



Certificate for public use

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). Note, this application can take 20 working days to process. This certificate enables members of the public to use the premises until a CCC is issued.

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.

Certificate for public use

Premise (Occupation of all public areas)

Part of premise (Isolation of construction areas)

Description of premise/part of premise:

(Identify the building in which the premises or part of the premises are located and describe those premises or that part of the premises. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises.)

Large empty text box for description of premise/part of premise.

Building work affecting: Premise / Part of premise

Consent number [input box]

Issued by (eg. NPDC) [input box]

The applicant (person who owns, occupies, or controls premises)

Name of applicant (include preferred form of address, eg, Mr, Miss, Dr, if an individual) [input box]

Contact person (N/A if the applicant is an individual) [input box]

Mailing address [input box]

OFFICE USE ONLY

Table with columns: Date received, Time received, Received by, Document #, Property ID, Land ID, Planning/EH requirements, Relevant planning/EH forms provided?, To Council/customer, Application #, Receipt #, Amount paid.

The applicant - continued

Phone number

Daytime

After hours

Fax

Email address

The applicant is the person who either

owns

occupies

controls the premise

The following evidence of the applicant's status as owner/occupier/person in control is 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)

The owner's name and address is
Include all owner names and mailing address

Agent (complete this section if the application is being made on behalf of the owner, occupier or controller)

Name of agent

Contact person
(N/A if the applicant is an individual)

Mailing address

Phone number

Daytime

After hours

Fax

Email address

Relationship to owner/occupier/controller

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

Application

I confirm that no code compliance certificate has been issued for the 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: (describe purposes and circumstances)

Members of the public can use the premises/part of the 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 (eg, means of escape from fire) on site (provide information in attachments, if necessary))

Personnel who carried out the building work

List names, addresses, phone numbers, and (where relevant) registration numbers.

Full name

Work completed
(e.g. LBP, Electrician etc)

Address

Contact details

Phone

Mobile

Registration number

Full name

Work completed (e.g. LBP, Electrician etc)

Address

Contact details

Phone Mobile

Registration number

Full name

Work completed (e.g. LBP, Electrician etc)

Address

Contact details

Phone Mobile

Registration number

Full name

Work completed (e.g. LBP, Electrician etc)

Address

Contact details

Phone Mobile

Registration number

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.

Term over which the certificate for public use is required

Start date Expiry date

Attachments

- Evidence of applicant's status (e.g. proof of ownership/letter from owner/lease agreement)
- Plans and diagrams showing the premises or part of the premises described above
- Documentation relevant to the safety of the premises/part of the premises (eg, an engineer's report, certificates concerning specified systems)

Applicant's declaration

Signature of owner/occupier/person in control of premises/agent on behalf of, and with the authority of, the owner/occupier/person:

Signature Date

Name of person signing

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 2020, 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.