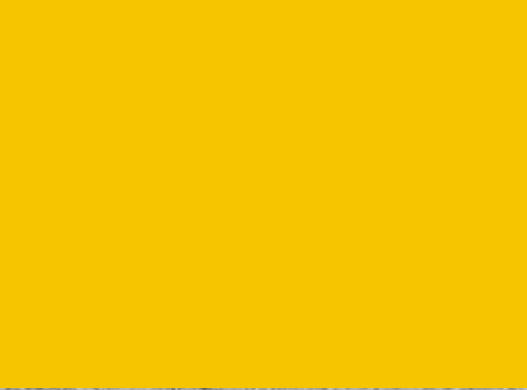
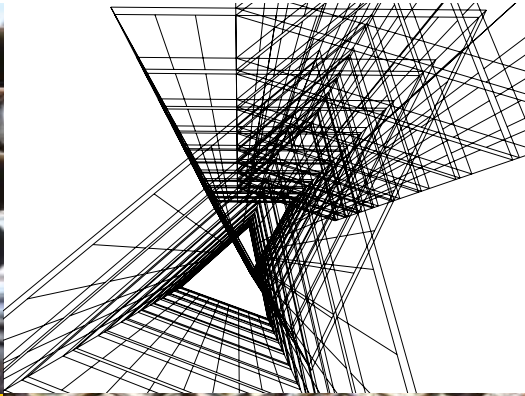




**LICENSED
BUILDING
PRACTITIONERS**
Building confidence

QUALIFIED PRACTITIONER APPLICATION FORM



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

New Zealand Government

QUALIFIED PRACTITIONER APPLICATION FORM

This form is for qualified applicants to apply for a Site or trade licence under the Licensed Building Practitioner (LBP) scheme.

Firstly, you must have done work, which relates to the licence you are applying for, within the last five years.

Secondly, please check pages 3 and 4 for the list of currently recognised New Zealand qualifications. Your NZQA report for overseas qualifications may be recognised under the LBP scheme.

Please contact our helpline for a **standard application form** if:

- you have not done work, which relates to the licence you are applying for, within the last five years
- your qualification is not listed
- you are a design applicant
- you don't have an NZQA report confirming that your overseas qualification is specifically equivalent to one of the qualifications listed.

The *Is licensing for me?* booklet contains useful information on the competencies you need to demonstrate for each licence when applying to be licensed, and on the LBP scheme and building categories.

If you are applying for more than one licence, please return all the application forms together. You only need to complete the personal details on one of the forms. You only need to provide one set of certified qualifications, proof of identity and photos, and only need to pay the application and administration fees once.

For more information, call our helpline on 0800 60 60 50, open between 8.30am and 5pm Monday to Friday, or email licensing@lbp.govt.nz.



EXISTING BP NUMBER

If you have been given a building practitioner number in the past eg, BP104635.

BP

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PERSONAL DETAILS

PRIVACY

You are required by the Building Act 2004 to provide the information requested in this application form. The information will be used to determine whether your application may be granted, and for complaints and disciplinary processes. Personal information may also be used in the public LBP register at www.lbp.govt.nz

Any personal information submitted 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.

Given names

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Surname

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Alias

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DATE OF BIRTH

Day

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Month

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Year

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CONTACT DETAILS

Daytime

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Evening

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Mobile

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Fax

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Preferred number for the Register (please tick)

Daytime

Evening

Mobile

Email address

Website address



PERSONAL DETAILS (CONTINUED)

RESIDENTIAL ADDRESS

Street address

Suburb

Town/City

Postcode

POSTAL ADDRESS (if different from above)

Street/PO Box/Pvt Bag

Suburb

Town/City

Postcode

COMPANY NAME AND BODY CORPORATE

Company name and body corporate involvement (ie, current employer, your company, or self-employed)

MEMBERSHIP OF INDUSTRY ORGANISATIONS

If you are a member of an industry organisation, please provide your membership details.

Membership of an industry organisation is not essential for your licence.

ORGANISATION	MEMBERSHIP NUMBER

RECOGNISED QUALIFICATIONS AND LICENCES

Applicants with the following qualifications can use this form to apply to be licensed. Tick the qualification for each licence and area of practice you want to apply for. You must provide a certified copy of your qualification.

CARPENTRY

- Advanced Trade Certificate in Carpentry
- Certificate of Due Completion of Apprenticeship (Carpentry and Carpentry/Joinery branch*)
- National Certificate in Carpentry (Level 4)
- National Certificate in Carpentry (Advanced) (Level 4)
- National Certificate in Construction (Leading Hand) (Level 4)
- National Certificate in Construction (Supervisor) (Level 5)
- New Zealand Certificate in Building
- Trade Certificate in Carpentry

* Note: Certificate of Due Completion of Apprenticeship in the **Joinery** Branch of the Carpentry and Joinery Industry is not accepted.

SITE

- Advanced Trade Certificate in Carpentry—Site 1 or 2
- Bachelor of Construction (Construction Management)—Site 1, 2, or 3
- Bachelor of Construction Management—Site 1, 2, or 3
- Bachelor of Building Science—Site 1, 2, or 3
- Bachelor of Engineering—Site 3 only
- Bachelor of Engineering Technology—Site 3 only
- National Certificate in Construction (Leading Hand) (Level 4)—Site 1
- National Certificate in Carpentry (Advanced) (Level 4)—Site 1 or 2
- National Certificate in Construction (Supervisor) (Level 5)—Site 2 only
- National Diploma in Construction Management (Level 5)—Site 1, 2, or 3
- National Diploma in Construction Management (Level 6)—Site 1, 2, or 3
- National Diploma in Civil Engineering (Level 6)—Site 3 only
- National Diploma in Engineering (Civil) (Level 6)—Site 3 only
- New Zealand Certificate in Building—Site 1, 2, or 3
- New Zealand Certificate in Engineering—Site 3 only
- New Zealand Diploma in Engineering (Civil) (Level 6)—Site 3 only

BRICKLAYING AND BLOCKLAYING

These qualifications are recognised for **both** areas of practice: Brick/Masonry Veneer, and Structural Masonry

- National Certificate in Brick and Block Laying (Level 4)
- National Certificate in Masonry (Bricklaying) (Level 3) with strands in Brick and Block laying

These qualifications are recognised for **one** area of practice: Brick/Masonry Veneer only

- Advanced Trade Certificate in Bricklaying
- Certificate of Due Completion of Apprenticeship (Bricklaying)
- Trade Certificate in Bricklaying

TURN OVER FOR EXTERNAL PLASTERING, ROOFING, AND FOUNDATIONS QUALIFICATIONS

RECOGNISED QUALIFICATIONS AND LICENCES

EXTERNAL PLASTERING

For **one** area of practice: Solid Plastering only

- Advanced Trade Certificate in Solid Plastering
- Certificate of Due Completion of Apprenticeship (Solid Plastering)
- National Certificate in Solid Plastering (Level 4)
- Trade Certificate in Solid Plastering

For **one** area of practice: Proprietary Plastering Cladding Systems (PPCS) only

- National Certificate in Proprietary Plastering Cladding Systems (Level 4)* with strands in either Rebated Fibre Cement, Lightweight Fibre Cement, or External Insulation Finishing Systems (EIFS)

*Note: National Certificate in Proprietary Plastering Cladding Systems is not accepted if issued prior to 1 February 2008. This is because it is only level 3.

