

# Waikato Building Consent Group

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## Building Control – Application of individual for acceptance to issue producer statements

Cost: \$450

### Important privacy information

The personal information that you provide in this form will be held and protected by Waikato Local Authority Shared Services in accordance with our Privacy Statement (available at [www.gets.govt.nz/WLASS/GetPrivacyStatement.htm](http://www.gets.govt.nz/WLASS/GetPrivacyStatement.htm)) and with the Privacy Act 1993. The Privacy Statement explains how we can use and share your personal information in relation to any interaction you have with Councils, and how you can access and correct that information. You should familiarise yourself with this Statement before submitting this form.

### 1. Applicant Details

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address		Business Address	
Address:		Company:	
		Position:	
		Address:	
Mobile:		Mobile	
Landline:		Landline:	
Email:		Email:	
Address you would prefer your mail to go to		Home <input type="checkbox"/>	Business <input type="checkbox"/>
Contact details to be shown on public registers		Home <input type="checkbox"/>	Business <input type="checkbox"/>

Please send your completed application and proof of payment to the following email: [applications@buildwaikato.co.nz](mailto:applications@buildwaikato.co.nz)

Please submit your online payment of \$450.00 to:  
Local Authority Shared Services Limited  
02 0316 0158293 00

Ref: registration number Code: IQP Particular: Surname

Alternatively you can send in your completed paper application and payment to the address below:

Applications Build Waikato C/- Waikato LASS  
PO BOX 1198,  
Cambridge, 3450

### OFFICE USE ONLY :

Date Paid: ..... Receipt Number: .....

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## 2. Insurance Details - Copy Attached

Public Liability and/or Professional Indemnity needs to be adequate for the level of work undertaken and may affect the scope of works.

## 3. Quality Assurance

Are you/your organisation accredited in a recognised quality standard e.g.: ISO/IANZ	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, please provide a description and a copy		
Is any measuring equipment you use regularly calibrated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain the process you use and include description of equipment, how it is calibrated and any supporting documentation.		

## 4. Qualifications

Provide a list of your qualifications with copies of certificates received. Include any refresher training you may have completed.

**Copy Attached**

Qualification	Length of Qualification (years)	Discipline	Education Provider	Country	Year
<i>e.g. BE (Hons)</i>	<i>4 Years</i>	<i>Structural</i>	<i>Auckland University</i>	<i>New Zealand</i>	<i>1991</i>

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## 5. Professional Memberships/Registration/License/Accreditation

Please list any professional memberships or licenses that you currently hold and provide copies of your membership/registration/license certificates.

Copy Attached

Institution/Organisation	Class	Still current? Y/N	Membership/ Registration Number	Year Gained/joined	Expiry Date
<i>e.g. Master Plumber</i>		Y	12345	2008	2009

## 6. Information Required for Assessment Purposes

### 6.1 Producer Statement Type

I would like to issue Producer Statements for the following **(please tick)**

- Producer Statement PS1 – Design
- Producer Statement PS2 – Design Review
- Producer Statement PS3 – Construction
- Producer Statement PS4 – Construction Review

## 6.2 Specific Area of Work

I would like to issue Producer Statements for the following **(please tick)**

- |  |  |
|--|--|
| <input type="checkbox"/> Wastewater Systems  | <input type="checkbox"/> Stormwater Systems  |
| <input type="checkbox"/> Fire Engineering (design)                                 | <input type="checkbox"/> Acoustic Systems/Design   |
| <input type="checkbox"/> Emergency Lighting  | <input type="checkbox"/> HVAC Systems  |
| <input type="checkbox"/> Proprietary Plaster Systems                               | <input type="checkbox"/> Intumescent Paint Systems   |
| <input type="checkbox"/> Waterproofing Membranes Internal<br>(e.g. bathroom areas) | <input type="checkbox"/> Waterproofing Membranes External<br>(e.g. membrane roofs tanking) |
| <input type="checkbox"/> Fire Prevention - Sprinkler Systems                       | <input type="checkbox"/> Fire Detection - Alarm Systems                                    |
| <input type="checkbox"/> Structural Engineering                                    | <input type="checkbox"/> Geotechnical Engineering  |
| <input type="checkbox"/> Other Civil Engineering (please specify) _____            |  |

\* If you are a CPEng engineer, you do not need to register as a Producer Statement author.

- Back Flow Prevention Survey

\*See the IQP Register for Backflow Testing.

- Lift / Escalator / Automatic Door Systems (please circle the applicable systems)

- Glazing / Aluminium Joinery (please circle the applicable systems)

- Other (please specify) \_\_\_\_\_

### 6.3 Competence Statement

Please clearly describe the type of activity you do and the area in which you consider you have up to date knowledge and skills. Please describe the exact scope, for example, 'type 2F Fire Alarm Systems' instead of 'Fire Alarms', or 'Heat Pumps only' instead of 'HVAC', or 'application of tanking system "xyz" in accordance with manufacturers installation instructions'.

