

Certificate for Public Use criteria Checklist

Applicant Name: _____ **PIM No:** _____ **BC No:** _____

Site Address: _____ **Date:** _____

Item to be checked for compliance: The Building Act 2004, sec 115. Note: N/A = this item is not applicable to this application and has not been assessed	OUTCOME			Explanatory notes: Public premises are premises that are: (a) intended to be open to members of the public or are being used by members of the public; and (b) comprise all or part of a building. Premises may be intended to be open to members of the public whether or not: (a) members of the public are charged for their use (b) members of the public will, regularly or from time to time, be excluded from them.
	YES	N/A	NO	
Was the work started before 1 July 1992?				If so the work is not subject to section 363, no application for Certificate for Public Use required. A Safe and Sanitary report shall be required.
Was the building work done <u>before</u> 31 March 2005 without a Building Consent when one should have been obtained?				For unauthorised building work started <u>before</u> 31 March 2005 the owner, occupier or person in control of the premises must obtain a certificate of acceptance on or before 31 March 2010. Building owners in this situation should be contacted and advised of the requirement to obtain a certificate of acceptance before 31 March 2010 if they cannot get a code compliance certificate or Certificate for Public Use. Failure to complete this work before 31 March 2010 will result in an offence under the Act and the issue of a Notice to Fix.
Was the building work done <u>after</u> 31 March 2005 without a Building Consent when one should have been obtained?				A certificate for public use cannot be issued where building work has been done without a building consent <u>after</u> 31 March 2005.
Was the building work consented <u>before</u> 31 March 2005?				The owner, occupier or person in control of the premises must obtain a code compliance certificate or certificate for public use on or before 31 March 2010. Failure to complete this work before 31 March 2010 will result in an offence under the Act and the issue of a Notice to Fix.
Is the application in relation to a new Building Consent that has not had the CCC issued				For new building work affecting premises intended to be open to the public or used by the public, where work is under construction but part or all of the premises are in use, the owner, occupier or person in control of the premises must obtain a certificate for public use, then once the work is completed they must obtain a code compliance certificate. Failure to obtain a code compliance certificate while allowing public access to the building will result in an offence under the Act and the issue of a Notice to Fix.
Assessment of application				
Project management plan provided?				
Specified systems operating and producer statements provided and confirmation of compliance from certifiers?				
Means of escape available and signage in place?				
Accessible route & facilities provided?				
Construction area cordoned off from public?				
Relevant endorsements entered on the system?	Yes / No		Officer: _____ Date: _____	
Application approved?	Yes / No		Signed: _____	