



**CERTIFICATE OF PUBLIC USE APPLICATION FORM**  
**Section 363A, Building Act 2004**

Ref: T-Form 15
Version: 4.0
Issued: 1 July 2016
Rangitikei District Council 46 High Street Private Bag 1102 Marton 4741 Phone: (0800) 422 522

**SECTION 1**

**PREMISES/PART PREMISES**

**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)*


**SECTION 2**

**BUILDING WORK AFFECTING PREMISES/PART OF PREMISES**

**Building Consent Number(s):**

**Issued By:** *(Please state if other)*

**Rangitikei District Council or**

**SECTION 3**

**APPLICANT**

**Name of applicant:**

**Contact person:**

**Mailing Address:**

**Phone Number – Daytime:**

**Fax:**

**After hours:**

**Email address:**

**The applicant is the person who:** *(Please tick)*

**Owns**

**Occupies**

**Controls the premises**

**The following evidence of the applicant's status as owner/occupier/person in control is attached to this application:**  
*(Please tick one or more)*

**Copy of Certificate of Title**       **Lease**       **Agreement for sale and purchase**

**Licence**       **Property management agreement**

**Other** *(Please state below)* **Being a document that shows the full name of the applicant**

**The owner's name and address is:**

**SECTION 4**

**AGENT**

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

<b>Name of Agent:</b>			
<b>Contact person:</b>			
<b>Mailing Address:</b>			
<b>Phone Number – Daytime:</b>		<b>Fax:</b>	
<b>After hours:</b>			
<b>Email address:</b>			
<b>Relationship to owner/occupier/Person in control of the premises:</b>			

**SECTION 5**

**ATTACHMENTS**

<input type="checkbox"/>	<b>Evidence of applicant’s status</b>
<input type="checkbox"/>	<b>Plans and diagrams showing the premises or part of the premises described above</b>
<input type="checkbox"/>	<b>Documentation relevant to the safety of the premises/part or the premises</b> <i>(eg an engineer’s report, certificates concerning Specified System(s))</i>
<input type="checkbox"/>	<b>Other relevant documentation</b>

**SECTION 6**

**DECLARATION**

*(I request that you issue, under section 363A (2) of the Building Act 2004, a Certificate of Public Use for the premises or the part of the premises described above)*

<b>Name:</b>		<b>Date:</b>	
<b>Signature:</b>			
<b>Applicant(s) signature:</b>	<input type="checkbox"/>	<b>Agent(s) signature on behalf of and with the authority of the owner</b>	<input type="checkbox"/>

**SECTION 7**

**APPLICATION DEPOSIT**

*(Set by the Council in accordance to Section 219 of The Building Act 2004 and Section 150 of the Local Government Act 2002)*

<b>CLASSIFICATION</b> <i>(Deposit and Bond(s) are payable when lodging application)</i>	<b>\$</b>	
<b>Certificate of Public Use</b>	116.00	(Plus staff time)



**PLEASE READ**

- A DEPOSIT is required when lodging application with Council
- Full cost of Certificate of Public Use will be provided once application is Granted, Cancelled and/or Refused
- The CPU application will NOT BE ACCEPTED if application is filled out incorrectly and/or relevant document(s) are not attached
- Under the Privacy Act 1993, you have the right to see and correct any personal information the Council holds about you

**SECTION 5**

**APPLICATION**

**I confirm that no Code Compliance Certificate has been issued for the building work:**  **Yes**  **No** *(Please provide reason below)*


**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 purpose and circumstances)*


**Members of the public can use the premises/part of the premises described above safely because:** *(state reasons for statement)*


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


**GUIDELINE**

- **A Certificate of Public Use is required when:**

The premises or part of the premises is going to be open to members of the public whilst building work is currently being undertaken.

**Section 1 Premises/Part of premises**

- You are required to 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.

**Section 2 Building work affecting premises/part of premises**

- Identify the current Building Consent which the Certificate of Public Use refers to and confirm Building Control Authority who granted the consent.

**Section 3 Applicant**

- The person(s) applying for the Certificate of Public Use. Please ensure evidence of ownership, licence or property management agreement is attached to the application

**Section 4 Agent**

- The person(s) applying on behalf of the owner. Please ensure written confirmation giving agent authority to act on owner's behalf is attached.

**Section 5 Application**

- Please provide a detailed description where and how the premises/part of the premises will be used safely by the members of public; and
- The personnel who will be carrying out the building work.

**OFFICE USE**

Declaration

		Yes	No	NA
<b>01</b>	Are all sections of the application form completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>02</b>	Are the required documentation(s) attached to application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>03</b>	Vetting completed and application accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Name and Signature of Vetting Officer:** \_\_\_\_\_

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