

CHECKSHEET: CERTIFICATE FOR PUBLIC USE

Kapiti Coast District Council,
175 Rimu Road, Paraparaumu 5032
Private Bag 60601, Paraparaumu 5254
For enquiries, phone 04 296 4700

Address of Project: _____

Note: An application may be made for a Certificate of Public Use where it is intended to occupy all or part of a building open to, or used by members of the public, and:

- a Building Consent for building work has been granted since 31 March 2005,
- no Code Compliance Certificate has been issued, and
- the area intended to be occupied is affected by the building work.

This checklist shows you the information that has to be supplied with your Certificate for Public Use application. Please attach the completed checklist and **one** copy of the following information (unless otherwise specified) with your completed application form.

Please tick each relevant box in the customer use column as you attach the information. If the box is not relevant to your application write **N/A** across the box. Please check each section carefully and complete those sections that are relevant to your project.

Once you have attached all the required information, please check it is complete as an incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

Customer Use			Office Use Only
<input type="checkbox"/>	a	Completed Application Completed Application for Certificate for Public Use (Form 437) and accompanying evidence of applicant's status.	<input type="checkbox"/>
<input type="checkbox"/>	b	Plans Plans that clearly show the parts of the premises to which this application applies.	<input type="checkbox"/>
<input type="checkbox"/>	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: <ul style="list-style-type: none"> • Access to occupied area, including access for people with disabilities, guarding of changes in level, and removal of conflict with construction traffic and stored materials. • 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. 	<input type="checkbox"/>
<input type="checkbox"/>	d	Amended Compliance Schedule An amended compliance schedule is required where there are temporary modifications to specified systems. This is to ensure that appropriate maintenance and testing is continued during the construction period.	<input type="checkbox"/>
<input type="checkbox"/>	e	Supporting document / certification as per list on pages 5 and 6 of application (Form 437) for safety of premises / part premises (e.g. Engineers report, certificates concerning specified systems).	<input type="checkbox"/>

For Office Use Only: Received on the grounds that all information appears to have been provided to enable assessment:

Name:	Date:	Signature:
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