

Application for a Certificate for Public Use (Form 15)

(Only complete items that are applicable 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 No as applicable:

Valuation Roll Number:

Legal Description: Lot:

DP:

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)

This work relates to the following Building Consent/s:

Issued by the:

Council

Building Name (if applicable):

The Applicant (Owner/Occupier/Controller of Premises)

 Name of *Owner:*Occupier:*Controller of Premises:
 (*strike out options that are not applicable)

 Name of Contact Person:
 Mr/Mrs/Ms/Miss
 (preferred title)

Mailing/Billing Address:

Street Address/Registered Office:

E-mail Address:

Telephone Day:

Fax:

Cell phone:

The Agent (if applicable)
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.

Agent's Name:

Mailing/Billing Address:

Street Address/Registered Office:

E-mail Address:

Telephone Day:

Fax:

Cell phone:

Required Attachments

Evidence of ownership attached to this application:

 Certificate of Title or Sale and Purchase Agreement

 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.

 Fee (please refer to Kaipara District Council's [current Fees and Charges](#) for amount).

 Plans showing the part of the premises described above.

 A management plan for the safety of people during ongoing work.

 Certificates, producer statements from key personnel listed on next page.

Key Personnel	
Builder:	Registration Number:
Mailing Address:	
E-mail Address:	Phone Day:
Craftsman Plumber:	Registration Number:
Mailing Address:	
E-mail Address:	Phone Day:
Registered Drainlayer:	Registration Number:
Mailing Address:	
E-mail Address:	Phone Day:
Craftsman Gasfitter:	Registration Number:
Mailing Address:	
E-mail Address:	Phone Day:
Designer:	Registration Number:
Mailing Address:	
E-mail Address:	Phone Day:
Registered Electrician:	Registration Number:
Mailing Address:	
E-mail Address:	Phone Day:
Engineer:	Registration Number:
Mailing Address:	
E-mail Address:	Phone Day:
<i>Add any additional people on separate sheet (eg Specified System Installers).</i>	
Signature	
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 (<i>*strike out option that is not applicable</i>) described above for the following purposes and the following circumstances:	
Members of the public can use the *premises/*part of the premises (<i>*strike out option that is not applicable</i>) described above safely because:	
Signed by Owner/Occupier/Controller of premises: _____ Date: _____	
or	
Signed by or for and on behalf of the Owner/Occupier/Controller of premises: _____ Date: _____	
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/Occupier/Controller of premises".	
<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, F7, F8	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	Energy Work Certificate		
Gas	G11	Energy Work Certificate		