



Producer Statement Checklist

(If more than one PS then fill in a separate checklist for each additional PS)

BC Number []

Author []

Producer Statement Category (PS1, PS2, PS3 or PS4) []

A Producer Statement must include the following in order to be accepted: (✓ if Present, X if absent)

- Header with 'Producer Statement'
- The Producer Statement is addressed for the attention of the correct Council
- The author is suitably qualified and is an approved author of Producer Statements:
 - Clear identification of the person who has completed or designed the work
 - The author's name and signature
 - Qualifications suitable for work undertaken
 - Address of Author
 - Registration Number
 - Membership of professional organisation / cluster register
- Full legal description and address of the site where the work will be or has been undertaken
- A written statement that covers
 - That clearly identifies the building consent work covered by the Producer Statement
 - The product name, and specifications for application of products used
 - The parts/clauses of the Building Code that the work relates to
 - The appropriateness of the Producer Statement for site specific conditions
- Date the Producer Statement was produced.
- The sum of Provisional Indemnity Insurance held (copy of the policy attached to the P.S.)
- Provision of statement by the author certifying that the author is competent to perform the work to which the statement refers

Decisions and outcome (BCA Reg. 6 (b) (c) (d)) - Tick appropriate decision

I have NOT accepted this Producer Statement because the documentation is INCOMPLETE

Checked by:..... Date:

I have accepted this Producer Statement even though INCOMPLETE because:

.....
.....
.....

Checked by: Date:

I have accepted this Producer Statement because the documentation is COMPLETE

Checked by: Date: