

BC Number:

APPLICANT INFORMATION

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](#)

**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 OF PUBLIC USE (CPU) CHECKSHEET					
Applicant to Complete			Council Use Only		
Yes	N/A	Description	Yes	RFI	Checking comments
<input type="checkbox"/>		CPU application (Form 15) completed in full	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Plans & supporting documents showing; <ul style="list-style-type: none"> <input type="checkbox"/> Floor plan(s) showing location of any barriers to restrict access to areas affected by building work <input type="checkbox"/> Details of barriers <input type="checkbox"/> Structural assessment for any temporary propping or bracing <input type="checkbox"/> Fire assessment including means of escape, signage, and temporary evacuation plan. <input type="checkbox"/> Fire and smoke separations including any temporary measures for building work. <input type="checkbox"/> Adequate amenity including ventilation and toilets. 	<input type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATE OF PUBLIC USE (CPU) CHECKSHEET					
Applicant to Complete			Council Use Only		
Yes	N/A	Description	Yes	RFI	Checking comments
<input type="checkbox"/>	<input type="checkbox"/>	Specified systems Provide details demonstrating adequate operation of specified systems. This may include temporary modifications to some of the specified systems. <input type="checkbox"/> Sprinkler system certification <input type="checkbox"/> Fire alarm certification <input type="checkbox"/> Other – please specify	<input type="checkbox"/>	<input type="checkbox"/>	

COUNCIL USE ONLY	
Inspection & conditions of use	
<input type="checkbox"/>	CPU INSPECTION Outcome of inspection - <input type="checkbox"/> Pass <input type="checkbox"/> Fail
<input type="checkbox"/>	CONDITION 1 - All remaining building work is to be completed and a Code Compliance Certificate to be applied for as soon as reasonably practical.
<input type="checkbox"/>	CONDITION 2 - All Fire and Life Safety Systems are to be operative during any and all times that the public have access to the building.
<input type="checkbox"/>	CONDITION 3 - All Specified Systems are to be inspected and maintained in accordance with their nominated performance and inspection Standard or document and evidence of the inspection and maintenance regime made available to Queenstown Lakes District Council on request.
<input type="checkbox"/>	CONDITION 4 - All other parts of the premises where building work is being carried out are to be securely fenced off with appropriate signage so as to prevent members of the public from gaining access.
<input type="checkbox"/>	CONDITION 5 - All egress paths are to be kept clear and available for use during any and all times that the public have access to the building.
<input type="checkbox"/>	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.
<input type="checkbox"/>	CONDITION 7 - Any work to be undertaken which requires disconnection of the Sprinkler System or Fire Alarm is to be notified to QLDC at least 48 hours prior to being carried out.
<input type="checkbox"/>	CONDITION 8 - If a Code Compliance Certificate has not been achieved by the expiry date of this CPU, the building cannot continue to operate with public use unless an extension has been applied for and granted. Note: QLDC will only issue an extension if the application and reason for extension has been reviewed and accepted by a technical manager. QLDC 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 any other legislative requirement.
<input type="checkbox"/>	CONDITION 9 – OTHER

COUNCIL USE ONLY- FINAL SIGN OFF		
APPROVED	<input type="checkbox"/> Building Act section 363A (2) I am satisfied on reasonable grounds members of the public can use the premises safely and the Territorial Authority may issue a certificate of public use.	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">BCO Sign-off: Name:</td> <td style="width: 40%;">Date:</td> </tr> </table>	BCO Sign-off: Name:
BCO Sign-off: Name:	Date:	
REFUSED	<input type="checkbox"/> Building Act section 363A (2) I am not satisfied on reasonable grounds members of the public can use the premises safely and the Territorial Authority may issue a certificate of public use.	
	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">BCO Sign-off: Name:</td> <td style="width: 40%;">Date:</td> </tr> </table>	BCO Sign-off: Name:
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