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| 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](http://www.kaipara.govt.nz/site/kaiparadistrictcouncil/files/pdf/A-Z%20Documents/Fees%20and%20Charges/Fees%20%26%20Charges%202016-2017%20FINAL.pdf) 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. |
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| **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: |  |
| *Add any additional people on separate sheet (eg Specified System Installers).* |
| **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 *(\*strike out option that is not applicable)* described above for the following purposes and the following circumstances: |
|  |
| Members of the public can use the \*premises/\*part of the premises *(\*strike out option that is not applicable)* described above safely because: |
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| Signed by Owner/Occupier/Controller of premises:**or**Signed by or for and on behalf of the Owner/Occupier/Controller of premises: |  | Date: |
|  | 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”. |
|  |  | We require our plans and/or specifications to remain confidential. |

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| **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 |  |  |