

<b>POS</b>	<b>PUBLIC BUILDINGS</b>	<b>PSPD11</b>
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<b>POSITION STATEMENT CODE:</b>	PSPD11
<b>DIRECTORATE:</b>	Planning and Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Building & Health Services
<b>RESPONSIBLE OFFICER:</b>	Managers, Building & Health Services
<b>FILE NO.:</b>	182/002
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	14 December 2017
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	5

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	31 January 2013	26 November 2015
	22 August 2013	23 November 2017
	26 February 2015	
OCM:	14 February 2013	12 March 2015
	12 September 2013	10 December 2015

**BACKGROUND:**

The Public Buildings Regulations (1992) require that application is made and approvals sought from the local authority for public buildings

**PURPOSE:**

To clarify administrative responsibilities and requirements for the submission, assessment and approval of applications for public buildings within the City.

**POSITION STATEMENT:**

- (1) When an application for a Public Building is received, Building Services take responsibility for:-
- co-ordination and processing of the building application.
  - issue of the building permit.
  - obtaining necessary certifications such as structural engineering, electrical and fire brigades.
  - the issue of the Occupancy Permit.

Health Services is responsible for:-

- ensuring compliance of plans with Public Building Regulations.
- measurement of public areas.

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- assessment of permissible occupancy numbers..
  - issue of final Certificate of Approval.
  - on-going assessment of public building area safety and amenity.
- (2) Health and Building Services are to be advised of any applications received for use of temporary structures such as Circus', large outdoor concert events etc so that compliance with the Public Building Regulations can be achieved, and where a Certificate from a Qualified Structural Engineer certifying that the temporary structure, inclusive of the seating and staging, is safe.