

Form 15 - Section 363A, Building Act 2004

Application for certificate for public use

Application Fee: \$250 COM 1&2
\$350 COM 3

Amendment to an existing CPU fee \$215

***Premises/*Part of premises**

Description of *premises/*part of premises for which certificate is sought:

Building work affecting *premises/*part of premises

Building *consent number/*consent numbers: _____

Issued by: Queenstown Lakes District Council

The applicant (person who owns, occupies, or controls premises)

Name of applicant: _____

Contact person: _____

Mailing address: _____

Phone number: Daytime: _____ After hours: _____

Facsimile number: _____ 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: *[tick one or more]*

- copy of certificate of title
- lease
- agreement for sale and purchase
- licence
- property management agreement
- other _____ being a document that shows the full name of the applicant

The owner's name and address is: _____

Agent

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

Name of Agent : _____

Contact person: _____

Mailing address: _____

Phone number: Daytime: _____ After hours: _____

Facsimile number: _____ Email address: _____

Relationship to *owner/*occupier/*person in control of premises: _____

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:

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)]

The personnel who carry out the building work are as follows:

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 of [*owner/*occupier/*person in control of premises/*agent on behalf of, and with the authority of, the *owner/*occupier/*person]

Name of person signing: _____

Date: _____

Attachments

The following documents are attached to this application:

- Evidence of applicant's status.
- 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 (eg, an engineer's report, certificates concerning specified systems).
- Application fee payable to Queenstown Lakes District Council