

Producer Statements

This new process for approval and registration is the result of a number of developments in our industry and these are discussed below.

1. All Territorial Authorities in New Zealand have recently gone through or are presently going through a process to become registered as a BCA (Building Consent Authority). In doing so we have all been subject to both paper and technical assessments by IANZ (International Accreditation New Zealand) with a particular focus on the competency of individual officers. We are presently preparing for our re-accreditation in Hamilton in two weeks and the second stage for Regulation 17. Regulation 17 looks at the processes and documentation utilized by BCA's that support their functions in terms of the Building Act. Other BCA's in the region will be undertaking their re-accreditation in the next few months.
2. The acceptance of producer statements is widespread and a valuable source of supporting documentation for a BCA to assess compliance with the building code. It would not be in anyone's interests to set aside such a valuable process that assists with the documentation for building control compliance. However, we must show our auditors and DBH that we have a robust method in place by which we have assessed the competency of any individual author of a producer statement. So it is our intention to implement a new process that incorporates the following steps.
 - All authors of a producer statement will need to display through an application process that they meet the criteria as an expert in their field and can provide relevant testimony from their peers that they meet the competency requirements for their specialist area of work.
 - A copy of the application details is attached to this letter. Any individual author will need to fill out the application forms and make application before 31 March 2009 to ensure their producer statements will be accepted within the region. The panel will consider their applications within 6 weeks of receipt. Timeframes may be extended where there is a request from the panel for further information; however we expect all individuals who have made application by the due date to be registered by the 29 May 2009. Any individuals submitting producer statements after 29 May 2009 who are not registered may find that their producer statements are rejected.
 - There will be a period of grace for existing authors allowed for the continued acceptance of producer statements until we have gone through the application process. This timeframe will run concurrent with the timeframes above. That is if you don't make application by 31 March then your approval could be delayed until after the 29 May and your producer statements after that date may be rejected. Any individual making application after 29 May will have to wait for approval by the board before their producer statements are accepted.
 - There is a one-off fee of \$300 inclusive of GST applicable to initial registration for each individual. Therefore if you are a company making application you will be charged \$300 for each individual nominated in your application. Please be aware that this fee is payable on application and if your payment is not included with your application then your application will be returned to you.

- When your initial application has been approved your details will be entered into the register and you will be advised by post. A copy of your registration scope outlining the details of your approval will be included.
- Once registered any changes or requests for change to your scope of approval will require a full reassessment of your original application. You will therefore need to make an application for any change to your registration by completing an initial registration form and providing the evidence to support those changes. Unfortunately because any changes will need to be considered and endorsed by the board the standard fee of \$300 inclusive of GST will need to be paid at the time of application.
- One month prior to the anniversary of your registration you will be sent a reminder notice to register any changes to your circumstances or confirm that you are still operating as per your original approval. This will include the completion of a form and you will be required to identify the type of work you have completed in the 12 months prior to your anniversary date and attach examples of your work. A copy of this form is attached to this letter. You will need to complete this information and submit it before your anniversary date to ensure you remain on the register. There is an \$80 administration fee payable with your submission and if your payment is not included then you will be removed from the register.
- This process will repeat on an annual basis and you will be notified, however if for any reason you do not receive notification by one month prior to the due date (1 June) you should contact us immediately. Also this is an annual registration process and you do not have to repeat the content of your original application.
- It is intended that every producer statement author will be subject to random review and any complaints about individuals will be investigated by the panel. In some circumstances where there are repeated complaints identifying misconduct the individual will need to provide an explanation to the board and in extreme cases may result in the individual being removed from the register. The individual subject to a complaint will be invoiced for actual and reasonable costs of investigating complaints where a complaint is upheld.

The panel is made up of representatives from the regional BCA's and local private industry.

If you have any queries please feel free to email building@hcc.govt.nz for a fast response.