

A photograph showing a person's hand pointing at a document on a desk. A laptop is open to the right, and a yellow hard hat is in the foreground. The top of the image has a dark grid pattern.

Appeal Form

If you don't agree with a decision to decline your application to become a licensed building practitioner or to suspend or cancel your licence, you can appeal to the Building Practitioners Board (the Board).

You have 20 working days from the date you receive the Registrar's decision letter to appeal the decision unless the Board give you permission to appeal after this time.

An appeal is a serious and formal legal process. You should make sure that you have considered every option available to you before you decide to appeal.

For example, if your licence was suspended or cancelled because you haven't paid your licensing fee, you may be able to avoid an appeal by contacting the Ministry of Business, Innovation and Employment, Building and Housing Group on 0800 60 60 50 or info@dbh.govt.nz to arrange payment.

The Board suggests you read its booklet 'What can I do if I don't agree with a licensing decision' to help you decide whether you need to appeal.

To appeal, you must complete this form, attach a copy of the Registrar's decision letter and send it to:

The Secretary of the Building Practitioners Board
Level 2, 15 Stout Street
Wellington 6011
PO Box 10 729
Wellington 6143

- or email to bpb@lbp.govt.nz
- or fax (04) 494 0290



Appeal Form

Your details

Title: Mr Mrs Miss Ms

Given names: _____

Surname: _____

Building practitioner number: _____

Postal Address

Street address: _____

PO Box: _____

Suburb: _____

Town or City: _____

Post Code: _____

Contact Details

Home phone: _____

Work phone: _____

Mobile phone: _____

Email: _____

Preferred contact number: _____

The decision for appeal

On appeal the Board only considers the specific decision or part of the decision you have appealed against.

I wish to appeal the Registrar's decision to:

decline my application to become licensed

suspend my building practitioners licence

cancel my building practitioners licence

other (specify) _____

The licence class(es) and the area(s) of practice the decision applies to are: _____

OFFICE USE ONLY

Appeal number

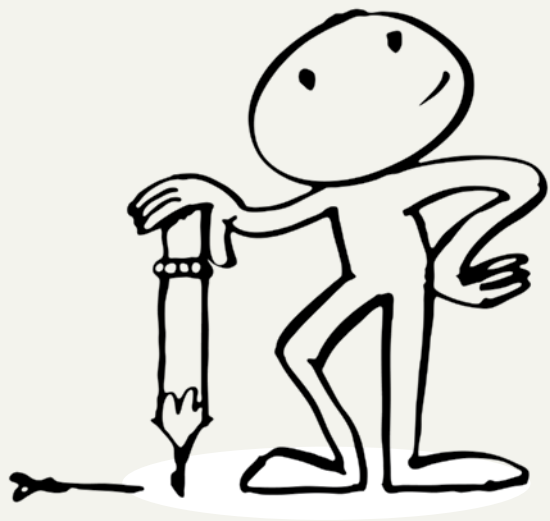
Date received

Date completed

Timeframes

The date you received the Registrar's decision letter was _____

Note: if you are submitting your appeal more than 20 working days after you received the Registrar's letter you will also need to file a request for an extension of time. See the *Building Practitioners Board- Appeals Procedures* for more information about requests for an extension of time.



Outcome/relief sought

I seek the following outcome/relief: *(set out what you want from the appeal)*

I want to be licensed in *(state the licensing class(es) and area(s) of practice sought)*

I want the suspension of my *(insert)* licence(s) to be reversed

I want the cancellation of my *(insert)* licence(s) to be reversed

Other *(specify the relief sought)*

Attachments

Please answer the following questions about your attachments:

You must attach the Registrar's decision letter to this form.

Have you attached the Registrar's decision letter? Yes No

How many pages are attached to this form?

Have you attached anything else to this form? If so, what have you attached?

Declaration

I declare that the information that I have supplied in this form is true and correct. I understand that it is an offence under the Building Act 2004 to provide incorrect or misleading information.

Appellant's signature

Date / /

Privacy notice: Any personal information submitted in this application will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the New Zealand Privacy Act 1993. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.