



Certificate of Public Use Application No: _____		
ICC Building Section Only		
Building consent application received by:		
<input type="checkbox"/> Counter	<input type="checkbox"/> Mail	<input type="checkbox"/> Fax
<input type="checkbox"/> Email	<input type="checkbox"/> In person	
Application form completed correctly		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____ Date _____
If no, application is handed or posted back		
Resubmitted and checked and OK to be Vetted		
<input type="checkbox"/> Yes		Initial _____ Date _____

**FORM 15 APPLICATION FOR CERTIFICATE FOR PUBLIC USE**  
SECTION 363A, BUILDING ACT 2004

**\*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, refer to plans or diagrams that clearly delineate the premises or part of the premises.]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Building work affecting \*premises / \*part of premises**

Building \*consent number / \*consent numbers: \_\_\_\_\_

Issued by: Invercargill City 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]*

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of certificate of title    | <input type="checkbox"/> Lease  |
| <input type="checkbox"/> Agreement for sale and purchase | <input type="checkbox"/> Property management agreement  |
| <input type="checkbox"/> Licence                         | <input type="checkbox"/> Other (state) being a document that shows the full name of the applicant |

‡ The owner's name and address is: \_\_\_\_\_

**§ Agent**

Name of agent: \_\_\_\_\_

†Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: Daytime: \_\_\_\_\_ After hours: \_\_\_\_\_

Facsimile number: \_\_\_\_\_ Email address: \_\_\_\_\_

Office Use Only – Section Complete	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Relationship to \*owner / \*occupier / \*person in control of premises:

Invoice  Owner  Agent  Other

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

Address: \_\_\_\_\_

**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 (e.g. means of escape from fire) on site (provide information in attachments, if necessary)].

\_\_\_\_\_  
\_\_\_\_\_

The personnel who carry out the building work are as follows: [if known, list names, addresses, phone numbers and (where relevant) registration numbers]

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

Space for council use

**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 as described above.
- Documentation relevant to the safety of the \*premises / \*part of the premises (e.g. an engineer’s report certificates concerning specified systems).
- Any producer Statements or Test Reports for Health or Life Safety Systems such as Structure, Mechanical Ventilation, Fire Alarms, Automatic Sprinkler Systems, Emergency Lighting, Exist Signage, Lifts etc. (If not provided with application must be ready to submit to inspector at time of CPU inspection).

\* Delete if inapplicable. † Delete if applicant is an individual. ‡ Delete if the applicant is the owner. § Delete this section if the application is not being made on behalf of the owner / occupier / person in control. || Delete if the agent is an individual.

Office Use Only – Section Complete  Yes  No