



## **WBCG Producer Statement Author Policy**

Effective Date: 21<sup>st</sup> October 2024

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## 1. Introduction

### 1.1. Purpose

The Waikato Building Consent Group (WBCG) Producer Statement Author Register policy and process document outlines the procedures and requirements for individuals seeking initial registration and renewal of registration as Producer Statement Authors within the WBCG register. Registration allows the successful applicant to issue producer statements that when submitted in support of a building consent will be approved by members of the WBCG providing the producer statement is in the correct form and has the requisite information. The register is designed for trades and subject matter experts who may not have a Governing Body and/or are unable to attest to their competence through a registration system or the like.

The WBCG must have trust and confidence in its producer statement authors as it relies on producer statements as evidence of compliance with the New Zealand Building Code and legislative requirements. The Producer Statement Author Register allows the expertise of the author to be recognised, it does not otherwise impact on or limit the BCA's assessment of compliance with the Building Act 2004 and the Building Code as part of its statutory functions.

### 1.2. Scope

This document applies to individuals who wish to become registered Producer Statement Authors and maintain their registration within the districts managed by WBCG.

### 1.3. Definitions

**WBCG:** Waikato Building Consent Group, consisting of 8 participating councils. Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, Thames Coromandel District Council, Waikato District Council, Waipa District Council, Waitomo District Council.

**Producer Statement Author:** An individual registered with the WBCG to issue Producer Statements.

**Build Waikato (Co-Lab):** The organization responsible for managing and maintaining the registration process on behalf of the WBCG.

**Panel of Experts:** A group of members from across the WBCG responsible for assessing and approving applications for Producer Statement Author registration. This Panel is made up of no less than 3 members.

**PS1 Design, PS2 Design Review, PS3 Construction, PS4 Construction Review:** The range of Producer Statements.

**Referees:** Individuals who provide assessments of an applicant's skills and abilities.

**Insurance Certificate:** A document providing evidence of current Public Liability Insurance coverage.

**Registration:** The process of becoming a registered Producer Statement Author or renewing an existing registration.

**Unethical Conduct:** may include (but is not limited to):

- Obtaining registration by fraudulent means (providing false information).
- Consistently failing to provide accurate documentation to customers.
- Completing work that is outside your competency limitations.
- Carrying out work while being unregistered.

## 2. Application Process

### 2.1. Application for Initial Registration

Individuals wishing to become registered Producer Statement Authors for the first time must follow the application process outlined by the WBCG. This includes completing the online application form, providing the required documentation, and paying the application fee (see 7. Application Fees). Note that the application fee is non-refundable in the event that registration is unsuccessful.

### 2.2. Renewal of Registration

Registered Producer Statement Authors must renew their registration annually by completing the online application form, providing the required renewal documentation, and paying the application fee (see 7. Application Fees).

## 3. New Application Requirements

When new applicants submit an application, the focus of the application should be on demonstrating their qualifications and experience tailored to the specific field/s they are applying to gain registration for. Registration should only be applied for by an applicant that possesses the necessary skills, qualifications, and expertise and provides detailed descriptions of relevant work experience.

The burden of proof is on the applicant to satisfy the WBCG of the suitability and competence of the applicant.

### 3.1. Qualifications

Applicants must provide copies of qualifications that are relevant to the type of registration they are applying for. Where specific products/materials are used that require certification to apply the product (e.g. waterproofing membranes or intumescent paints) current approved applicator certificate/s must be provided.

If the work to be covered by a producer statement is restricted building work, the author must hold a current relevant LBP registration.

### 3.2. Work History

Applicants must provide a comprehensive work history relevant to their chosen field that clearly demonstrates their skills and experience.

### 3.3. Evidence of Experience

Applicants must submit evidence of experience as specified below for each type of Producer Statement they are applying for.

PS1 – Evidence needs to include at least 3 copies of designs where the applicant is listed as the designer.

PS2 – Evidence needs to include at least 3 copies of designs that the applicant has peer reviewed, including observations and supporting notes outlining the process you have followed in assessing the design. Applicants must submit clear, documented processes that identifies the extent to which the design has been checked, the method of checking and the outcome.

PS3 – Evidence needs to include at least 3 detailed job sheets that describe work the applicant has completed on-site and the associated photographic evidence.

PS4 – Description of the process the applicant will follow to issue a PS4 including records of site visits/inspections, instructions given to site contractors and details of completion of work.

### 3.4. Referees

Applicants must nominate two referees to complete a detailed online assessment of the applicant's skills and abilities. Referees should be experienced within the industry or discipline the applicant is working in, must have worked with the applicant for a minimum of six months and not family related. During the online application process, the applicant must send a link (supplied in the application) to their nominated referees to complete the online referee assessment.

