



Application for Certificate for Public Use - Form 15

(only complete items that are specific to your project)

For Office Use Only	
Project No	
Date Received	

Application

I request that you issue, under Section 363A of the Building Act 2004, a Certificate for Public Use for the premises/part of the premises described below.

The Building

Street address or rapid number (as applicable)

Valuation reference	Legal description
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What is the extent of the building that is proposed to be used by the public

<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)

This work relates to the following building consent/s

Building consent/s issued by

Building name (if applicable)

The Applicant

Name

I am the	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Occupier	<input type="checkbox"/>	Controller of premises
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Name of contact person

Mailing/billing address

Street address/registered office

Email address

Telephone	Day	Mobile
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Required attachments

Evidence of ownership attached to this application

<input type="checkbox"/>	Certificate of Title	OR	<input type="checkbox"/>	Sale and purchase agreement
<input type="checkbox"/>	Evidence of 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"/>	Fee (please refer to Kaipara District Council's fees and charges for amount)			
<input type="checkbox"/>	Plans showing the part of the premises described above			
<input type="checkbox"/>	A management plan for the safety of people during ongoing work			
<input type="checkbox"/>	Certificates, producer statements from key personnel listed on next page			

Signed by Owner/Occupier/Controller of premises: _____	Date: _____
or	
Signed by or for and on behalf of the Owner/Occupier/Controller of premises: _____	Date: _____
<p>Note: If acting “for and on behalf”, please read the following declaration before signing: <i>“I hereby declare that I am authorised to act as Agent of the Owner/Occupier/Controller of premises”.</i></p>	
<input type="checkbox"/> We require our plans and/or specifications to remain confidential.	

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-F8	Producer Statement – construction from fire engineer or council inspection for non-specific design		
Access routes	D1	Council inspection	Slip resistant 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	Energy work certificate		
Gas	G11	Energy work certificate		