ROOFING

National Certificate in Roofing (Installer) (Level 4) with appropriate strand to match the area of practice as follows:

- Concrete Roof Tiles—for Area of Practice: Concrete or Clay Tile Roof
- Liquid Roof Membrane—for Area of Practice: Liquid Roof Membrane
- Metal Roof and Wall Cladding—for Area of Practice: Profiled Metal Roof and Wall Cladding
- Metal Roof Tiles—for Area of Practice: Metal Tile Roof
- Roof Membrane—for Area of Practice: Roof Membrane
- Roof Shingle—for Area of Practice: Shingle or Slate Roof
- Torch on Roof Membrane—for Area of Practice: Torch on Roof Membrane

For **one** area of practice: Profiled Metal Roof and Wall Cladding only

- National Certificate in Plumbing—for Area of Practice: Profiled Metal Roof and Wall Cladding

FOUNDATIONS

For **both** areas of practice: Concrete foundation walls and concrete slab-on-ground, and Concrete or timber pile foundation

- Advanced Trade Certificate in Carpentry
- Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery)
- National Certificate in Carpentry (Level 4)
- National Certificate in Carpentry (Advanced) (Level 4)
- National Certificate in Construction (Leading Hand) (Level 4)
- National Certificate in Construction (Supervisor) (Level 5)
- New Zealand Certificate in Building
- Trade Certificate in Carpentry

For **one** area of practice: Concrete foundation walls and concrete slab-on-ground only

- Certificate in Concrete Technology (Level 4)
- National Certificate in Concrete Construction (Specialist) Sitework (Level 3)

OVERSEAS QUALIFICATIONS

You will need a New Zealand Qualifications Authority (NZQA) report confirming that your overseas qualification is specifically equivalent to one recognised under the LBP scheme.

The NZQA report, called an International Qualification Assessment, must specifically name the New Zealand equivalent qualification and its level for it to be acceptable under the LBP scheme.

For example:

OVERSEAS QUALIFICATION	NZQA EQUIVALENCE	CAN I APPLY USING THIS FORM?
Certificate in Construction Crafts Supplementary Studies From City and Guilds of London Institute, London, United Kingdom	National Certificate in Carpentry at Level 4	Yes, the New Zealand qualification and level are specifically named.
Member of the Chartered Institute of Building From the Chartered Institute of Building, Ascot, United Kingdom	Qualification at Level 7	No, the New Zealand qualification is not named. You must use the standard application form.

If you don't have an NZQA report, contact NZQA directly. See www.nzqa.govt.nz and follow the links to the International section, or phone (04) 463 3000. NZQA charge around \$750 for the report.

You may find it cheaper and more convenient to use the standard application process.

LICENCE CLASS AND AREA OF PRACTICE

Tick the licence class and area of practice you are applying for. You can apply for more than one licence, or area of practice, except Site, where you can only apply for one area of practice.

CARPENTRY

Carpentry

SITE (ONE AREA OF PRACTICE ONLY)

- Area of Practice: Site 1, **or**
 Area of Practice: Site 2, **or**
 Area of Practice: Site 3

BRICKLAYING AND BLOCKLAYING (ONE OR BOTH AREAS OF PRACTICE)

- Area of Practice: Brick/Masonry Veneer
 Area of Practice: Structural Masonry

EXTERNAL PLASTERING (ONE OR BOTH AREAS OF PRACTICE)

- Area of Practice: Solid Plastering
 Area of Practice: Proprietary Plastering Cladding Systems (PPCS)

ROOFING (ONE OR MORE AREAS OF PRACTICE)

- Area of Practice 1 : Concrete or Clay Tile Roof
 Area of Practice 2 : Profiled Metal Roof and Wall Cladding
 Area of Practice 3 : Metal Tile Roof
 Area of Practice 4 : Roof Membrane
 Area of Practice 5 : Torch on Roof Membrane
 Area of Practice 6 : Liquid Roof Membrane
 Area of Practice 7 : Shingle or Slate Roof

FOUNDATIONS (ONE OR BOTH AREAS OF PRACTICE)

- Area of Practice: Concrete foundation walls and concrete slab-on-ground
 Area of Practice: Concrete or timber pile foundation

FEES

Are you applying for two or more licences? Yes No

If yes, an assessment fee is payable for each licence you apply for. If you apply for more than one licence at the same time, you only need to pay the application and administration fees once.

