

Certificate for Public Use (CPU) Application

Form 15

Section 363A, Building Act 2004

WHEN YOU CAN 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.

Note: 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.

HOW TO APPLY

Once your application is submitted, the process takes up to 20 working days. You may need to provide supporting documents and plans with your application that show how members of the public will use your premises safely – for example, an engineer's report or certificates concerning specified systems. An inspection of the premises may be required.

HOW TO SUBMIT YOUR APPLICATION

When completed please send:

- this completed form
- a completed CPU checklist and
- any other supporting documentation

to building@goredc.govt.nz

PROPERTY INFORMATIONSelect one: ☐ Premises or ☐ 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 premises. If appropriate, provide plans or diagrams that clearly delineate the premises or part of the premises.

Street Address:

Legal Description:

BUILDING WORK AFFECTING PREMISES/PART OF PREMISES

Building consent number(s) issued by the Gore District Council:

THE APPLICANT (person who owns, occupies, or controls premises)

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

Contact Person: [Not required if owner/occupier/person in control is an individual]

Mailing Address:

Phone Numbers:

Landline

Mobile

Daytime

After hours

Fax

Email address(s):

The applicant is the person who: ☐ Owns ☐ Occupies ☐ Controls

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]

☐ Certificate of title ☐ Lease ☐ Agreement for sale and purchase☐ Property management agreement ☐ Licence

The owners name and address is: [Not applicable if the applicant is the owner]

Are you to be the councils first point of contact

☐

Yes

☐

No

Are you acting on behalf of the owner

☐

Yes

☐

No

☐

Owner applicant

THE AGENT (person who owns, occupies, or controls premises)

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 owner/occupier/person in control is an individual]

Mailing Address:

Phone Numbers:

Landline

Mobile

Daytime

After hours

Fax

Email address(s):

Relationship to owner/occupier/person in control of the premises: [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 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: *[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)]

Period required to complete the building work?:

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 number	Registration Number {Where relevant}

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 of public use related invoices to be billed to: ☐ Applicant ☐ Agent

Signature of:

☐ Owner ☐ Occupier
☐ Person in control of premises
☐ Agent on behalf, and with the authority of the owner/occupier/person:

Name of person Signing:

Date: