

# CERTIFICATE FOR PUBLIC USE CHECKLIST



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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.
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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.