

Application for a Certificate for Public Use

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			
<input type="checkbox"/> All of the building			
<input type="checkbox"/> Part of the building (described the part of the building 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: <i>(if owner is not an individual)</i>	
Mailing/Billing Address: _____			
Street Address/Registered Office: _____			
E-mail Address:		Phone Day:	
Phone A'Hours:	Fax:	Cellphone:	
THE AGENT			
<i>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.</i>			
Agent's Name:		Contact Person: <i>(if Agent is not an individual)</i>	
Mailing/Billing Address: _____			
Street Address/Registered Office: _____			
E-mail Address:		Phone Day:	
Phone A'Hours:	Fax:	Cellphone:	
REQUIRED ATTACHMENTS			
Evidence of ownership attached to this application:			
<input type="checkbox"/> Certificate of Title <input type="checkbox"/> Sale and Purchase Agreement			
<input type="checkbox"/> Plans showing the part of the premises described above.			
<input type="checkbox"/> Evidence of the applicant's status as owner/occupier/person in control with copy of certificate of title, (plus agreement for sale and purchase, licence, or property management agreement if applicable), being a document that shows the full name of the applicant.			
<input type="checkbox"/> Certificates, producer statements as listed below.			
<input type="checkbox"/> A management plan for the safety of people during ongoing work.			

KEY PERSONNEL

Name of Builder:		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:
Name of Craftsman Plumber:		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:
Name of Registered Drainlayer:		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:
Name of Craftsman Gasfitter:		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:
Name of Designer:		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:
Name of Engineer:		Registration Number:
Mailing Address:		
E-mail Address:		Phone Day:

Add any additional people on another sheet.

SIGNATURE

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 the following circumstances:

Members of the public can safely use the premises/part of the premises described above safely.

I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

I/the applicant undertake to pay all actual and reasonable application costs incurred by the Grey District Council in processing the application regardless of whether or not the application is granted.

In the event of a default in payment, the customer will be charged interest on any overdue amount at the rate of 1.5% per month from the due date until full payment is made, and shall repay Grey District Council on demand any monies which Grey District Council may expend to make good any failure by the customer to comply with the payment terms.

If you do not make any payment when due, in addition to any other remedies, we may recover from you any costs, expenses or disbursements incurred by us in recovering money from you, including without limitation, debt collection agency fees and legal fees.

Signed by or for and on behalf of the Owner: _____

Owner Agent Date: _____

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".

Please Note:

- Applications will not be received and processed until the minimum Deposit Fee is paid;
- If the minimum Deposit Fee does not cover the full cost incurred by Council in processing the consent application(s), then the balance will be invoiced either on an interim basis, or at the time the decision on the consent application(s) is released;
- GDC reserves the right to suspend delivery of further goods and/or services if the terms of payment are not strictly adhered to by the Customer.

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	Slip resistance, handrails.	
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		