

Application for a Certificate for Public Use

Section 363A, Building Act 2004

Send or deliver your application to: Building Consents & Licensing Services, Wellington City Council, PO Box 2199, 101 Wakefield Street, Wellington. For enquiries, phone 801 3542.

Council Use Only:

Application # _____

Property ID _____

Premises/Part of Premises

Description of premises/part of premises for which a certificate is sought

[Identify the building in which the premises or part of the premises are located and describe those premises or part of the premises]

(if appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises)

Building work affecting premises/part of premises

Building Consent Number/s

Issued by: (Building Consent authority that issued the building consent)

The Applicant

[the person who owns, occupies or controls premises]

Name of Applicant:

[include preferred form of title, eg, Mr, Miss, Dr, if an individual and the contact person if a company, trust or similar]

Contact Person:

[only required if different from Applicant]

Applicant mailing address:

Applicant contact details:

Daytime: _____ Mobile: _____

Facsimile number: _____ After hours: _____

Email: _____

Applicants status

Please attach one of the following evidence of the applicants status as owners, occupier or person in control of the premises.

- copy of certificate of title, lease, agreement for sale and purchase, licence, property management agreement, showing the name of the applicant.

Owners name and address

[if different from applicant]

Agent

[only required if application is being made on behalf of the owner, occupier or person in control of the premises]

Name of Agent:

Contact Person:

Applicant mailing address:

Agent contact details:

Daytime: _____

Mobile: _____

Facsimile number: _____

After hours: _____

Email: _____

Relationship to Owner:

[state details of the authorisation from the owner to make the application on the owner's behalf]

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 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]

[attach further information as necessary]

Contacts

[Provide all details where relevant]

Designer/Architect:

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Structural Engineer:

Contact/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Engineer (identify practice college):

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Qualification/college: _____

Plumber:

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Builder:

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Drainlayer:

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Head Contractor/Site Manager:

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

Other:

Business/name: _____
Address: _____
Daytime: _____ Mobile: _____
After hours: _____ Facsimile: _____
Registration/qualification: _____

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, on behalf of, and with the authority of, the owner/occupier/person in control.

Signature of owner, occupier, persons in control of the premises/agent

Signature: _____

Name: _____

Date: _____

Attachments

The following documents are attached to this application

[tick boxes applicable]

- Evidence of applicants status
- Plans and diagrams showing the premises or part of the premises described above
- Documentation relevant to the safety of the premises/part of premises (e.g. an engineer's report, certificates concerning specified systems)