CPU01 Certificate for Public Use Checklist

# Important Information for the Applicant

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| **Building Consent Number:** | Click to enter text. |
| If the public uses all or part of your building, and you want them to access it before your building work has a code compliance certificate, you can apply for a certificate for public use. Your application will need to show the building can be used safely by members of the public.  A reception area that is open to the public, even though the remainder of the building is closed off, would be categorised as premises intended to be open to members of the public.  Premises intended for public use are likely to include, but are not limited to:  • schools and childcare centres  • hospitals and rest homes  • premises providing public accommodation, such as hostels and guest houses  • places of assembly, including churches, cinemas, and conference facilities  • clubrooms and recreation centres with public access  • restaurants and bars  • public foyers in office and apartment buildings  • public structures.  The requirement for a certificate for public use doesn't apply:  • to private homes  • to apartment buildings or office space (except where they have public foyers)  • if the building work doesn't require a building consent (such as a non-structural fit-out of a shop or office).  See further information at [Public access during a build | Building Performance](https://www.building.govt.nz/projects-and-consents/build-to-the-consent/public-access-while-building-or-altering-a-public-building)  **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.**  **If you don't have a certificate for public use, you could be fined up to $200,000, and fined up to a further $20,000 for every day or part of a day the offence continues** | |

# Certificate for Public Use (CPU Check Sheet)

| Applicant to Complete | | | Council Use Only | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Yes | N/A | Description | Yes | N/A | RFI | Comments |
|  |  | **CPU Application** [**(Application for CPU)**](https://www.codc.govt.nz/repository/libraries/id:2apsqkk8g1cxbyoqohn0/hierarchy/Publications/Forms/CODC%20Forms/Building/BRegs%2015%20Application%20for%20Certificate%20for%20Public%20Use.pdf)completed in full |  |  |  |  |
|  |  | Floor plan(s) showing location of any barriers to restrict access to areas affected by building work |  |  |  |  |
|  |  | Details of barriers |  |  |  |  |
|  |  | Structural assessment for any temporary propping or bracing |  |  |  |  |
|  |  | Fire assessment including means of escape, signage, and temporary evacuation plan |  |  |  |  |
|  |  | Fire and smoke separations including any temporary measures for building work |  |  |  |  |
|  |  | Adequate amenities including ventilation and toilets |  |  |  |  |
|  |  | **Specified systems:** Provide details demonstrating adequate operation of specified systems. This may include temporary modifications to some of the specified systems  Sprinkler system certification  Fire alarm certification  Other (please specify)  Click to enter text. |  |  |  |  |

# Council Use Only

| Inspection and Conditions of Use | |
| --- | --- |
|  | **CPU Inspection**  **Pass**  **Fail** |
|  | **Condition 1:** All remaining building work is to be completed, and a Code Compliance Certificate applied for as soon as soon as the work is complete. |
|  | **Condition 2:** All Fire and Life Safety Systems are to be operative during all times that the public have access to the building. |
|  | **Condition 3:** All Specified Systems are to be inspected and maintained in accordance with their nominated performance and inspection standard and evidence of the inspection and maintenance regime made available to Central Otago District Council on request. |
|  | **Condition 4:** All other parts of the premised where building work is being carried out are to be securely fenced off with appropriate signage to prevent members of the public gaining access. |
|  | **Condition 5:** All egress paths are to be always kept clear and available for use so that the public have access to the building. |
|  | **Condition 6**: A copy of this certificate is to be displayed in a prominent place so that it is visible to members of the public when first entering the building |
|  | **Condition 7:** If a Code Compliance Certificate has not been issued by the expiry date of this CPU, the building cannot continue to operate unless an extension has been applied for and granted. Note: CODC will only issue an extension if the application and reason for extension has been reviewed and accepted by a technical manager. CODC reserves the right to not issue an extension.  **Nothing in this certificate limits the duty of the owner to apply for a Code Compliance Certificate, nor does it relieve any person from compliance with other legislative requirement.** |

# Council Use Only – Final Sign Off

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| REFUSED | Building Act section 363A (2) I am not satisfied on reasonable grounds that members of the public can use the premises safely and the Territorial Authority cannot issue a certificate for public use. | | |
| **Processing Officer:** | **Date:** |  |
| **RFI** | Building Act section 363A (2) I am not satisfied on reasonable grounds that members of the public can use the premises safely and have requested further information to support the application. | | |
| **Processing Officer:** | **Date:** |  |
| APPROVED | Building Act section 363A (2) I am satisfied on reasonable grounds that members of the public can use the premises safely and the Territorial Authority can issue a certificate for public use. | | |
| **Processing Officer:** | **Date:** |  |