



# ESSENTIAL FEATURES OF A PRODUCER STATEMENT (Guidance Notes)

VERSION: 1  
DATE: April 2008  
CODE: IS-122

To ensure the robustness, effectiveness and consistency of Producer Statements, there are essential features that a Producer Statement must have. When each of these features is present, together with the attributes already described, the result will be an effective and robust system that can be relied upon.

The general form and layout of a Producer Statement needs to include:

- The name of the person and the organisation
- The statement must be original, contain confirmation that the design professional or author is satisfied that the work in question complies with the relevant provisions of the Building Code, and that the following essential features are included:

## Essential Features of a Producer Statement

### 1. Designation of Work (what is it for?)

For the purposes of obtaining a Building Consent, CCC or Compliance Schedule, the type of statement being issued must be designated as either a **Design or Construction** statement; or

For the purposes of obtaining a Certificate of Acceptance (work which has been carried out without a building consent). The type of statement being issued must be designated as **Construction without Building Consent**.

### 2. Location (where is the particular building work?)

The Producer Statement must uniquely identify (eg Property ID number, or legal description and street address) where the particular building work is taking place or has taken place and must include a physical address and any other information necessary to identify the location of the building work which may also include legal description, unit number and or floor level.

### 3. Identification

The Producer Statement must contain a unique identifier. It is suggested that a number and a date be appended.

### 4. Description of Work (what is the particular building work?)

A clear description of the work covered by the statement identifying all or part of the work to be covered by the Producer Statement, as the case may be.

**Design** If the Producer Statement is for design work, the description of proposed work must explicitly reference plans and specifications (including calculations).

*Example:*

Engineered design beams (1-5) as shown on Sheet S17 dated 11/11/07.

**Construction** If the Producer Statement is for design work, the description of proposed work must explicitly reference plans and specifications and supporting documentation (eg construction observation, monitoring, inspection or supervision reports).

*Example:*

Foundation detail 'B' as shown on Sheet S12 dated 11/11/07 as modified by site instruction # 28 dated 10/12/07.

### 5. Specific Reference to Building Code or Building Consent (what parts of the Building Code or Building Consent are claimed?)

**Design** Must state which relevant performances of the Building Code will be met, not just reference the clause(s) generally.

*Example:*

Retaining Wall

Rather than say the design complies with E2, the statement must nominate the specific performances within that clause that will be met eg Ground moisture will not cause undue damage or dampness – E.2.3.3

If the designer is claiming compliance with B2 then there must be a specific performance claim, in the case above, B.2.3.1(a); for example “The tanking will have an indefinite life of not less than 50 years.”

**Construction** Must state the conditions of the Building Consent have been met.

*Using the example above:* The tanking system applied to the back of the retaining wall has been constructed in accordance with the Building Consent plans. A Building Code reference should be included to identify the element of the Building Code to which the Producer Statement applies.

**6. Justification to Support Claim** (what is the basis of the claim?)

**Design**

- The Producer must state the basis for any claims made in the Producer Statement together with any documentation relied upon.
- Standards referenced.
- Principles on which the statement is made.
- Technical publications, eg BRANZ
- Manufacturer’s literature (note that Manufacturer’s literature is continually evolving and the most up-to-date version needs to be reference).

**Construction** The Producer must state the basis for any claims made in the Producer Statement, together with any documentation relied upon.

Inspection and monitoring visits need to be scheduled, any warranties listed, and manufacturer’s specifications must be reference.

**Unauthorised Building Work** (where there is no consent and the statement is in support of a COA)

The Producer Statement needs to state the basis of the claims for compliance made for the building work. The basis for code performances claimed needs to be given. Depending on the circumstances, the basis may be conformance with the Approved Documents, certain design principles, or may be based on authoritative technical documents.

**7. Conditions on the Producer Statement: Design Only**

The Producer Statement must state any limitations or conditions on the statement’s validity. This only applies to Producer Statements for Design as there can be no conditions placed on a statement that relates to completed building work.

**8. Inspection Requirements** (what is the basis of the claim?)

If the design is based on assumptions these must be clearly identified and referenced so that verification can be assessed and confirmed on site.

If inspections are necessary, these must be noted. A separate list of the required inspections and who will perform these must be provided; this will be listed as a condition(s) of the Building Consent.

**9. Date, Signature and Name** (who is the Producer?)

Date, signature, written identification of the person issuing the statement, their qualifications and a statement of their current professional insurance provisions must appear on the statement.