

Office Use only	
Date received:	
Receipt number:	
Amount:	

## Form 15

# Application for Certificate for Public Use

Section 363A, Building Act 2004

### When can you apply for a Certificate for Public Use (CPU)

If you want members of the public to access all or part of your building while building work is ongoing, you need a CPU to show that the building can be used safely.

### How it works

To get a CPU, you'll need to:

- restrict access to the area of the building where building work is happening – for example, by putting up barriers or closing part of the building.
- have a safe way for members of the public to access the building without passing through the building work.
- have functioning and commissioned specified system.

Example: *If you're adding an outside extension to a public restaurant, and members of the public can use another door and eat inside safely while the work is ongoing, you could apply for a CPU to remain open while the building work is done.*

### How to apply

Please submitted your completed Application for Certificate for Public Use form to [building.support@tasman.govt.nz](mailto:building.support@tasman.govt.nz) with supporting documents.

### What supporting documents do I require?

At a minimum we need see a plan that show how members of the public will use your premises safely (including safety barriers), other documentation could include:

- Energy works certificates (electrical and gas if applicable)
- Producer statements (PS3's) for the install or alteration of any specified systems
- Producer statement construction review/s (PS4) for any engineered works
- Confirmation surface finishes have been completed as per the approved fire report and specifications
- Other documents may also be required to determine that the building will be safe for public use

Once your application is submitted, the process takes up to **20 working days**. You can apply for a CPU at the same time as you apply for a building consent. An inspection of the premises may be required.

### Notes:

- The public cannot use the building until the certificate is issued. The issued Certificate may come with conditions to be followed and is valid only for a certain time period.
- A Code Compliance Certificate must be obtained before this date, or an extension to the Certificate for Public Use requested and issued to allow the building's use to continue.
- If you don't have a CPU, you could be fined up to \$200,000 – and then a further \$20,000 each day until you get a CPU, close the building to the public, or a code compliance certificate is issued.

# Form 15

## Application for Certificate for Public Use

Section 363A, Building Act 2004

<b>Building Consent/s this application relates to:</b>

<b>Property Information</b>	
Site Address:	
Description of premises or part of premises for which certificate is sought:	

<b>Who is the applicant?</b>			
Owner	Occupier	Controller of Premise	Agent
Please ensure evidence of the applicant's status as owner/occupier/person in control is attached to this application: [e.g. copy of record of title, lease, agreement for sale and purchase, license, or property management agreement, being a document that shows the full name of the applicant]			

<b>Owner</b>			
Owner's name:			
Contact person:		Phone number:	
Email address:		Mobile number:	
Mailing address:			

<b>Agent (if applicable)</b>			
Agent's name:			
Contact person:		Phone number:	
Email address:		Mobile number:	
Mailing address:			

First point of contact:	
Invoice payable by	

**Personnel carryout the building work are as follows:**

Name:		Company:	
Licensing class / Role:		LBP or Registration number:	
Email:		Contact number:	
Mailing address:			

Name:		Company:	
Licensing class / Role:		LBP or Registration number:	
Email:		Contact number:	
Mailing address:			

Name:		Company:	
Licensing class / Role:		LBP or Registration number:	
Email:		Contact number:	
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Name:		Company:	
Licensing class / Role:		LBP or Registration number:	
Email:		Contact number:	
Mailing address:			

**What access will the public have and what safety measures will be applied?**

It is intended to permit members of the public to use the premises or part of the premises described in this application for the following purposes and in the following circumstances:	
Members of the public can use the premises or part of the premises 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 (e.g., means of escape from fire) on-site. Provide information in attachments, if necessary.</i>	

Attachments	
The following evidence of the Applicant's status as owner/ occupier/ person in control is attached: <ul style="list-style-type: none"> <li>Record of Title</li> <li>Copy of Lease Agreement</li> <li>Agreement for Sales and Purchase</li> <li>Property Management Agreement</li> <li>Other</li> </ul>	
A plan that shows how members of the public will use your premises or part of the premises safely (including safety barriers)	
Documentation relevant to the safety of the premises or part of the premises (e.g., an engineer's report, certificates concerning specified systems).	

Fees and Charges
By submitting this application, the applicant agrees to pay all reasonable costs associated with this application as outlined on our Building Assurance fees and charges listed on our website. If any steps, including the use of debt collectors and/or lawyers, are needed to recover unpaid processing costs, the applicant agrees to pay all collection costs.

Declaration	
<p>I confirm that no code compliance certificate has been issued for the building work.</p> <p>The information you have provided on this form is required so that your application or the building consent it relates to can be processed under the Building Act 2004. Tasman District Council collates statistics relating to building work and has a statutory obligation to provide information to third parties. The information is stored on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 2020, you have the right to see and correct personal information the Council, TA and BCA hold about you. In providing this information, you agree to your details being used for customer surveys carried out by Tasman District Council.</p> <p>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.</p> <p>I understand that an application for a CPU may not result in a CPU being issued. A CPU may only be issued if the Council / TA is satisfied, to the best of its knowledge and belief and on reasonable grounds, that, insofar as it could ascertain the public can safely access the premises.</p> <p>All the information contained in the application is, to the best of my knowledge, true and correct.</p>	
Name:	
Signature:	
Date:	