

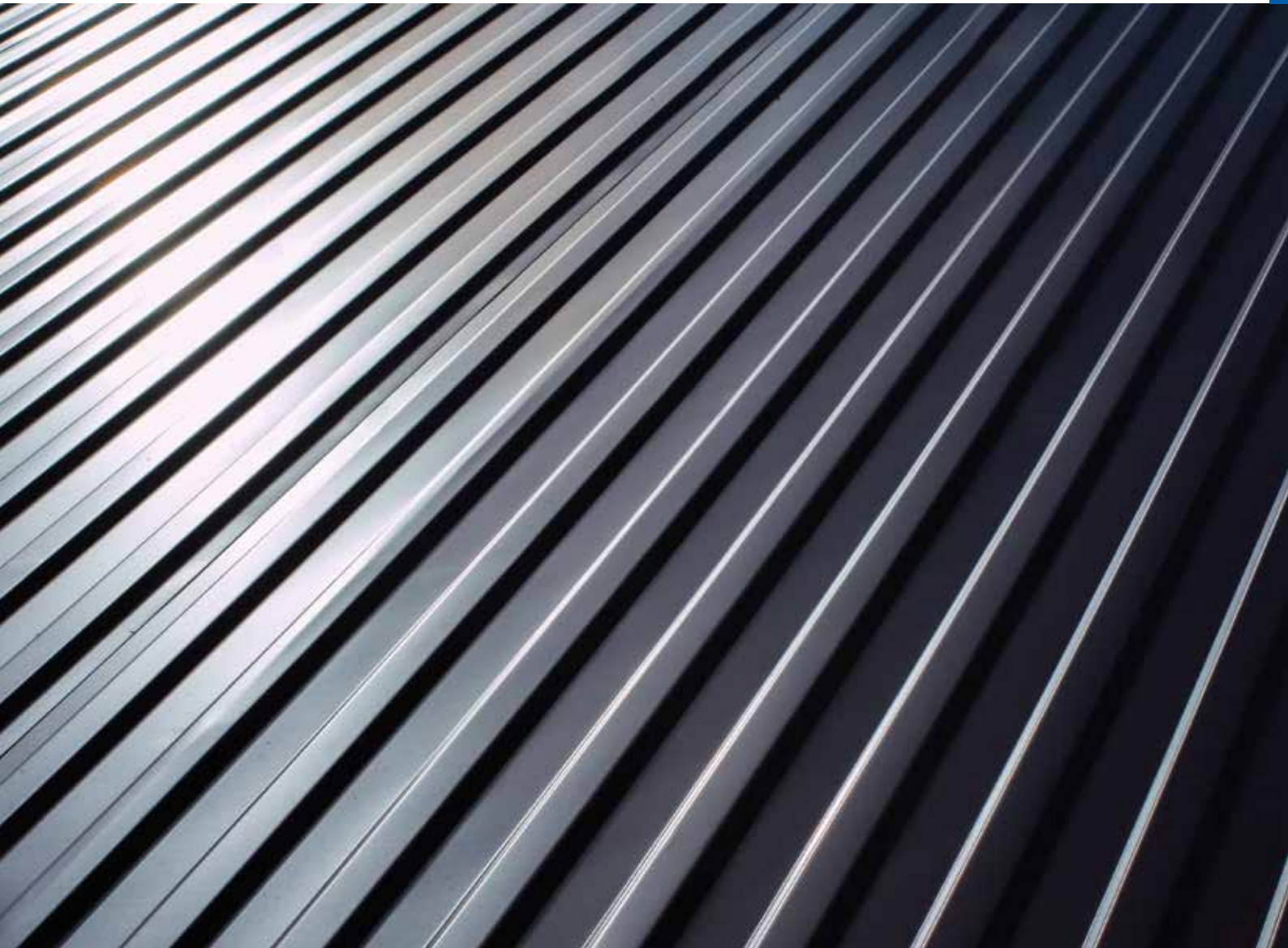


**LICENSED
BUILDING
PRACTITIONERS**
Building confidence



ROOFING

APPLICATION FORM



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

New Zealand Government

ROOFING APPLICATION FORM

This form is for Roofing applicants to apply for a Roofing licence under the Licensed Building Practitioner (LBP) scheme.

