

CERTIFICATE FOR PUBLIC USE CHECKLIST

Address:

- Use this checklist to assist you in lodging a complete application and to avoid delays in processing.
 - Tick each box that is relevant and ensure you attach the information. If the box is not relevant, please leave it blank. For additional help go to: [Certificate for Public Use - using part of a new public building before it has code compliance certificate](#) or phone 04 570 6666.
 - Lodge your application online at: [Simpli](#).
 - If you prefer to post or deliver: Hutt City Council, (Attention: Building Consents), 30 Laings Road, Private Bag 31-912, Lower Hutt 5040. This will incur a hardcopy and digital lodgement fee.
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- a Completed Application**
Completed Application for Certificate for Public Use form and accompanying evidence of applicant's status.
- b Plans**
Plans that clearly delineate the parts of the premises to which this application applies.
- c Impact Analysis**
Analysis of the impacts of building work on areas intended to be occupied and proposals to mitigate those impacts. The analysis should consider, where relevant, impact on:
 - Access to occupied area, including:
 - access for people with disabilities,
 - guarding of changes in level, and
 - removal of conflict with construction traffic and material storage.
 - Means of escape from fire including:
 - egress path width restriction,
 - route changes, and
 - possible need for interim evacuation plans.
 - Operation of specified systems including:
 - active fire alerting and suppression, and
 - any proposed compensatory temporary arrangements.
 - Structural integrity and any temporary propping
 - Passive fire rating integrity and any proposed compensatory temporary arrangements
 - Building Environment including:
 - sealing off occupied areas from construction noise and dust, and
 - maintenance of adequate ventilation.
 - Sanitary facilities adequate for proposed occupant numbers and also for people with disabilities.
 - Construction Area security
- d Work program:**
 - Proposed work program including timeframe
 - Confirm proposed duration required
- e Amended Compliance Schedule**
Required where there are temporary modifications to specified systems, to ensure that appropriate maintenance and testing is continued during the construction period.