### 6.4 Applicable Standards and Building Code Clauses

Please describe the key standards/codes/ applicable New Zealand Building Code Clauses relating to your scope of works.

### 6.5 Materials / Products Used in Conjunction with this Application

Please provide the names of the materials and/or products you will be using in relation to issuing producer statements. Please provide training certification or any other supporting documentation (e.g. Applicator's Certificates)

Copy attached

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## 7. Work History

List your work history in chronological order with the most recent first.

Ref No	Name of Organisation	Position Title	End mm/yy Start mm/yy	Key responsibilities, activities undertaken major achievements and/or projects These should relate to your practice area description
1.				
2.				
3.				
4.				
5.				

### 7.1 Producer Statement Documentation

Please supply 2 examples of your work and a copy of the documentation you intend to submit when supplying Producer Statements.

Copy Attached

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## Statement about application

I am applying for approval by Waikato Building Consent Group to accept my producer statements. I understand that Waikato Building Consent Group may cancel my approval at any time, subject to written notification.

I certify that all information on this application form and in my portfolio of evidence is true and accurate.

I authorise my contact details and information relating to the scope of works for which I have been approved to be displayed on the public register(s). I will not carry out any work that is beyond my scope or level of competence. I agree not to complete producer statements for any work outside my scope of work determined by the Waikato Building Consent Group.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 8. Referees

Please name two referees who are familiar with your work and can comment on your competence in your relevant field. Referees must be independent, i.e. not personally related to you and not expected to gain materially if your assessment is successful. One of your referees should be a construction company or person you regularly contract to.

**Please ask your 2 referees to complete the reference assessment form (see pages 8 and 8) and attach it to your application.**

Copy attached

### Referee

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact telephone \_\_\_\_\_

Email address \_\_\_\_\_

Registrations and Professional Memberships:  
\_\_\_\_\_

### Referee

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact telephone \_\_\_\_\_

Email address \_\_\_\_\_

Registrations and Professional Memberships:  
\_\_\_\_\_

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## 8.1 Reference Assessment 1 (Referee 1 to Complete)

Please mark the box for the most appropriate statement of competence for each of the elements and record any concerns about the competence of the individual in the space below.

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

Please allocate the most appropriate number for each element	
1. Consistently demonstrates competence	
2. Inconsistent (sometimes careless)	
3. Marginal competence	
4. Not yet demonstrating competence but developing	
5. Does not demonstrate competence	
6. Unable to comment	
Element	Score
1. Comprehend and apply detailed knowledge of accepted principles of best practice for the activity area	
2. Investigate and analyse problems in accordance with best practice	
3. Design or develop solutions to problems in accordance with best practice	
4. Understands the principles of the Building Act 2004 and the Building Regulations	
5. Able to identify risk and apply appropriate risk management techniques	
6. Conduct activities in accordance with the appropriate standard or relevant code	
7. Communicate clearly with others in the course of activities	
8. Maintain knowledge and skills at an appropriate level	
9. Exercise sound judgement	
Specifically explain any concerns & justification for this opinion (Continue on a separate sheet as necessary):	

Is there other relevant evidence not included that the assessment panel might ask him/her to provide? If so, please summarise below: \_\_\_\_\_

Are there any factors you are aware of that might affect the individual's ability to continue working competently at his or her present level of competence over the next 5 years? If so, please summarise below: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



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## 8.2 Reference Assessment 2 (Referee 2 to Complete)

Please mark the box for the most appropriate statement of competence for each of the elements and record any concerns about the competence of the individual in the space below.

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

Please allocate the most appropriate number for each element	
1. Consistently demonstrates competence	
2. Inconsistent (sometimes careless)	
3. Marginal competence	
4. Not yet demonstrating competence but developing	
5. Does not demonstrate competence	
6. Unable to comment	
Element	Score
1. Comprehend and apply detailed knowledge of accepted principles of best practice for the activity area	
2. Investigate and analyse problems in accordance with best practice	
3. Design or develop solutions to problems in accordance with best practice	
4. Understands the principles of the Building Act 2004 and the Building Regulations	
5. Able to identify risk and apply appropriate risk management techniques	
6. Conduct activities in accordance with the appropriate standard or relevant code	
7. Communicate clearly with others in the course of activities	
8. Maintain knowledge and skills at an appropriate level	
9. Exercise sound judgement	
Specifically explain any concerns & justification for this opinion (Continue on a separate sheet as necessary):	

Is there other relevant evidence not included that the assessment panel might ask him/her to provide? If so, please summarise below: \_\_\_\_\_

Are there any factors you are aware of that might affect the individual's ability to continue working competently at his or her present level of competence over the next 5 years? If so, please summarise below: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_