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 have a recognised qualification, you can apply using the streamlined application process. The qualified practitioner application form is at www.lbp.govt.nz

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.

If you are a licensed or certifying plumber or gasfitter, you are already treated as if you are licensed in the roofing, external plastering, and bricklaying and blocklaying licences. You cannot apply to be licensed in these licences. You can apply for other licences if you wish.

Being treated as if you are licensed in roofing, external plastering, and bricklaying and blocklaying recognises that licensed and certifying plumbers and gasfitters possess the skills and knowledge to carry out and supervise the fitting and sealing or flashing of pipework through exterior walls. It also recognises that licensed and certifying plumbers possess the skills and knowledge to carry out and supervise the installation of certain roofs and cladding, such as profiled metal roofs and cladding.

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

CONTENTS

- 1 Personal details
- 8 Work history
- 11 Job record and referee – Job 1
- 14 Job record and referee – Job 2
- 16 Job record and referee – Second area of practice – Job 3
- 18 Job record and referee – Second area of practice – Job 4
- 20 Job records questionnaire



EXISTING BP NUMBER

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

BP

PERSONAL DETAILS

(Print clearly in black or blue pen and complete all sections)

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 any 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

Surname

Alias

DATE OF BIRTH

Day Month Year

CONTACT DETAILS

Daytime Evening

Mobile Fax

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 AND BODY CORPORATE

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

CERTIFIED DOCUMENTS

You must supply a certified photocopy of your:

- passport page that shows your photograph and personal details, **or**
- current driver licence, **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
- court official
- official of the organisation that issued the original document.

Do not send original documents with your application.

CERTIFIED PROOF OF IDENTITY

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

Current passport

Driver licence

Birth certificate

VERIFIED PHOTOS

Attach two identical passport photos (using a paper clip). The photo will be used on your photo ID licence card.

The photos **must** be:

- no more than 12 months old
- a face, head and shoulders shot, looking directly at the camera
- of you without a hat, sunglasses or other accessories that obscure your face
- a true image, not altered in any way
- high quality colour (black and white photos are not acceptable)
- on a plain light-coloured background (not white or dark) and no background shadow
- between 4.5 cm and 5 cm high, and 3.5 cm and 4 cm wide
- **signed on the back** by the verifier that it is a true likeness of you. That person must have known you for at least 12 months, and must not be related, or part of your family group or living at the same address as you. The person who signs the photos must also complete the verifying information of this application below.

I have attached two **verified** identical passport photos (please tick)

VERIFYING INFORMATION (This section must be completed by the verifier of your photos)

Verifier's full name

Town/city Postcode

VERIFIER'S CONTACT DETAILS

Daytime Evening

Mobile

I declare that I (name of verifier),
have known (full name of applicant)
for at least 12 months and am not related, or part of the family group, or living at the same address as the applicant.

I have signed the back of the applicant's ID photos.

Verifier's signature Date

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 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.

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.

AREA OF PRACTICE

Please indicate which area of practice of roofing you wish to be assessed in.

- Concrete or clay tile roof
- Torch on roof membrane
- Profiled metal roof and wall cladding
- Liquid membrane roof
- Metal tile roof
- Shingle or slate roof
- Roof membrane

If you apply for more than one area of practice you must pay the higher assessment fee.

LICENCE CLASS FEES (15% GST inclusive)

Roofing – one area of practice assessment fee, or	\$281.11	
Roofing – two or more areas of practice assessment fee	\$337.33	
Application fee		\$81.78
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 below.

