

# Application for Certificate for Public Use

Form 15 - Section 363A - Building Act 2004



<b>*Premises / *Part of Premises</b>	
Description of Premises/Part of Premises for which certificate is sought: <i>[identify the building in which the premises or part of the premises are located and describe those premises or that part of the premises. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises.]</i>	
<b>Building work affecting *Premises / *Part of Premises</b>	
Building *consent number/*consent numbers: _____	Issued by: <b>Napier City Council</b>
<b>The Applicant (person who owns, occupies, or controls premises)</b>	
Name of applicant: _____	
†Contact person: _____	
Mailing address: _____	
Daytime phone: _____	After hours phone: _____
Email address: _____	Facsimile number: _____
The applicant is the person who *owns/*occupies/*controls the premises.	
The following evidence of the applicant's status as *owner/*occupier/*person in control is attached to this application: <i>[tick one or more of the below]</i>	
<input type="checkbox"/> copy of certificate of title <input type="checkbox"/> lease <input type="checkbox"/> agreement for sale and purchase <input type="checkbox"/> licence <input type="checkbox"/> property management agreement <input type="checkbox"/> other – being a document that shows the full name of the applicant: state: _____	
‡ The owner's name and address is: <i>[state owner's name and address]</i>	
<b>§Agent/Contractor</b>	
Name of agent: _____	
<i>[Only required if application is being made on behalf of the owner, occupier, or person in control of premises]</i>	
Contact person: _____	
Mailing address: _____	
Daytime phone: _____	After hours phone: _____
Email address: _____	Facsimile number: _____
Relationship to Owner, Occupier or Person in control of Premises: <i>[state details of authorisation from the *owner/*occupier/*person in control of premises to make the application on the person's behalf]</i>	

**Application**

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 described above for the following purposes and in the following circumstances: *[describe purposes and circumstances]*

**Members of the public can use the \*premises/\*part of the premises described above safely because:** *[state reasons for statement, and include any precautions taken to protect the public, information on any specified systems in the premises or part of the premises, and the management of any special risks (e.g. means of escape from fire) on site (provide information in attachments, if necessary)]*

**The personnel who carried out the building work are as follows:** *[if known, list names, addresses, phone numbers, and where relevant registration numbers]*

Trade		Trade		Trade	
Name		Name		Name	
Address		Address		Address	
Contact Phone		Contact Phone		Contact Phone	
Registration #		Registration #		Registration #	

I request that you issue, under section 363A(2) of the Building Act 2004, a certificate for public use for the premises or the part of the premises described above.

**Signature** of \*owner/\*occupier/\*person in control of premises/ \*agent on behalf of, and with the authority of, the \*owner/ \*occupier/\*person: \_\_\_\_\_ **Date** \_\_\_\_\_

Name of person signing: \_\_\_\_\_

**Attachments:** The following documents are attached to this application:

- Evidence of applicant's status
  - Plans and diagrams showing the premises or part of the premises described above
  - Documentation relevant to the safety of the \*premises/\*part of the premises (e.g. an engineer's report, certificates concerning specified systems)
  - Agreement for sale and purchase
- Key**  
 \*Delete if inapplicable.  
 †Delete if owner/occupier/person in control is an individual.  
 ‡Delete if the applicant is the owner.  
 §Delete this section if the application is not being made on behalf of the owner/occupier/person in control.  
 ||Delete if the agent is an individual.

**Fee**

Fee	Amount	
Administration	\$	_____
Plan Check	\$	_____
Inspections	\$	_____
<b>Total</b>	<b>\$</b>	_____
<b>Less Deposit Paid</b>	<b>\$</b>	_____
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>	_____

**Receipt No:** \_\_\_\_\_