

## WBCA 006



# Form 15: Application for a Certificate for Public Use

Section 363A, Building Act 2004

### FOR OFFICE USE ONLY

Project No:

Date Received:

(Only complete items that are applicable to your project)

### APPLICATION

I request that you issue, under Section 363A of the Building Act 2004, a Certificate for Public Use for the premises/part of the premises described below.

### THE BUILDING

Street Address (or Rapid No if applicable):

Valuation Roll Number:

Legal Description: Lot:

DP:

What is the extent of the building that is proposed to be used by the public

☐

All of the building

☐

Part of the building (described the part of the premises to be used and attach plans that are clearly marked to identify this area)

This work relates to the following Building Consents issued by the

Council:

Building Name if Applicable:

### THE OWNER

Owner's Name:

Contact Person:

(if owner is not an individual)

Mailing/Billing Address:

Street Address/Registered Office:

E-mail Address:

Phone Day:

Phone A'Hours:

Fax:

Mobile:

### THE AGENT

*Note - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work and will receive all correspondence including all invoices.*

Agent's Name:

Contact Person:

(if Agent is not an individual)

Mailing/Billing Address:

Street Address/Registered Office:

E-mail Address:

Phone Day:

Phone A'Hours:

Fax:

Mobile:

Relationship to \*owner/\*occupier/\*person in control of the premises: (state details of authorisation to make the application on the person's behalf).

### REQUIRED ATTACHMENTS

Evidence of ownership attached to this application: (eg, copy of record of title, lease, agreement for sale and purchase, licence, or property management agreement, being a document that shows the full name of the applicant).

☐

Current Certificate of Title

☐

Sale and Purchase Agreement

☐

Plans showing the premises/part of the premises described above.

☐

Certificates, producer statements as listed below.

☐

A management plan for the safety of people during ongoing work.

KEY PERSONNEL		
<b>Name of Builder:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Craftsman Plumber:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Registered Drainlayer:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Craftsman Gasfitter:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Designer:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<b>Name of Engineer:</b>		Registration Number:
Mailing Address:		
E-mail Address:	Phone Day:	
<i>Add any additional people on another sheet.</i>		
Certificates & Producer Statements		
SIGNATURE		
<p>I confirm that no Code Compliance Certificate has been issued for the building work.</p> <p>It is intended to permit members of the public to use the premises/part of the premises described above for the following purposes and the following circumstances: <i>(describe purposes and circumstances)</i></p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		
<p>Members of the public can safely use the premises/part of the premises described above safely because: <i>(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)</i></p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		
<p>Signed by or for and on behalf of the Owner: _____</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="margin-right: 20px;"> <input type="checkbox"/> Owner         </div> <div style="margin-right: 20px;"> <input type="checkbox"/> Agent         </div> <div>           Date: _____         </div> </div>		
<p><b>Note:</b> If acting “for and on behalf”, please read the following declaration before signing: “I hereby declare that I am authorised to act as Agent of the Owner”.</p>		
<input type="checkbox"/> We require our plans and/or specifications to remain confidential.		

SAFETY ISSUES TO BE CONSIDERED				
	Building Code Clause	Suggested Information	Notes	Information provided. (i.e. Producer Statement)
Structure	B1	Producer Statement – Construction from Structural Engineer, or council inspection for non specific design.		
Fire safety	C1–C4, F6, F7	Producer Statement – Construction from Fire Engineer, or council inspection for non specific design.		
Access routes	D1	Council inspection & details on attached plan	Slip resistance, handrails, accessibility.	
Hazardous substances	F1–F3	Council inspection		
Safety from falling	F4	Council inspection	Balustrades to be installed	
Food preparation	G3	Council inspection		
Ventilation	G4	Producer Statement – Construction from Mechanical Engineer or council inspection for natural ventilation		
Electricity	G9	Electricians Energy Certificate		
Gas	G11	Gasfitters Energy Certificate		
Compliance Schedule		All specified systems commissioned All listed with makes, models and locations		
Site hazards, Traffic on site		Safety Management Plan or mitigation detailed on site plan.		

Please return the completed CPU application form to [buildingadmin@westlanddc.govt.nz](mailto:buildingadmin@westlanddc.govt.nz) or post to Private Bag 704, Hokitika 7842 or deliver in-person to 36 Weld Street, Hokitika.

Please do not email or attach the application to the Building Consent via Objective Build. CPU's follow a different operational process and sending it to the consent might cause unnecessary delays.