PAYMENT BY CREDIT CARD

Visa MasterCard

The amount to be charged to my credit card is \$

Credit card number

Expiry date (mm/yy)

Name on card

Cardholder's signature

A TAX INVOICE WILL BE SENT WITH YOUR APPLICATION OUTCOME

OFFICE USE ONLY	
Type of payment	
Amount paid	\$
Date received	
Initials	

QUALIFICATIONS

If you have a recognised qualification, you can apply using the streamlined application process. The qualified practitioner application form is at www.lbp.govt.nz

Qualifications that are not recognised in the streamlined process are still good supporting evidence of your knowledge of building practices. However, having a qualification is not essential to obtain your licence.

If you do not have a qualification, tick here Not applicable

NEW ZEALAND QUALIFICATIONS

QUALIFICATION	EDUCATION PROVIDER / ITO	YEAR COMPLETED

OVERSEAS QUALIFICATIONS

If you want to list overseas qualifications to support your application, you will first need to have them evaluated by the New Zealand Qualification Authority (NZQA). NZQA's Qualification Recognition Service will send you a report telling you whether your international qualification is comparable to a New Zealand qualification. You must attach a certified copy of this report with your application. You don't need to submit copies of the overseas qualifications.

For more information, go to the NZQA website at www.nzqa.govt.nz and follow the links to the International section, or phone (04) 463 3000.

QUALIFICATION	EDUCATION PROVIDER	COUNTRY	YEAR COMPLETED

Getting your qualification or NZQA report certified

A signature or official stamp from your certifier is required on each page of the qualification copy, with the name and title of the person shown clearly below it.

Examples of people who can certify your documents include:

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

Do not send original documents with your application.

You can have your qualifications certified at the same time as your proof of identity.

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 to obtain your licence.

Examples include:

- Certified Builders Association of New Zealand (CBANZ)
- Registered Master Builders Federation (RMBF)
- Roofing Association of New Zealand.

ORGANISATION	MEMBERSHIP NUMBER

RELEVANT RECENT LEARNING ACTIVITIES

List any industry-related activities you have taken part in. They are good evidence to show you are keeping up with industry developments. However, learning activities are not essential to obtain your licence.

Relevant recent learning activities include:

- attending seminars, conferences or trade events
- manufacturer or supplier training
- reading an industry publication
- training an apprentice.

ACTIVITY	PROVIDER	DATE

Work history

This section asks for a summary of your work experience in the building and construction industry. It should show your assessors what types of buildings you have worked on, and the range of work and responsibilities you have undertaken.

Start with your current or most recent employment and work backwards. Provide as much information as possible about your work and responsibilities. Use the examples below to help you.

If there are any gaps in your employment, please write in the dates and reasons (eg, travelling overseas, or worked in different type of occupation) in the 'Job title' box.

Please photocopy additional work history pages if needed.

WORK HISTORY EXAMPLE 1

Employed from/to *2005 – present*

Job title *Product Trainer*

Employer/self-employed *M Black and Sons Ltd*

Location *Auckland*

Range of work and responsibilities

Training rubber membrane applications and Torch on. Responsible for training 20 apprentices every year.

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

WORK HISTORY EXAMPLE 2

Employed from/to *1990 – 2005*

Job Title *Leading Hand*

Employer/self-employed *Roofing Services Ltd*

Location *Auckland*

Range of work and responsibilities

Was leading hand and fully responsible for my own work and the work of 7 unqualified tradesmen and 3 apprentices.