LICENCE CLASS FEES (15% GST inclusive)

Enter assessment fee

Site 1 Area of practice assessment fee, or	\$127.78	
Site 2 Area of practice assessment fee, or	\$158.44	
Site 3 Area of practice assessment fee	\$204.44	
Carpentry assessment fee	\$127.78	
Bricklaying and blocklaying assessment fee	\$127.78	
External plastering assessment fee	\$127.78	
Roofing assessment fee	\$127.78	
Foundations assessment fee	\$127.78	
Plus application fee		\$81.78
Plus administration fee		\$173.78
Add right hand column for total amount payable		\$

PAYMENT

All payments must be made in NZ dollars. Please tick method of payment.

Cheque for \$ made out to 'Ministry of Business, Innovation & Employment' is enclosed.

Credit card. Enter your credit card details over the page.

A TAX INVOICE WILL BE SENT WITH YOUR APPLICATION OUTCOME

OFFICE USE ONLY

Type of payment	
Amount paid	\$
Date received	
Initials	

CERTIFIED DOCUMENTS

You must supply a certified photocopy of your:

1. New Zealand qualification or NZQA report for your overseas qualification, and
2. Proof of identity, which can be either your:
 - current driver licence, **or**
 - passport page that shows your photograph and personal details, **or**
 - birth certificate.

A signature or official stamp from your certifier is required on each page of the copy, with their name and title shown clearly below their signature. Examples of people who can certify your documents include:

- Justice of the Peace (JP) (see your local Yellow Pages)
- lawyer or court official
- official of the organisation that issued the original document.

Do not send originals with your application.

HAVE YOU CERTIFIED YOUR DOCUMENTS?

I have attached a certified copy of my (please tick):

- Qualification or NZQA report, **and** Driver licence, **or** Current passport, **or** Birth Certificate

DECLARATION

OTHER REGISTRATION OR LICENSING BODIES

Are you currently, or have you previously been, registered or licensed or otherwise recognised under any other legislation (including overseas) for any equivalent occupation?

- Yes. Name of registration or licensing authority
- No

If you answered yes to the above question, please answer the following questions.

i) Has your registration, licence or other recognition been suspended or cancelled because of a disciplinary matter at any time in the last 5 years?

- Yes. Name of registration or licensing authority
- No

ii) Are you the subject of any preliminary investigations or action that might lead to disciplinary proceedings relating to that registration, licence or recognition?

- Yes. Name of registration or licensing authority
- No

If you answered yes to any of these questions, the Registrar may contact you for further details.

GENERAL DECLARATION

I (full name of applicant),, declare that the information I have supplied in this application form, the licence class forms and all associated documents is true and correct. I understand that it is an offence under the Building Act 2004 to intentionally provide incorrect or misleading information.

Applicant's signature Date

By signing the general declaration, you are confirming that all the information you have supplied is true and correct. This declaration covers all the information and documents you provide in your application.

CHECKLIST

Have you:

- completed this form
- provided certified copies of your qualifications or NZQA report
- provided certified proof of identity
- provided two verified ID photos
- provided referee details
- included your application fee?

Read the 'Understanding the Regulatory Environment' booklet included in your application pack.

An assessor will call you and ask you questions from it.

SENDING IN YOUR APPLICATION

Post your completed application form, verified photos, certified copies of your proof of identity and qualifications, and your payment

By mail to

The Registrar, LBP Scheme
Ministry of Business, Innovation & Employment
PO Box 50041
Porirua 5240

By courier to

The Registrar, LBP Scheme
Ministry of Business, Innovation & Employment
7 Heriot Drive
Porirua 5022

Keep a copy of this application form for your records and to work through with your assessor.

ASSESSMENT PROCESS

After you have completed your application and sent it to the Registrar, you will be assigned an assessor who is experienced in the industry and trained to assess applications.

The assessor will:

- check your recognised qualifications
- contact your referees so they can verify your recent work experience and technical skills
- contact you to ask some questions from the Understanding the Regulatory Environment booklet in your application pack
- ask you about any information in your application that is unclear.

CONFLICT OF INTEREST

The assessors will declare any conflict of interest with an application they are assessing, for example, if the applicant is known to them or is in direct business or professional competition.



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This document is also available on the LBP website:
www.lbp.govt.nz

