

# Application for certificate for public use

Section 363A, Building Act 2004 - Building (Forms) Regulations 2004 – Form 15

## About this form

- Section 363 of the Building Act 2004 relates to protecting safety of members of public using premises open to public or intended for public use.
- Under section 363A a person who owns, occupies, or controls premises to which [section 362W](#) applies may apply in the prescribed form to the territorial authority for a certificate for public use for the premises or a part of the premises if:
  - (a) a building consent has been granted for building work affecting the premises or part; and
  - (b) no code compliance certificate has been issued for the work
- Please check on our website ([ccc.govt.nz/building-consent-forms-and-guides](http://ccc.govt.nz/building-consent-forms-and-guides)) that the form you are using is current at the time of application as forms are subject to change without notice.
- Further guidance for certificate for public use is available on our website at [ccc.govt.nz/certificate-for-public-use](http://ccc.govt.nz/certificate-for-public-use) and on the Ministry of Business, Innovation and Employment Building and Housing Group website at [building.govt.nz/public-access-while-building-or-altering-a-public-building/](http://building.govt.nz/public-access-while-building-or-altering-a-public-building/)
- Other general information can be found on our website at [ccc.govt.nz/goahead](http://ccc.govt.nz/goahead)

## GENERAL INFORMATION:

- **Application fees and charges:** The latest Building Consents Fee Schedule is available on our website at [ccc.govt.nz/fees-building-control](http://ccc.govt.nz/fees-building-control) or from one of our Council service desks ([ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us)).
- For general enquiries please phone (03) 941 8999 or email [info@ccc.govt.nz](mailto:info@ccc.govt.nz)
- Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.

## SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Online:** Via [onlineservices.ccc.govt.nz](http://onlineservices.ccc.govt.nz). You will need to register to use Online Services. You can register at [onlineservices.ccc.govt.nz](http://onlineservices.ccc.govt.nz).
- **Email:** Via [CPUApplications@ccc.govt.nz](mailto:CPUApplications@ccc.govt.nz)
- **Post** (additional costs apply) your application to: Consenting & Compliance Group, PO Box 73013, Christchurch 8154
- **Hand Delivered** (additional costs apply) to Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk ([ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us)).

All applications will undertake an initial check for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory processing timeframe will not start until the missing information has been provided.

Please complete all fields unless marked otherwise

## 1. 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 premise. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises)*

**Street Address:**

**Legal Description:**

**Building Name:** *[if applicable]*

**Location of building within site / Block number**

**Level / unit number:**

## 2. Building work affecting premises / part of premises

**Building consent number(s) issued by the Christchurch City Council:**

### 3. The Applicant (person who owns, occupies, or controls premises)

**Name of Applicant:** *[include preferred form of address eg Mr, Mrs, Miss, Dr, if an individual]*

**Contact person:** *[not required if owner/occupier/person in control is an individual]*

**New Zealand Companies Registered Number** *[if applicable - Refer to [business.govt.nz/companies](http://business.govt.nz/companies)]*

**Mailing address:**

**Phone numbers:**

Landline:

Mobile:

Daytime:

After hours:

Fax:

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**Email address:**

The applicant is the person who  owns /  occupies /  controls the premises.

**The following evidence of the applicant's status as the owner / occupier / person in control is attached to this application:**

*[e.g. copy of certificate of title, lease, agreement for sale and purchase, licence, or property management agreement, being a document that shows the full name of the applicant]*

- Copy of certificate of title *(less than 6 months old)*    Lease    Agreement for sale and purchase    Licence  
 Property management agreement

**The owner's name and address is:** *(not applicable if the applicant is the owner)*

### 4. Agent (only required if the application is being made on behalf of the owner/occupier/person in charge)

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

**Contact person:** *(not required if the agent is an individual, must have a New Zealand address)*

**Mailing address:**

**Phone numbers:**

Landline:

Mobile:

Daytime:

After hours:

Fax:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Email address:**

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

## 5. 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 premises described above for the following purposes and in the following circumstances: *[describe purposes and circumstances]*

Period required to complete the building work?:

Members of the public can safely 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 (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.]*

Name	Address	Phone numbers	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.

All certificate for public use related invoices to be billed and sent via  email or  post to:  applicant  agent

By signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the stated due date (within 30 days from the date of the invoice), the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee".

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:

## 8. Attachments

The following documents are attached to this application:

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