



### 1. Property details

1a. Site address  
 (Specify unit/level number, location of building within site/block number, building name and street name)

1b. Legal description

1c. Rapid number

1d. Building consent number

1e. Issued by (name of council)

### 2. Applicant details

2a. I am the  Property owner  Lessee  Agent authorised by owner/lessee

2b. Full name  
 First name(s) Surname

2c. Postal address  
 (include postcode)

2d. Contact details  
 Phone Mobile Fax

2e. Email

2f. Preferred means for formal correspondence  
 Mail  Email  Fax

### 3. Public use of premises

I confirm that no code compliance certificate (CCC) 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 safely because

Term over which the certificate for public use is required.  
 Please allow a minimum of 20 working days from lodgement.

Start date Finish date

### 4. Attachments

Evidence of applicant's status as owner/occupier/person in control of the premises.

Plans identifying the premises or part(s) of the premises subject to application.

Documentation confirming the safety of the premises/part(s) of the premises subject to this application (e.g. an engineer's report, certificate concerning specified systems).

Please turn over

#### OFFICE USE ONLY

Date received	Document #	Planning/EH requirements	Y / N	Application #
Time received	Property ID	Relevant planning/EH forms provided?	Y / N	Receipt #
Received by	Land ID	To Council/customer		Amount paid \$

## 5. Personnel who carried out the building work

<b>Trade</b>	Details	<input type="text"/>	<input type="text"/>
		Name	Registration number
	Address	<input type="text"/>	
Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Mobile	Fax
<b>Trade</b>	Details	<input type="text"/>	<input type="text"/>
		Name	Registration number
	Address	<input type="text"/>	
Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Mobile	Fax
<b>Trade</b>	Details	<input type="text"/>	<input type="text"/>
		Name	Registration number
	Address	<input type="text"/>	
Contact details	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Mobile	Fax

## 6. Applicant's declaration

### PRIVACY STATEMENT:

Information on this form is to be provided under the Building Act 2004 and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

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 applicant

Date

## Planning a new project

People proposing to construct new premises or make alterations to existing buildings intended for public use will need to comply with section 363 of the Building Act 2004 before members of the public can use the premises.

If people want to start using the premises before a code compliance certificate (CCC) is issued, they can apply for a certificate for public use (CPU). This certificate enables members of the public to use the premises until a CCC is issued.

### Certificate for public use

New Plymouth District Council will issue a certificate for public use where it is satisfied it is safe for members of the public to use the premises. Councils can take into account any safety precautions that have been put in place.

A certificate for public use can cover all or part of the premises. Once all the building work is complete, a CCC must be obtained to allow continued public use.

### What are premises intended for public use?

Section 363 defines 'intended for public use' as premises intended to be open to members of the public, whether free of charge or for payment. These typically include:

- Schools and childcare centres.
- Hospitals and rest homes.
- Premises providing public accommodation, such as hostels and guest houses.

- Places of assembly, including churches, cinemas and conference facilities.
- Clubrooms and recreation centres with public access.
- Restaurants and bars.
- Public foyers in office and apartment buildings.
- Public structures.

Premises can be all or part of a building.

Premises with free and open access will typically be classified as premises intended for public use.

Premises with restricted access, e.g. where access is blocked and entry gained via a keypad or coded swipe card, are unlikely to be considered premises intended for public use.

### What should people who control premises do?

People who control premises are also responsible for ensuring building work on their premises is performed safely and in accordance with the law. This responsibility includes ensuring all necessary building consents and code compliance certificates have been issued.

People who control premises are also responsible for ensuring that members of the public can use their premises safely.

If premises are affected by building work, safety measures can include ensuring barriers are put up to restrict access.