

Please select one of the following:

New Application     Extension of Existing CPU – PU number:      Amendment – PU number:

### 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 premises. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises.]

### 2. BUILDING WORK AFFECTING PREMISES / PART OF PREMISES

Building Consent Number(s):

Issued by:

Queenstown Lakes District Council

### 3. THE APPLICANT [Owner/occupier/person in control of the premises]

Name of Applicant (include preferred title; Mr, Mrs, Ms, Other):

Contact Person (if not individually owned e.g. trust or company):

Mailing address:

Contact Number(s):

Email address:

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:

Copy of Certificate of Title     Lease Agreement     Agreement for Sale and Purchase     Licence     Property Management Agreement

Owner's Name:

Owner's Address

### 4. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent (include preferred title; Mr, Mrs, Ms, Other):

Mailing address:

Contact Number(s):

Email address:

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

Billing (Payer) Details:

Owner     Agent     Other (name and email):

### 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):

Members of the public can use the premises/part of the 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 (eg, means of escape from fire) on site (provide information in attachments, if necessary)]:

**Building Work**

Personnel who carried out building work (list names, addresses, telephone numbers, and (where relevant) registration numbers):

Name	Details Trade, address, telephone, and registration number including Builder or Principal Contractor, Sub-Contractors, Plumbers, Gasfitters, Drainlayers, ect.

**Note:** Continue on another page if necessary

**6. REQUEST TO ISSUE CERTIFICATE FOR PUBLIC USE**

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.

Signature (owner/occupier/person in control of premises/agent on behalf of, and with the authority of, the owner/occupier/person):

Date:



Name of person signing:



Owner/Occupier

Agent

**7. ATTACHMENTS** [The following documents are attached to this application]

**Required:**

- Evidence of applicant's status (e.g. copy of certificate of title, lease, agreement for sale and purchase, licence, property management agreement).
- Plans and diagrams showing the premises or part 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).
- Application fee (refer [AF CALC Building Consent Initial Fee Calculator](#).)