

	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/> Legal Description: <hr/> Valuation Roll Number: <hr/> Building Name if applicable: _____	What is the extent of the building that is proposed to be used by the public? All of the building Part of the building (describe the part of the building to be used and attach plans that are clearly marked to identify this area) <hr/> 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:	Daytime: Mobile:	
After Hrs: Fax:	After Hrs: Fax:	
Evidence of ownership attached to this application: Ownership verified on Council's rating database; or Certificate of Title 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		
Plans showing the part of the premises described above. 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. Certificates, producer statements as listed below. A management plan for the safety of people during ongoing work.		

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	

Oct. 2023

Privacy Statement: The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Building Act of 2004 and may be shared with relevant government agencies. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthad.c.govt.nz or 0800 801 350