

Certificate for Public Use Application form

BAM 015

VER. 9

Updated: Jan 22

Review: Jan 23

Section 363A, Building Act 2004

Please return this form to: building@adc.govt.nz or Ashburton District Council, PO Box 94, Ashburton 7740

Application	
Certificate for Public Use Number (Council use only):	
Premises/Part of Premises	
Building Name (if any):	
Street Address (or Rapid No.):	
Legal Description:	Valuation No:
What is the extent of the building that is proposed to be used by the public? If part of the building, please describe and attach plans clearly marked to identify this area.	All of the building <input type="checkbox"/> Part of the building <input type="checkbox"/>
This work relates to the following Building Consents issued by the Ashburton District Council:	
The Applicant	
Name:	
Contact Person (if owner is not an individual):	
Mail/ Billing Address:	
Street Address/Registered Office:	
Daytime Phone No:	Cellphone:
Email Address:	After Hours No:
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 (tick applicable):	
<input type="checkbox"/>	Certificate of Title (less than 6 months old)
<input type="checkbox"/>	Sale and Purchase Agreement
<input type="checkbox"/>	Lease
<input type="checkbox"/>	Current Rates Demand
<input type="checkbox"/>	Property Management Agreement (showing name of the applicant)
<input type="checkbox"/>	License

Owner's Name and Address (if different from applicant)

Owner's Name:

Postal Address:

The Agent (only required if application is being made on behalf of the owner, occupier or person in control of premises)

Agent's Name:

Contact Person (if Agent is not an individual):

Mailing/Billing Address:

Street Address/Registered Office:

Daytime Phone No:

Cellphone:

Email Address:

After Hours No:

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 the following circumstances (describe purposes and circumstances):

Members of the public can safely use the premises/part of the premises as described above safely (state reasons for the statement, and include any precautions taken to protect the public, information on specified systems in the premises or part of the premises, and the management of any special risks on site).

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.

Note: If acting 'for and on behalf' of the Owner/Occupier/Person in Control of the premises, please read the following declaration before signing, "I hereby declare that I am authorised to act as Agent of the Owner/Occupier/Person in Control of the premises".

Signed by or for and on behalf of the Owner/Occupier/Person in Control of the premises.

Signature: Date:

Name (printed): Applicant Agent

Privacy Information: The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.

Required Attachments

Other documents:

- Plans showing part of premises to be converted
- Management plan for safety of people during on-going work
- Certificates, producer statements as listed below

Key Personnel/Licensed Building Practitioners Details

Name of Builder:	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
Name of Craftsman Plumber:	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
Name of Registered Drainlayer:	Registration Number:
Mailing Address:	
Daytime Phone Number:	Email Address:
Name of Craftsman Gasfitter:	Registration Number:
Mailing Address:	
Daytime Phone No:	Email Address:
Name of Designer:	Registration Number:
Mailing Address:	
Daytime Phone No:	Email Address:
Name of Engineer:	Registration Number:
Mailing Address:	
Daytime Phone No:	Email Address:

Method of Payment

Cash <input type="checkbox"/>	Direct Credit <input type="checkbox"/>	Eftpos <input type="checkbox"/>
Credit Card <input type="checkbox"/>		
<p>Note: For direct credit, please make payment to account number 03-1592-0521970-00 include the name of applicant and the Building Consent Number (if known). If you don't know the Building Consent number, please enter letters BC in the reference field. This will enable us to match your payment and prevent delays in processing your request.</p>		

Checklist for a certificate of public use

Please complete the following to support 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 **two copies** of any relevant supporting documents with your application.
- check each section carefully and complete those sections that applicable to your project. If the section is not applicable, write **N/A**.

Important Note: A CPU should not be used as a substitute for a code compliance certificate. A code compliance certificate 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.

A person who commits an offence under Section 363(1) of the Building Act 2004 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 has continued.

SECTION 1: Purpose and Timeframe

1.1 Purpose of the CPU application	Construction <input type="checkbox"/>	Occupation <input type="checkbox"/>
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In practice, a CPU may be required for two different purposes:

Construction CPU: to allow building or construction work to take place while the area affected by the building work either:

- 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 tick):	1 mth <input type="checkbox"/>	3 mths <input type="checkbox"/>	6 mths <input type="checkbox"/>	12 mths <input type="checkbox"/>
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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;		
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		Checked <input type="checkbox"/>
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		
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 NZFS; 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"/>
Structure systems		
Fire Engineering		
Specified systems (fire systems, lighting, warning systems, HVAC, etc)		
Plumbing works		
Energy work		
Others		

	Supporting comments and documents	office use only
Inspection at practical completion		Checked <input type="checkbox"/>
Access/egress routes		
Hazardous substances		
Safety from falling		
Personal hygiene		
Food safety		
Others		