address: (or Rapid Number if applicable): <hr/>	What is the extent of the building that is proposed to be used by the public?	
Legal Description: <hr/>	<input type="checkbox"/> All of the building <input type="checkbox"/> Part of the building (describe the part of the building to be used and attach plans that are clearly marked to identify this area)	
Valuation Roll Number: <hr/>	<hr/>	
Building Name if applicable: _____	This work relates to the following Building Consents issued by the _____ Council: <hr/> <hr/>	
THE OWNER – PART B		AGENT – APPLICANT – PART C
Owners Name:	Agent's Name:	
Contact Person: <small>(if owner is not an individual)</small>	Contact Person:	
Mailing Address:	Mailing/Billing Address:	
Street Address/Registered Office:	Street Address/Registered Office:	
E-mail Address:	E-mail Address:	
Phone Numbers:	Phone Numbers:	
Daytime: Mobile:	Daytime: Mobile:	
After Hrs: Fax:	After Hrs: Fax:	
Evidence of ownership attached to this application: <input type="checkbox"/> Certificate of Title <input type="checkbox"/> Sale and Purchase Agreement	Note – the Agent will be the first point of contact for communications with the council/Building Consent Authority regarding this application / Building Work and will receive all correspondence including all invoices.	
REQUIRED ATTACHMENTS		
<input type="checkbox"/> Plans showing the part of the premises described above. <input type="checkbox"/> Evidence of the applicant's status as owner/occupier/person in control with copy of certificate of title, (plus agreement for sale and purchase, licence, or property management agreement if applicable), being a document that shows the full name of the applicant. <input type="checkbox"/> Certificates, producer statements as listed below. <input type="checkbox"/> A management plan for the safety of people during ongoing work.		

KEY PERSONNEL – PART D	
Name of Builder :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Craftsman Plumber :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Registered Drainlayer :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Designer :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	
Name of Engineer :	Phone Number: Registration Number:
Mailing Address:	
E-mail Address:	

Add any others on a separate sheet.

SIGNATURE
<p>I confirm that no Code Compliance Certificate has been issued for the building work.</p> <p>It is intended to permit members of the public to use the premises/part of the premises described above for the following purposes and the following circumstances:</p> <hr/> <hr/> <p>Members of the public can safely use the premises/part of the premises described above safely.</p> <p>Signed by or for and on behalf of the Owner: _____</p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Agent Date: _____</p> <p>Note: If acting “for and on behalf”, please read the following declaration before signing: “I hereby declare that I am authorised to act as Agent of the Owner”.</p>

SAFETY ISSUES TO BE CONSIDERED				
	Building Code Clause	Suggested Information	Notes:	Information provided. (i.e. Producer Statement)
Structure	B1	Producer Statement – Construction from Structural Engineer, or Council inspection for non specific design.		
Fire Safety	C1-C4, F6, F7	Producer Statement – Construction from Fire Engineer, or Council inspection for non specific design		
Access Routes	D1	Council inspection	Slip resistance, handrails	
Hazardous substances	F1-F3	Council inspection		
Safety from falling	F4	Council inspection	Balustrades to be installed	
Food preparation	G3	Council inspection		
Ventilation	G4	Producer Statement – Construction from Mechanical Engineer or Council inspection for natural ventilation		
Electricity	G9	Electricians Energy Certificate		
Gas	G11	Gasfitters Energy Certificate		