

APPLICATION FOR CERTIFICATE FOR PUBLIC USE

[Form 15, Building (Forms) Regulations 2004]



Section 363a, Building Act 2004

Send or deliver your application to:

Building Consents
Kapiti Coast District Council,
175 Rimu Road, Paraparaumu 5032
Private Bag 60601, Paraparaumu 5254

Toll Free: 0800 486 486

Council use only:

Application Number:

Valuation Number:

Building Consent No:		
Address of Building:		
PREMISES / PART OF PREMISES		
Description of premises / part of premises for which certificate is sought:		
<i>I have attached plans or diagrams where they are needed to clearly delineate the premises/part of premises</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
THE APPLICANT (the person who owns, occupies or controls premises)		
Name of Applicant <i>(Include preferred form of title, e.g. Mr, Miss, Dr, if an individual and the contact person's name if a company, trust or similar):</i>		
Contact person <i>(If different to Applicant):</i>		
Applicant's mailing address:		
Street address/registered office:		
Applicant's contact details:		
Landline:	Mobile:	After hours:
Fax:	Email:	Website:
Applicant Status: Please attach a copy of one of the following evidence of the applicants status as owners, occupier or person in control of premises: <input type="checkbox"/> Record of Title <input type="checkbox"/> Lease <input type="checkbox"/> Property management agreement showing name of applicant <input type="checkbox"/> Licence <input type="checkbox"/> Agreement for sale and purchase		
Owners Name:		
Owners Street Address:		

AGENT (Only required if application is being made on behalf of the owner and must be authorised by the owner to make this application)

Name of Agent *(Include preferred form of title, e.g. Mr, Miss, Dr, if an individual and the contact person's name if a company, trust or similar):*

Contact person:

Agent's mailing address:

Street address/registered office:

Agent's contact details:

Landline:

Mobile:

After hours:

Fax:

Email:

Website:

Agent relationship to Owner:

State details of 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 premise and the management of any special risks (e.g. means of escape from fire) on site)*

I have attached further information as necessary ☐ Yes ☐ No

CONTACTS

Designer or architect	Business/name:	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:
Structural engineer	Business/name:	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:
Engineer	Business/name	
Address:		
Registration/qualification	Mobile:	Landline:
Email:	After hours phone:	Fax:
Plumber	Business/name	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:
Builder	Business/name:	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:
Drainlayer	Business/name	
Address:		
Registration/qualification:	Mobile:	Landline:
Email:	After hours phone:	Fax:

Head contractor / site manager		Business/name:	
Address:			
Registration/qualification:		Mobile:	Landline:
Email:		After hours phone:	Fax:
Other (Attached additional pages if required)			
Role:		Business/name:	
Address:			
Registration/qualification:		Mobile:	Landline:
Email:		After hours phone:	Fax:
SIGNATURE OF OWNER, OCCUPIER, PERSONS IN CONTROL OF PREMISES / AGENT			
<i>I request that you issue, under section 363A(2) of the Building Act 2004, a certificate for public use for the premises or part of the premises described above, on behalf of, and with the authority of, the owner/occupier/person in control.</i>			
Signature:			
Name:			
Date::			

Checklist for a Certificate of Public Use

Please complete the following to provide further information on your application for a certificate for public use.

Section 363 of the Building Act 2004 relates to owners, occupiers and people who control premises intended for public use. Under Section 363A, an application for a Certificate of Public Use (CPU) may be applied for (in the prescribed form) to the territorial authority for the premises or a part of the premises if:

- a Building Consent has been granted for works affecting the premises or part of the premises, and
- no Code Compliance Certificate has been issued for the work.

This checklist identifies the information that should be considered when an application for a Certificate for Public Use is made; and the documents that need to be supplied in support of your CPU application.

You need to:

- attach **one** copy of any relevant supporting documents with your application.
- check each section carefully and complete those sections that apply to your project. If the section is not applicable, write **NA**.

Note: A CPU should not be used as a substitute for a code compliance certificate (CCC). A CCC still needs to be applied for and obtained as soon as practicable after the works are complete, as required by section 92 of the Building Act 2004.

Section 1: Purpose and Timeframe

1.1 Purpose of the CPU Application	<input type="checkbox"/> Construction	<input type="checkbox"/> Occupation
In practice, a CPU may be required for two different purposes:		
<ul style="list-style-type: none"> • Construction CPU: to allow building or construction work to take place while the area affected by the building work either: <ul style="list-style-type: none"> ○ remains open to members of the public, or ○ continues to be used by members of the public • Occupation CPU: to allow members of the public to use or occupy part of the building with all building works completed, but before a final Code Compliance Certificate is issued for the work 		
1.2 Intended timeframe for the CPU (please state): e.g. six weeks, two months, one year etc.		

Section 2 Construction CPU

	Supporting comments and documents	Office use only
Protection from construction hazards		Checked <input type="checkbox"/>
Plans of access into the building; location of fence / hoarding to protect construction site		
Provision to ensure safe access for the public using the building during construction period		
Provision to protect the public from construction hazards i.e. demolition hazard, noise and dust, falling objects, changes of level, slippery surfaces, etc. including asbestos		
Fire safety		Checked <input type="checkbox"/>
Plans of egress routes with consideration for adequate escape width, path length, directional signage, lighting		
Provision to maintain clear and free escape route at all times during construction period; including egress for people with disabilities		
Provision to maintain integrity of existing passive fire rating where affected by new building works		
Provision to maintain operation of existing fire protection system in the building; including temporary fire protection system (if needed)		
Provision to isolate existing fire protection system during construction (isolation of fire alarm, sprinklers, emergency lighting)		
Provision to maintain operation of existing fire fighting facilities; or temporary arrangement approved by the New Zealand Fire Service (NZFS)		
Amenity		Checked <input type="checkbox"/>
Provision to maintain adequate toilet/sanitary facilities during the construction period; including for people with disabilities		
Provision to maintain adequate ventilation		
Provision to remain weathertight (where applicable) to prevent undue damage due to moisture		
Structure		Checked <input type="checkbox"/>
Provision to maintain the structural integrity of the building or part of the building where the public will occupy, or will be affected		

	Supporting comments and documents	Office use only
Other		Checked <input type="checkbox"/>
Site/construction management plan		
Staging of the project where it is intended to occupy different parts of the building at different times		
Interim evacuation scheme approved by the FENZ; especially for projects with people who need special care during evacuation		
Consideration to limit the occupancy numbers to a safe level		
Any other aspects that may impact on the safety of members of the public		
Section 3 Occupation CPU		
	Supporting comments and documents	Office use only
Certification at practical completion		Checked <input type="checkbox"/>
Sign off/completion certificate for: <ul style="list-style-type: none"> • Structure systems • Fire engineering • Specified systems (fire systems, lighting, warning systems, HVAC, etc.) • Plumbing works • Energy works • Others 		
Inspection at practical completion		Checked <input type="checkbox"/>
<ul style="list-style-type: none"> • Access/egress route • Hazardous substances • Safety from falling • Personal hygiene • Food safety • Others 		