



# Certificate for Public Use Application form


SECTION 363A, BUILDING ACT 2004



## Apply Online: Preferred Option

 ashburtondc.govt.nz  
 building@adc.govt.nz

## Drop off or Post to:

 2 Baring Square East  
Ashburton 7700

**Version:** 10  
**Date:** June 2023  
**Code:** BAM 015  
**Form:** 15

## The Building

Site address:  
(Street / Road / Township)

Legal description of the land where the building is located:

Lot:

DP:

Valuation number:

Building name:

(if applicable)

Number of levels:

(include ground level & any below ground)

Level/unit number:

Area: (floor total in m<sup>2</sup>)

Current lawfully established use:

(e.g. Dwelling)

Year building first constructed:

(Only applicable to existing buildings, approximate date is acceptable, e.g. 1920's)

Location of project:

(site access description  
to provide directions  
for inspections etc.)

## The Owner

Name of owner:

Contact Person:

(If different from owner)

Mailing address:

Street address /  
registered office:

Contact details:

Landline:

Mobile:

Daytime no:

After hours no:

Fax:

Website:

Email address:

The following evidence of ownership is attached to this application:

Copy of Certificate of Title (Current within 6 months of issue date, including deposited plan) **OR** Council to provide (additional cost)

Signed copy of Sale and Purchase Agreement

Copy of Lease Agreement & Owner's Written Permission

Other document showing full name of legal owner(s) of building (e.g. current Rates Invoice)

## The Agent

Company Name:

Contact Person:

Mailing address:

Street address /  
registered office:

Contact details:      Landline:                              Mobile:                              Daytime no:

After hours no:                              Fax:                              Website:

Email address:

Please send all invoices to:                              Owner                              Agent

## 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".*

## Required Attachments

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

### BUILDER

Name of Builder:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### CRAFTSMAN PLUMBER

Name of Craftsman  
Plumber:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### REGISTERED DRAINLAYER

Name of Registered  
Drainlayer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### CRAFTSMAN GASFITTER

Name of Craftsman  
Gasfitter:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### DESIGNER

Name of Designer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

### ENGINEER

Name of Engineer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:



## The Payment

Cash

Direct Credit

Eftpos

Credit Card

*Note: For direct credit, please make payment to account number **03-1592-0521970-00** include 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.*

## Declaration

If acting "for and on behalf", I hereby declare that I am authorised to act as Agent of the Owner.

Signed:

Date:

Name:

I am the

Owner:

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.*

## 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

Occupation

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

3 mths

6 mths

12 mths

## Section 2: Construction CPU

OFFICE USE ONLY  
(Tick if Provided)

Protection from construction hazards	Supporting comments and documents
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;	
<b>Fire Safety</b>	
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)	
<b>Amenity</b>	
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	



<b>Structure</b>	
Provision to maintain the structural integrity of the building or part of the building where the public will occupy, or will be affected	
<b>Other</b>	
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

<b>Certification at practical completion</b>	<b>Supporting comments and documents</b>
Structure systems	
Fire Engineering	
Specified systems (fire systems, lighting, warning systems, HVAC, etc)	
Plumbing works	
Energy work	
Others	
<b>Inspection at practical completion</b>	
Access/egress routes	
Hazardous substances	
Safety from falling	
Personal hygiene	
Food safety	
Others	

