

# Producer Statement Author Acceptance Process

We have recently received a Producer Statement from you in regard to a building consent application lodged with the CDC.

To enable us to accept Producer Statements, the author must be included on our List of Approved Authors (The Register). Before a Producer Statement is able to be accepted Council must be satisfied that the skills, qualifications and experience of the author are appropriate for the scope of work and Building Code clauses covered. It is generally expected that the authors of Producer Statements for Design and Design Review will be included on the Register of Chartered Professional Engineers administered by IPENZ.

Entry to the register will be at the sole discretion of Council's Building Manager, and will require the following information from the authors.

- The specialty area(s) for which Producer Statements will be submitted (e.g. Structural, HVAC, Fire Engineering, Fire Alarm Systems, Fire Sprinklers, Mechanical Installations for Access, Durability and the like.) Please nominate Building Code clauses to be covered.
- A summary of the author's qualifications
- A summary of the author's experience
- Verification of the professional indemnity insurance held by the author

Please provide us with the required information as soon as is possible

Producer Statements may not be used as of right, but are accepted at the sole discretion of the Clutha District Council. Producer Statements are used as a means of establishing compliance with the New Zealand Building Code. It is a tool that the Clutha District Council uses as grounds to be satisfied as near as is reasonably practicable that the work covered by the Producer Statement complies with the New Zealand Building Code.

Our policy on acceptance of a producer statement will be dependent on the following:

- The author of the Producer Statement has been accepted onto the Register held by the Clutha District Council.
- If not on the Register, then the author has satisfied the Council that they have the skills, experience, qualifications and insurance necessary to produce the class of work specified in the Producer Statement.
- When Producer Statements for Construction (PS3) are considered by Council, more emphasis is likely to be given to practical industry experience and training, including manufacturer training in proprietary building systems and products.

Please note that when a producer statement for design is used, Council will generally require a design summary and a copy of the design calculations to be included as part of that Building Consent record. In some instances a review of the calculations, or a peer review of the design, may be required. This will be at the cost of the building consent applicant.

Producer statements will not necessarily be accepted to verify compliance of building works not carried out in accordance with a current building consent or carried out prior to the issue of a building consent, even if the author is included in the Register. The use of producer statements for this purpose will be assessed on a case by case basis, and must be approved by Council's District Building Manager.

# Application for Inclusion on Producer Statement Register

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Experience: \_\_\_\_\_

Title / Position held: \_\_\_\_\_

Membership of Approved Body, Group or Organisation (name organisation) \_\_\_\_\_

Registration No: \_\_\_\_\_

Specialty area/s: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Details of professional indemnity insurance: \_\_\_\_\_

- Design  A producer statement from an author who has designed,  
 Design Review  installed and commissioned or inspects all work, will be  
 Construction  required to be peer reviewed by a suitably qualified  
 Construction Review  person

Building Code Classes Applied For (must include B2) .....

OFFICE USE ONLY	COMMENTS	Y	N
Criteria			
Qualifications			
Experience and Expertise			
Scope of Work			
Insurance			
Professional Reg No			
Recognised Accreditation			
Professional References			
DATED	APPROVAL SIGNATURE		