

# Application for a Certificate for Public Use

## Section 363A, Building Act 2004

Send or deliver your application to: Hutt City Council, Building Approvals Office,  
Private Bag 31912, Hutt City. For enquiries, phone (04) 5706 666.

Council Use Only:

Application #

Property ID

## Premises/Part of Premises

### Description of premises/part of premises for which a certificate is sought

[Identify the building in which the premises or part of the premises are located and describe those premises or part of the premises]

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(if appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises)

## Building work affecting premises/part of premises

### Building Consent Number/s

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Issued by: (Building Consent authority that issued the building consent)

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## The Applicant [the person who owns, occupies or controls premises]

**Name of Applicant:** [include preferred form of title, eg, Mr, Miss, Dr, if an individual and the contact person if a company, trust or similar]

**Contact Person:** [only required if different from Applicant]

**Applicant mailing address:**

### Applicant contact details:

Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile number: \_\_\_\_\_ After hours: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicants status

Please attach one of the following evidence of the applicants status as owners, occupier or person in control of the premises.

copy of certificate of title,  lease,  agreement for sale and purchase,  licence,  property management agreement, showing the name of the applicant.

**Owners name and address** [if different from applicant]

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

**Name of Agent:**

**Contact Person:**

**Applicant mailing address:**

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**Agent contact details:**

Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Facsimile number: \_\_\_\_\_ After hours: \_\_\_\_\_  
Email: \_\_\_\_\_

**Relationship to Owner:** *[state details of the 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]*

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*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 premises and the management of any special risks (e.g. means of escape from fire) on site]*

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*[attach further information as necessary]*

## Contacts *[Provide all details where relevant]*

### **Designer/Architect:**

Business/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Registration/qualification: \_\_\_\_\_

### **Structural Engineer:**

Contact/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Registration/qualification: \_\_\_\_\_

### **Engineer (identify practice college):**

Business/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Qualification/college: \_\_\_\_\_

### **Plumber:**

Business/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Registration/qualification: \_\_\_\_\_

### **Builder:**

Business/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Registration/qualification: \_\_\_\_\_

### **Drainlayer:**

Business/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Registration/qualification: \_\_\_\_\_

### **Head Contractor/Site Manager:**

Business/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Registration/qualification: \_\_\_\_\_

### **Other:**

Business/name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_  
After hours: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Registration/qualification: \_\_\_\_\_

*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, on behalf of, and with the authority of, the owner/occupier/person in control.*

*Signature of owner, occupier, persons in control of the premises/agent*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachments

**The following documents are attached to this application** *[tick boxes applicable]*

- Evidence of applicants status
- Plans and diagrams showing the premises or part of the premises described above
- Documentation relevant to the safety of the premises/part of premises (e.g. an engineer's report, certificates concerning specified systems)