

Checklist for Certificate for Public Use

Items and information required for a new Certificate for Public Use (CPU) application and renewals

BUILDING CONSENT NUMBER	
ADDRESS	
COMPLETED BY	
DATE CHECKED	

PLEASE COMPLETE THIS FORM AND PROVIDE A COPY WITH YOUR CPU APPLICATION. THE NOTES IN THIS FORM WILL PROVIDE EVIDENCE THAT THE BUILDING IS SAFE TO OCCUPY WHILE THE BUILDING WORK IS BEING CARRIED OUT.

INFORMATION REQUIRED	BUILDING CODE CLAUSES	EXAMPLES OF INFORMATION	INFORMATION TO DEMONSTRATE COMPLIANCE	VETTING CHECK
PLAN(S) <input type="checkbox"/>	N/A	Plans showing area that will be subject to the CPU and showing any additional safety measures in place for proposed duration of the CPU		<input type="checkbox"/>
COMPLIANCE SCHEDULE <input type="checkbox"/>	N/A	Details of the specified systems which will be affected for the duration of the CPU, included information on how specified systems will be managed through the CPU duration to ensure safety of the public onsite.		<input type="checkbox"/>
STRUCTURE <input type="checkbox"/>	B1	Information provided on how the area which the public will be entering will be structurally safe for entry, this might be a PS4 from an engineer, letter outlining temporary measures undertaken to ensure public safety		<input type="checkbox"/>
FIRE SAFETY <input type="checkbox"/>	C1-C6, F6, F7	Analysis of the fire safety systems some of these may be escape routes, egress paths, passive and active fire systems, commissioning statements of emergency warning, lighting, and suppression systems.		<input type="checkbox"/>

EVACUATION PLAN <input type="checkbox"/>	C1-C6, F6, F7	Where a building is required to have a Fire and Emergency NZ approved evacuation plan. Provide an updated plan to be submitted to FENZ or provide documentation from FENZ that the submitted evacuation plan is acceptable	<input type="checkbox"/>
ACCESS <input type="checkbox"/>	D1, D2	Safe entry into and through the parts of the building covered by the CPU are demonstrated on a plan for all users including people with disabilities. Certification provided for any mechanical installations to be used for access within the area covered by the CPU	<input type="checkbox"/>
HAZARDOUS SUBSTANCES AND MATERIALS <input type="checkbox"/>	F1-F3	Analysis of hazardous agents onsite, glazing requirements including safety glass, manifestation and where necessary, approval from an independent certifier provided for hazardous substances where stored onsite.	<input type="checkbox"/>
SAFETY FROM FALLING <input type="checkbox"/>	F4	Evidence that the required barriers in the area subject to the CPU are in place	<input type="checkbox"/>
CONSTRUCTION HAZARDS <input type="checkbox"/>	F5	Explanation and plans of how people in the area subject to the CPU protected from the construction hazards	<input type="checkbox"/>
PERSONAL HYGIENE <input type="checkbox"/>	G1	All sanitary facilities, including accessible facilities are operational, compliant and available in the area subject of the CPU	<input type="checkbox"/>
FOOD PREPARATION <input type="checkbox"/>	G3	Where food is stored or prepared onsite evidence of sufficient safe and hygienic facilities to allow this are provided	<input type="checkbox"/>
VENTILATION <input type="checkbox"/>	G4	Commissioning statements and PS3's provided for ventilation systems	<input type="checkbox"/>

ELECTRICITY <input type="checkbox"/>	G9	Certification of compliance provided by registered electrician		<input type="checkbox"/>
GAS <input type="checkbox"/>	G11	Certification of compliance provided by certifying gasfitter		<input type="checkbox"/>
WATER SUPPLIES <input type="checkbox"/>	G12	Commissioning statements for backflow prevention devices provided, Safe water temperature at personal hygiene fixtures, and circulating hot water systems are protected against legionella.		<input type="checkbox"/>
DURATION <input type="checkbox"/>	N/A	What is the length of time that the CPU is expected to cover from date of issue. Note: if the time period is exceeded a new application for a CPU will be required A CPU is required until a Code Compliance Certificate is issued		<input type="checkbox"/>
INSPECTION <input type="checkbox"/>	N/A	Provide a date when a CPU inspection can be undertaken Note: if site is not ready for inspection when the inspector is onsite an additional inspection will be required and charged.		<input type="checkbox"/>

By signing below, I acknowledge that following issue of this Certificate for Public Use I have a responsibility to ensure the inspection, maintenance and testing requirements of the specified systems and the final exits are adhered to as per the compliance schedule, or in lieu of a compliance schedule being issued that the inspection, maintenance and testing requirements of the specified systems and the final exits and tested, inspected and maintained to the current industry standard.

In addition, as the person responsible for the safety of the people in the building at all times I confirm I have procedures in place that will ensure the continued safe operation of the building.

NAME:	SIGNATURE:
POSITION:	DATE: