

Application to become a producer statement author



All sections of this form must be completed

Type of application: New Renewal – PSA No:

Applicant details

Applicants full name:

Name you wish to be known as:

Applicants after hours address:

Company's full name:

Company's postal address:

Company's physical address:

After hours no:

Work no:

Mobile no:

Email:

Type of producer statement applicant seeks approval for

To ensure the Council holds the correct information for you, please complete the fields below.

Producer statement type: Building Code clauses requesting approval for:

Design (PS1)

Design Review (PS2)

Construction (PS3)

Construction Review (PS4)

- Please specify / describe the nature of work for each NZBC clauses you wish to certify, e.g. B1 structural, geotechnical, C3 fire, G10 mechanical, etc.
- Please confirm any code clauses that you no longer require as part of your authorship (if applicable)

Please specify the maximum value of building work you intend to certify

Low / Medium (refer to policy)

High (refer to policy)

Insurance details

Please provide a copy of public liability and professional indemnity insurance policy documents held by you or your company

Professional indemnity insurance value: \$

Public liability insurance value: \$

Term of insurance (to/from dates):

Evidence required to support application

New Applications

Curriculum vitae detailing experience

Company profile

Company registration details

Qualifications

Registration under statute

Professional affiliations

Quality assurance system

LBP number (if applicable)

Engineering New Zealand letter confirming practice fields and practicing certificate (if applicable)

Demonstrated competence in the type of and scale of project subject to this application (e.g. project specific work examples)

Three written references from peers attesting to the recent technical experience of the design professional or contractor (not from the same company)

Certificate confirming current insurance policy held for professional indemnity and public liability

Renewal Applications

Certificate confirming current insurance policy held for professional indemnity

Engineering New Zealand letter confirming practice fields and practicing certificate (if applicable)

Professional development log (evidence of professional development for the previous three years)

Example of design work carried out for E1, G12 and G13 (if applicable)

Privacy Act 1993

I hereby confirm and acknowledge that:

1. Council is authorised by me to collect, retain and use, personal information about me (“information”) for the purposes of assessing my suitability as an author of producer statements. The information collected from me or

other sources available to the Council, including but not limited to the professional/trade organisation, referees and any other person or companies with whom I am or have been associated or referred to in the attached application.

2. I understand that in the event that the information provided to Council is unsatisfactory, that my application may be declined.
3. I understand that the information will be retained by and is accessible to Council employees or other persons engaged by Council, for the purposes of assessing and reviewing my suitability as a producer statement author.
4. I understand that if I am approved as a Author with Auckland Council, my details will become publicly available on the Council Register which is available on the Auckland Council website.
5. I understand that I have rights under the Privacy Act 1993 to have access to any information held, where it can be readily retrieved and to request correction of that information.

Conditions of acceptance

I confirm that I have read and agree to the conditions of acceptance contained within the Auckland Council Producer Statement Policy (AC2301), including but not limited to the requirement to:

Maintain my professional development and provide evidence of this every three years before the anniversary date of my approval

Maintain agreed levels of insurance and provide evidence of this each year before the anniversary date of my insurance expiry date

Disclose any conflicts of interest that may arise in the course of any project I am involved in

Work within the scope of my approval

You will be invoiced – please do not send any money in with your application.

The Auckland Council Producer Statement Policy (AC2301) is available on the Auckland Council website:

<https://www.aucklandcouncil.govt.nz/building-and-consents/building-consents/producer-statement-authors/Pages/register-producer-statement-author.aspx>

Declaration

I declare that this information is correct and have read, understand and accept the statements made on this form in relation to my rights under the Privacy Act 1993.

Full name:

Signature:

Date:
