

CS9.1 Certificate for Public Use Checklist



Building Consent Number(s):		
Premises <i>(Description of premises for which certificate is issued):</i>		
Name of applicant: <i>(Person who owns, occupies or controls the premises)</i>		
Contact Person:		<input type="checkbox"/> Owner <input type="checkbox"/> Agent
Mailing Address:		

The following checklist details the items and information that is required for a new Certificate for Public Use (CPU) application or renewal (Section 363A, Building Act 2004).

Please complete this form and provide a copy with your CPU application. The notes in this form will provide evidence that the building is safe to occupy while building work is being carried out.

An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing and an inspection will be refused which will delay the issue of the CPU.

Applicant to Complete			Council Use Only		
Yes	N/A	Description	Yes	RFI	Checking comments
<input type="checkbox"/>		FORM 15 CPU APPLICATION Form 15 Application for Certificate for Public Use filled out completely	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		PLANS Plans showing area subject to the CPU and showing any additional safety measures in place for proposed duration of the CPU	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	COMPLIANCE SCHEDULE <input type="checkbox"/> Form 27 Application for Compliance Schedule <input type="checkbox"/> Form 11 Amendment to Compliance Schedule <input type="checkbox"/> SS Forms- <i>Provide details of all SS forms supplied below:</i> Note: Completed SS forms are to be supplied for all specified systems to enable issue of a new compliance schedule (or amended compliance schedule if there is one in place already). Where a system is not fully functional or is subject to interruption over the duration of the CPU an explanation of how this will be managed is required to be supplied	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant to Complete			Council Use Only		
Yes	N/A	Description	Yes	RFI	Checking comments
<input type="checkbox"/>	<input type="checkbox"/>	<p>STRUCTURE (B1) PS4 from supervising structural engineer. If a PS4 is not available a letter from the engineer explaining that the area subject to the CPU is safe may be accepted. This letter would need to outline any temporary measures, if any, such as propping which are required</p> <p><i>Information provided:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>FIRE SAFETY (C1 –C6, F6, F7) Analysis of means of escape from fire including egress paths, route changes, passive fire integrity measures and any proposed compensatory measures. Commissioning and where necessary independent certification of emergency lighting, warning and suppression systems provided.</p> <p>Where the building is required to have a Fire and Emergency NZ (FENZ) approved evacuation scheme evidence of this is to be provided. Alternatively a letter of support for the CPU from FENZ may be accepted</p> <p><i>Information provided:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>ACCESS (D1 & D2) Safe entry into and through the parts of the building covered by the CPU demonstrated on a plan for all users including persons with disabilities. Certification provided for any mechanical installations to be used for access within the area covered by the CPU</p> <p><i>Information provided:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>SAFETY FROM FALLING (F4) Evidence that required barriers in the area subject to the CPU are in place</p> <p><i>Information provided:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant to Complete			Council Use Only		
Yes	N/A	Description	Yes	RFI	Checking comments
<input type="checkbox"/>	<input type="checkbox"/>	CONSTRUCTION HAZARD (F5) Explanation of how people in the area subject to the CPU are protected from construction and demolition hazards <i>Information provided:</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PERSONAL HYGIENE (G1) All sanitary facilities, including accessible facilities operational, compliant and available in the area subject to the CPU <i>Information provided:</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	VENTILATION (G4) Commissioning statements and PS3s provided for ventilation systems	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICITY (G9) Certification of compliance from registered electrician provided	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	GAS (G11) Certification of compliance from certifying gasfitter provided	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	WATER SUPPLIES (G12) Commissioning statements for backflow preventers provided, safe water temperatures at personal hygiene fixtures provided and circulating hot water systems are protected against legionella. <i>Information provided:</i>	<input type="checkbox"/>	<input type="checkbox"/>	

By signing below I acknowledge that following issue of this Certificate for Public Use I have a responsibility to ensure the inspection, maintenance and testing requirements of the specified systems and the final exits are adhered to as per the compliance schedule.

In addition as the person responsible for the safety of the people in the building at all times I confirm I have procedures in place that will ensure the continued safe operation of the building

Signature		Date:	
Position			