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| POS | PUBLIC BUILDINGS | PSPD11 |
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| POSITION STATEMENT CODE: | PSPD11 |
| DIRECTORATE: | Planning and Development |
| BUSINESS UNIT: | Development Services |
| SERVICE UNIT: | Building & Health Services |
| RESPONSIBLE OFFICER: | Managers, Building & Health Services |
| FILE NO.: | 182/002 |
| DATE FIRST ADOPTED: | 1997 |
| DATE LAST REVIEWED: | 10 December 2015 |
| ATTACHMENTS: | N/A |
| VERSION NO. | 4 |

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| Dates of Amendments / Reviews: | | |
| DAPPS Meeting: | 31 January 2013 22 August 2013 | 26 February 2015 26 November 2015 |
| OCM: | 14 February 2013 12 September 2013 | 12 March 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.
- assessment of permissible occupancy numbers..

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- 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.