### 3.5. Insurance Certificate

Applicants must submit a copy of their current Public Liability Insurance Certificate with a minimum of \$1Million with a minimum of 3 months remaining coverage and professional indemnity certificate with a minimum of \$200,000 with a minimum of 3 months remaining coverage. Applicants who are approved need to submit updated certificates as their coverage expires to maintain their register currency.

This needs to include an appropriate level of professional indemnity and public liability insurance, demonstrating the amount held and the period of cover. An appropriate level of minimum insurance cover is \$500,000.

This section applies to applications for renewal.

## 4. New Application Approval Process

### 4.1. Initial Application Review

Upon receiving an application, Build Waikato will review it for completeness. If further information is required, the applicant will be contacted. An application will not be accepted until all sections are fully completed and both referees have completed their online assessments.

Failure to provide information or demonstrate the suitability and competence of criteria will result in an application being declined.

An application may be declined if the applicant cannot satisfy Building Waikato / WBCG of their suitability or competence.

### 4.2. Panel Review

A panel of experts from the WBCG will review the completed application within 10 working days. The panel will assess the application and make a decision. The panel may request further information and where further information is requested the process restarts from 4.1.

### 4.3. Notification of Outcome

Applicants will be notified of the panel's decision once a decision is made. If approved, a registration certificate will be emailed to the applicant, and the applicant's details will be added to the online register within 7 days of notification of registration approval.

If declined, the reasons for this decision will be provided to the applicant in writing.

## 5. Renewal Application Requirements

### 5.1. Renewal Application Requirements

Registered Producer Statement Authors must apply to renew their registration at least 4 weeks prior to their annual expiry date. Producer Statement Authors must complete the online application and provide the following documents:

- three copies of Producer Statements complete with associated information, if applicable,
- reports specific to the three copies of the Producer Statements the applicant provides;
- site notes;
- photographs;
- any further documents in support that have been issued in the past 12 months;
- a copy of their current Public Liability and Professional Indemnity Insurance Certificates with at least 3 months remaining coverage; and
- certificates for relevant industry training completed in the past 12 months.

Authors are responsible for ensuring their approval remains current.

## 6. Renewal Application Approval Process

### 6.1. Initial Application Review

Upon receiving an application, Build Waikato will review it for completeness. If further information is required, the applicant will be contacted.

### 6.3. Notification of Outcome

Applications are processed and if accepted a new registration certificate will be emailed within 10 days. The applicant's details are updated on the online register within 7 days of notification of registration re-approval. If the application is not approved the reasons for non-approval will be emailed to the applicant.

## 7. Application Fees

A non-refundable application fee of \$450, plus a 2.9% merchant fee, is required for each new application. Payment must be made at the end of the online application.

A renewal fee of \$100, plus a 2.9% merchant fee, is required for each annual renewal. Payment must be made at the end of the online renewal application.

## 8. Expired Authorship

### 8.1. Expired applications

If an application is received from a producer statement author where their registration has expired, an explanation why their registration was left to lapse will be requested. No further review of the application will be made until a full and complete explanation is received. The panel will review the application and the explanations why the registration was left to lapse. The applicant will be notified of the outcome within 10 working days. If the application for re-registration is approved a full registration fee to cover the lapsed year/s together with a renewal fee for the current year will be payable. No re-registration will be approved until full payment is received.

## 9. Maintaining Registration

### 9.1. Updating Information

Registered Producer Statement Authors are responsible for keeping their contact information and qualifications up to date. Any changes should be communicated to Build Waikato promptly.

## 10. Removal from the Register

### 10.1. Suspension and Revocation of Registration

The WBCG reserves the right to suspend or revoke a Producer Statement Author's registration for non-compliance with registration requirements such as complaints about the standard of work, or Unethical Conduct.

Suitability to remain on the register may be reviewed at any time.

When considering whether to suspend or remove an author from the register or removing an author from the Register, the WBCG will:

- Provide the author with information about complaints it is investigating.
- Ensure the author has an opportunity to be heard.
- Consider any written response from the author before determining an outcome.
- Convey all decisions, reasons for decisions and outcomes in writing.

## 11. Contact Information

### 11.1. Contact Details

For inquiries and assistance with the registration process, please contact Build Waikato at [buildwaikato@colabsolutions.govt.nz](mailto:buildwaikato@colabsolutions.govt.nz).

This policy and process document is subject to periodic review and updates. Registered Producer Statement Authors should refer to the most recent version for current information and requirements.

## 12. Disclaimer

Build Waikato (Co-Lab) takes no responsibility for ensuring the accuracy of the information provided or held and is not liable to any party who may rely on that information.