

SECTION 3

EXPERIENCE / WORK HISTORY

[Organisational & personal profile: description of type of work you have been involved in, including your role, value of work, length of experience etc]

SECTION 4

INSURANCE

Professional Indemnity:

Amount of Cover: \$ _____
Insurance Provider: _____
Exclusions: _____
Expiry: _____
Address: _____

Public Liability:

Amount of Cover: \$ _____
Insurance Provider: _____
Exclusions: _____
Expiry: _____
Address: _____

SECTION 5

QUALITY ASSURANCE

[Description of system e.g. ISO Certification, date of certification or accreditation, outstanding corrective actions]

- ISO Certification Date of Certification/Accreditation:.....(supply copy of Certificate) List outstanding corrective action(s) below.
- CPEng – no further details required in this section
- No QA System and not CPEng Registered – please describe how you stay up to date with current practice and new products / techniques below

SECTION 6

PEER REVIEW / AUDITING PROGRAMME

[Description of system, procedure]

- CPEng – no further details required in this section
- Other – please describe your Peer Review / Auditing Programme below

PRIVACY ACT 1993

That Central Hawke's Bay District Council is authorised to collect, retain and use personal information about me (information) for the purposes of assessing my suitability as an author of Producer Statements given to the BCA. The information may be collected from me or from any other source available to the BCA, including but not limited to, the professional/trade organisation referees and territorial authorities referred to in the attached application and any other persons or companies with whom I am or have been associated. I am aware that if the information supplied to the BCA is not satisfactory, then my suitability to prepare Producer Statements cannot be established.

I am aware that the information will be retained by Central Hawke's Bay District Council and be accessible by Council's employees and other persons engaged by Council for the purposes of assessing and reviewing the suitability of authors of Producer Statements. Central Hawke's Bay District Council is hereby authorised to disclose all or any parts of the information to any other territorial authority (or BCA) in New Zealand which makes enquiries regarding my suitability as an author of Producer Statements. I understand that I have rights under the Privacy Act 1993:

- To have access to the information.
- That it can be readily retrieved and that I am able to request correction of the information and that I shall be informed of the action taken in response to any such request.

I declare the information in this application to be correct.

I have read and understood the above statements made in relation to my rights under the Privacy Act 1993.

Name: _____

Date: _____

Signature: _____

APPLICANTS CHECKLIST OF DOCUMENTS REQUIRED WITH THIS APPLICATION

Note: your application approval will be delayed if the following information is not supplied.

1.	Evidence of Professional / Trade Affiliation	
2.	Evidence of Qualifications	
3.	Copies of Certificates for specific courses and/or Registration Numbers	
4.	Three written References from your peers (or companies you provide regular services for)	
5.	Confirmation of insurance type, cover and expiry date	
6.	Copy of ISO certification/accreditation if applicable	