

### Issuing of Occupancy Permits

This replaces previous Minister's Guideline MG/08 issued June 2005

Pursuant to section 188(1)(c) of the Building Act 1993 (the Act) I hereby issue the following Guideline concerning the functions of municipal building surveyors and private building surveyors in respect of Part 10 of the Building Regulations 2006 (the Regulations). Note that section 188(7) of the Act provides that municipal building surveyors and private building surveyors must have regard to this Guideline in carrying out their functions.

Municipal building surveyors and private building surveyors must not issue an occupancy permit for a building or place of public entertainment unless:

1. an application has been made in the relevant form set out in Schedule 2 of the Regulations;
2. he or she is satisfied that any necessary consents from the reporting authorities listed in Part 10 of the Regulations have been obtained;
3. he or she is satisfied that services such as gas, water, sewerage, drainage and electricity, insofar as they are necessary to make the building or place of public entertainment suitable for occupation, have been installed and are operational; and
4. he or she lists on the occupancy permit all essential safety measures required under Part 11 of the regulations and specifies the level of performance for each essential safety measure.

**ROB HULLS MP**  
Minister for Planning