

Building consent number: _____

Address: _____

Date: _____



Vetting Officer Name: _____

Date of check: _____

All sections completed: (sign) _____

CHECKLIST FOR CERTIFICATES FOR PUBLIC USE

Items and information required for a new Certificate for Public Use (CPU) application and renewals

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.

INFORMATION REQUIRED	BUILDING CODE CLAUSES	EXAMPLES OF INFORMATION REQUIRED	INFORMATION PROVIDED TO DEMONSTRATE COMPLIANCE <i>if not provided or not applicable (N/A) reasons why to be given</i>	VETTING CHECK <i>check all sections completed</i>
COMPLETED APPLICATION <input type="checkbox"/>	N/A	Application for Certificate for Public Use filled out completely.		<input type="checkbox"/>
PLAN <input type="checkbox"/>	N/A	Plan showing area subject to the CPU and showing any additional safety measures in place for proposed duration of the CPU.		<input type="checkbox"/>
COMPLIANCE SCHEDULE <input type="checkbox"/>	N/A	Completed specified systems information sheets 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"/>
STRUCTURE <input type="checkbox"/>	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.		<input type="checkbox"/>
FIRE SAFETY <input type="checkbox"/>	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. 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.		<input type="checkbox"/>
ACCESS <input type="checkbox"/>	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.		<input type="checkbox"/>

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HAZARDOUS SUBSTANCES AND MATERIALS <input type="checkbox"/>	F1-F3	Analysis of hazardous agents onsite, glazing requirements including safety glass, manifestation, and where necessary, approval from an independent certifier provided for hazardous substances where stored onsite.		<input type="checkbox"/>
SAFETY FROM FALLING <input type="checkbox"/>	F4	Evidence that required barriers in the area subject to the CPU are in place.		<input type="checkbox"/>
CONSTRUCTION HAZARDS <input type="checkbox"/>	F5	Explanation of how people in the area subject to the CPU are protected from construction and demolition hazards.		<input type="checkbox"/>
PERSONAL HYGIENE <input type="checkbox"/>	G1	All sanitary facilities, including accessible facilities operational, compliant and available in the area subject to the CPU.		<input type="checkbox"/>
FOOD PREPARATION <input type="checkbox"/>	G3	Where food is stored or prepared onsite evidence of sufficient safe and hygienic facilities to allow this provided.		<input type="checkbox"/>
VENTILATION <input type="checkbox"/>	G4	Commissioning statements and PS3s provided for ventilation systems.		<input type="checkbox"/>
ELECTRICITY <input type="checkbox"/>	G9	Certification of compliance from registered electrician.		<input type="checkbox"/>
GAS <input type="checkbox"/>	G11	Certification of compliance from certifying gasfitter.		<input type="checkbox"/>
WATER SUPPLIES <input type="checkbox"/>	G12	Commissioning statements for backflow preventers provided, safe water temperatures at personal hygiene fixtures provided and circulating hot water systems are protected against legionella.		<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.

Name: _____

Signature: _____

Position: _____

Date: _____