

## Checksheet – certificate for public use

### Complete for certificate for public use applications only

**Address** \_\_\_\_\_

Note: An application may be made for a certificate for public use where it is intended to occupy all or part of a building open to, or used by members of the public and:

- a building consent for building work has been granted since 31 March 2005
- no code compliance certificate has been issued
- the area intended to be occupied is affected by the building work.

This checksheet shows you the information that has to be supplied with your certificate for public use application. Please attach the completed checksheet and **two copies** of the following information (unless otherwise specified) with your completed application form.

Please tick each relevant box in the customer use column as you attach the information. If the box is not relevant to your application, write **NA** across the box. Please check each section carefully and complete those sections that are relevant to your project.

**Once you have attached all the required information, please check it is complete as an incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.**

Customer use		Office use only
<input type="checkbox"/>	<p><b>a) Completed application</b> Completed application for certificate for public use (form 437) and accompanying evidence of applicant's status.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>b) Plans</b> Plans that clearly show the parts of the premises that this application applies to.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>c) Impact analysis</b> Analysis of the impact of building work on areas intended to be occupied and proposals to mitigate those impacts. The analysis should consider, where relevant, impact on:</p> <ul style="list-style-type: none"> <li>• access to occupied area, including access for people with disabilities, guarding of changes in level, and removal of conflict with construction traffic and stored material</li> <li>• means of escape from fire, including egress path width restriction, route changes and possible need for interim evacuation plans</li> <li>• operation of specified systems, including active fire alerting and suppression and any proposed compensatory temporary arrangements</li> <li>• structural integrity and any temporary propping</li> <li>• passive fire rating integrity and any proposed compensatory temporary arrangements</li> <li>• building environment, including sealing off occupied areas from construction noise and dust, and maintaining adequate ventilation</li> <li>• sanitary facilities adequate for proposed occupant numbers and also for people with disabilities</li> <li>• construction area security.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>d) Amended compliance schedule</b> Where there are temporary modifications to specified systems, an amended compliance schedule is required to ensure that appropriate maintenance and testing is continued during the construction period.</p>	<input type="checkbox"/>
<p>The following councils have developed this checksheet in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.</p>		

### For office use only

Office/officer verification

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_