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Concrete or clay tile roof <input type="radio"/> Profiled metal roof and wall cladding <input type="radio"/> Metal tile roof <input type="radio"/> Roof membrane <input type="radio"/> Torch on roof membrane <input type="radio"/> Liquid membrane roof <input type="radio"/> Shingle or slate roof

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Concrete or clay tile roof <input type="radio"/> Profiled metal roof and wall cladding <input type="radio"/> Metal tile roof <input type="radio"/> Roof membrane <input type="radio"/> Torch on roof membrane <input type="radio"/> Liquid membrane roof <input type="radio"/> Shingle or slate roof

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Concrete or clay tile roof <input type="radio"/> Profiled metal roof and wall cladding <input type="radio"/> Metal tile roof <input type="radio"/> Roof membrane <input type="radio"/> Torch on roof membrane <input type="radio"/> Liquid membrane roof <input type="radio"/> Shingle or slate roof

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job records

JOB RECORD 1

You need to fill in **two job records for each area of practice** you are applying to be assessed in. For example, if you are applying for roof membrane only, then you need two job records. If you are applying for roof membrane and metal tile roofing, then you will need four job records.

At least one job from each area of practice should have been completed in the last three years and all should have been completed in the last five years. If you have not worked on jobs in the last five years, provide information on your most recent jobs.

Roofing jobs selected should, where possible, cover a range of new and reroofing work for residential, commercial and industrial properties and buildings.

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and address (name of building or job, and site address)

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

List the other trades involved with you on this job and how you worked with them.

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Other

JOB RECORD 1

What was the process for:

- obtaining a building consent?
- organising inspections?
- obtaining a Code Compliance Certificate (CCC)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job? Tick the relevant activities below and list any other work.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation
- Other

Problems you dealt with and what you did about them (eg, late delivery of supplies, bad weather, access to site)

Referee details

An assessor will call your referees to verify your work on the job and confirm the skills used. You need one referee per job, and they must be different people for each job.

Your referees **must** be technical people you have worked with. Examples include manufacturers representative, sub-contractor, employer, consulting engineer, designer, design consultant, architect, site supervisor, or builder.

Your referees **must** know you and the work you did on the job and be able to confirm the competence of your work. Clients and family members **cannot** be referees. However, in a family business situation, this may be unavoidable. In that case, only one of your referees may be a family member.

JOB 1 REFEREE

Name of referee

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Role or profession

Telephone: Day Mobile

Email

Best time to contact during work hours.....

Job records

JOB RECORD 2

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and address (name of building or job, and site address)

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

List the other trades involved with you on this job and how you worked with them.

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Other

What was the process for:

- obtaining a building consent?
- organising inspections?
- obtaining a Code Compliance Certificate (CCC)?

JOB RECORD 2

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job? Tick the relevant activities below and list any other work.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation
- Other

Problems you dealt with and what you did about them (eg, late delivery of supplies, bad weather, access to site)

JOB 2 REFEREE

Name of referee

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Role or profession

Telephone: Day Mobile

Email

Best time to contact during work hours.....

Job records – Second area of practice

SECOND AREA OF PRACTICE – JOB 3

If you are applying to be assessed in a second area of practice, complete the next two job records.

This application contains job record pages for two areas of practice only. If you are applying for more than two areas of practice, photocopy pages 16, 17, 18, and 19, for each additional area of practice.

You need to fill in **two job records for each area of practice** you are applying to be assessed in. For example, if you are applying for roof membrane only, then you need two job records. If you are applying for roof membrane and metal tile roofing, then you will need four job records.

At least one job from each area of practice should have been completed in the last three years and all should have been completed in the last five years. If you have not worked on jobs in the last five years, provide information on your most recent jobs.

Roofing jobs selected should, where possible, cover a range of new and reroofing work for residential, commercial and industrial properties and buildings.

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and address (name of building or job, and site address)

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

List the other trades involved with you on this job and how you worked with them

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Other

SECOND AREA OF PRACTICE – JOB 3

What was the process for:

- obtaining a building consent?
- organising inspections?
- obtaining a Code Compliance Certificate (CCC)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job? Tick the relevant activities below and list any other work.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation
- Other

Problems you dealt with and what you did about them (eg, late delivery of supplies, bad weather, access to site)

JOB 3 REFEREE

Name of referee

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Role or profession

Telephone: Day Mobile

Email

Best time to contact during work hours.....

