

## BUILDING UNIT

# Form 15 Application for Certificate for Public Use

Under The Building Act 2004, Section 363A

Please submit the Application for Certificate for Public Use by emailing to: [buildinginfo@wmk.govt.nz](mailto:buildinginfo@wmk.govt.nz)

### 1. Premises/Part of Premises

Description of premises/part of premises for which certificate is sought: *(Identify the building in which the premises or part of the premises are located and describe those premises or that part of the premise. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises.)*

Street address:

Legal description:

Building name:

Location of building within site/block number:

Level/unit number:

### 2. Building Work Affecting Premises/Part of Premises

Building consent number to which the application relates:

Issued by: *(e.g. Waimakariri District Council)*

### 3. The Applicant (The person who owns, occupies, or controls premises)

Name of applicant: *(include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr, if an individual)*

Contact person: *(not required if the owner is an individual)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

The applicant is the person who: owns occupies OR controls the premises

Legal Description:

The following evidence of ownership is attached to this application:

Copy of Record of Title OR Council to provide *(additional charge applies - see below)*  
***(The Record of Title has to be current within 1 month of being issued and must include a deposited plan [diagram]. Where the Record of Title is not current, the Council will provide this [additional charge applies - refer to Council Fees and Charges Schedule [waimakariri.govt.nz/services/fees-and-charges](http://waimakariri.govt.nz/services/fees-and-charges)])***

Signed copy of Sale and Purchase Agreement *(If Record of Title is not issued)*

Signed copy of Lease Agreement

The owner's name and address is: *(state owner's name and address, not applicable if the applicant is the owner)*

**4. Agent - Only required if the application is being made on behalf of the owner, occupier, or person in control of premises**

**PLEASE NOTE** - *Authorisation is required from the person who owns, occupies, or controls premises.*

Name of agent: *(only required if the application is being made on behalf of the owner, occupier, or person in control of premises)*

Contact person: *(not required if the agent is an individual, must have a New Zealand address)*

Mailing address:

Street address/Registered office: *(if different than above)*

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship of owner/occupier/person in control of the premises: *(state details of the authorisation from the owner/occupier/person in control of premises to make the application on the person's behalf)*

**5. 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 premises described above for the following purposes and in the following circumstances: *(describe purposes and circumstances)*

Requested timeframe for the Certificate of Public Use:

Members of the public can safely use the premises/part of 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)).*

**Key personnel**

The personnel who carry out the building work are as follows:

**Builder**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Designer(s)**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Certifying drainlayer**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Certifying plumber**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Certifying gasfitter**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Registered electrician**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Structural engineer**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

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.

I wish to receive my approved documentation in the following format:

**PLEASE NOTE** - *If hard copy, please confirm if you wish to pick it up from the Council or have it posted.*

Electronically (email)

USB copy: (post) OR (pick-up)

Hard copy: (post) OR (pick-up)

All Certificate for Public Use related invoices/refunds to be billed and sent to:

Applicant Agent Or other *(If other, please complete below)*

Company name: *(If applicable)*

Contact person:

Mailing address:

Phone number:

Landline: Mobile: Daytime: After hours: Fax:

Email: Website:

**PLEASE NOTE** - *Any refunds are to the receipted name unless written authorisation has been received from the receipted person or company.*

#### Terms of trade

I/We understand that:

Fees associated with the Certificate for Public Use shall be paid for prior to the issue of the Certificate for Public Use.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

#### Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed under Section 363A of the Building Act 2004.

Name: Date:

I am the: Owner Occupier Person in control of premises  
Agent on behalf of, and with the authority of the owner, occupier, person in control of premises

#### 6. Attachments

The following documents are attached to this application:

Evidence of the applicant's status.

Plans and diagrams showing premises or parts 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).

**Office use only**

Further information required?    Yes    No

Date/time received:

Officer:

Date/time vetted/accepted:

Officer:

**Office use only**

Amount paid: \$

Date:

Officer:

Fee paid on application

Deposit invoice sent

Date payment processed:

Receipt:

Officer:

**Important Information**

All the relevant information on this form is required to be provided under the Building Act 2004 and/or Resource Management Act 1991 for the Waimakariri District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

**Application information****When is a Certificate for Public Use required?**

In premises intended for public use affected by building work, Section 363 of the Building Act 2004 applies in the following situation:

A Building Consent has been issued to undertake the building work, but a Code Compliance Certificate has not yet been issued; or

Under Section 363 of the Building Act 2004 it is an offence to permit people to use parts of premises intended for public use that are affected by building work, unless the Territorial Authority confirms it is satisfied it is safe for members of the public to do so, this will take into account any safety precautions that have been put in place. Once all building work is complete, a Code Compliance Certificate must be obtained.

**Failure to Obtain Certificate for Public Use**

Under Section 363(4) of the Building Act 2004 a person who commits an offence is liable to a fine not exceeding \$200,000 and in the case of a continuing offence, to a further fine not exceeding \$20,000 for every day or part of a day during which the offence continues.

**Agency**

The Applicant may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under Section 363A of the Building Act 2004. They will receive all correspondence and must be authorised by the Applicant.

**Fees**

The application fee for a Certificate for Public Use (CPU) includes one inspection. Additional processing and inspections required for the issue of a CPU will be charged at an hourly rate, refer to **building services fees and charges**.