

# CERTIFICATE FOR PUBLIC USE CHECKLIST

An up-to-date version of Adobe Reader is required to fill this form out online.

Download for free  [get.adobe.com/reader/](http://get.adobe.com/reader/)

Address:

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- You can complete this form online, save it, and send it to us electronically with your application. For help go to: [huttcity.govt.nz/apply-online](http://huttcity.govt.nz/apply-online)
- Use this checklist to assist you in lodging a complete application and to avoid delays in processing.
- Tick each box which is relevant and ensure you attach the information. If the box is not relevant, please leave it blank

Customer Use	For office use only
<input type="checkbox"/> <b>a Completed Application</b> Completed Application for Certificate for Public Use form and accompanying evidence of applicant's status.	<input type="checkbox"/>
<input type="checkbox"/> <b>b Plans</b> Plans that clearly delineate the parts of the premises to which this application applies.	<input type="checkbox"/>
<input type="checkbox"/> <b>c Impact Analysis</b> 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"> <li>▪ 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</li> <li>▪ Means of escape from fire including egress path width restriction, route changes and possible need for interim evacuation plans</li> <li>▪ Operation of specified systems including active fire alerting and suppression and any proposed compensatory temporary arrangements</li> <li>▪ Structural integrity and any temporary propping</li> <li>▪ Passive fire rating integrity and any proposed compensatory temporary arrangements</li> <li>▪ Building Environment including sealing off occupied areas from construction noise and dust, and maintenance of adequate ventilation</li> <li>▪ Sanitary facilities adequate for proposed occupant numbers and also for people with disabilities</li> <li>▪ Construction Area security</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> <b>d Amended Compliance Schedule</b> Required where there are temporary modifications to specified systems an amended compliance schedule is required to ensure that appropriate maintenance and testing is continued during the construction period.	<input type="checkbox"/>