

	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:	
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:	
After Hrs:	Fax:	
Evidence of ownership attached to this application: <input type="checkbox"/> Ownership verified on Council's rating database; or <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		

Clutha District Council
 Approval given to grant Certificate for Public Use
 I have undertaken a technical check of the documents submitted with the certificate for public use described above and I am satisfied on reasonable grounds, members of the public can safely use the premises subject to the conditions specified on the Certificate for Public Use.

Certificate for Public Use Approved for Issue:

Building Control Officer: Date: / /

Admin Officer – Proceed to issue Certificate for Public Use

TA Office Use Only	Fees	\$
Receipt Number	Certificate for Public Use	
Date of Receipt	Inspections	
Receiving Officer	Other	
Date application received		
Date application accepted	Total	