Job records – Second area of practice

SECOND AREA OF PRACTICE – JOB 4

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job name and address (name of building or job, and site address)

Dates and periods of time you worked on this job

Client/employer (building owner or person you worked for)

Your role in this work:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

List the other trades involved with you on this job and how you worked with them.

- Carpenter
- Plumber
- Electrician
- Door/window manufacturers
- Other

What was the process for:

- obtaining a building consent?
- organising inspections?
- obtaining a Code Compliance Certificate (CCC)?

SECOND AREA OF PRACTICE – JOB 4

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

Were there any environmental issues on this site and, if so, how did you manage them (eg, disposal of hazardous waste, and what you did to deal with this)?

What work did you do on this job? Tick the relevant activities below and list any other work

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation
- Other

Problems you dealt with and what you did about them (eg, late delivery of supplies, bad weather, access to site)

JOB 4 REFEREE

Name of referee

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Role or profession

Telephone: Day Mobile

Email

Best time to contact during work hours.....

Job records questionnaire

Answers must refer to one or more of the jobs you have provided in this form. Tick the job that your answer relates to.

JOB RECORDS QUESTIONNAIRE

FOR CONCRETE OR CLAY TILE ROOF AREA OF PRACTICE

1. What did you do to prepare the roof prior to installation of concrete or clay tiles?

- Job 1 Job 2
 Job 3 Job 4
 Job __

2. What did you do to install the concrete or clay tiles?

- Job 1 Job 2
 Job 3 Job 4
 Job __

3. What did you do to complete and finish the concrete or clay tile roof and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job __

FOR PROFILED METAL ROOF AND WALL CLADDING AREA OF PRACTICE

1. What did you do to prepare the roof prior to installation of profiled metal roofing and wall cladding?

- Job 1 Job 2
 Job 3 Job 4
 Job __

2. What did you do to install the profiled metal roofing and wall cladding?

- Job 1 Job 2
 Job 3 Job 4
 Job __

3. What did you do to complete and finish the profiled metal roofing and wall cladding and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job __

JOB RECORDS QUESTIONNAIRE

FOR METAL TILE ROOF AREA OF PRACTICE

1. What did you do to prepare the roof prior to installation of metal tiles?

- Job 1 Job 2
 Job 3 Job 4
 Job __

2. What did you do to install the metal tiles on the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job __

3. What did you do to complete and finish the metal tiles on the roof and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job __

FOR ROOF MEMBRANE AREA OF PRACTICE AREA OF PRACTICE

1. What did you do to make sure the substrate was ready for preparation prior to installing the roof membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job __

2. What did you do to prepare to install the roof membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job __

3. What did you do to install the roof membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job __

4. What did you do to complete finishing off the roof membrane and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job __

JOB RECORDS QUESTIONNAIRE

FOR TORCH ON ROOF MEMBRANE AREA OF PRACTICE

1. What did you do to confirm the structure was prepared for installation to begin?

- Job 1 Job 2
 Job 3 Job 4
 Job __

2. What did you do to prepare to install the torch on membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job __

3. What did you do to install the torch on membrane to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job __

4. What did you do to complete and finish the laying of the torch on membrane to make sure a water tight solution and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job __

FOR LIQUID MEMBRANE ROOF AREA OF PRACTICE

1. What did you do to prepare the roof prior to application of the liquid membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job

2. What did you do to apply the liquid membrane on to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job __

3. What did you do to complete and finish the application of the membrane and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job __

JOB RECORDS QUESTIONNAIRE

FOR SHINGLE OR SLATE ROOF AREA OF PRACTICE

1. What types of shingles or slates did you use on this job? Please explain why you used this type?

- Job 1 Job 2
 Job 3 Job 4
 Job __

2. What did you do prior to preparation and installation of shingles or slates on to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job __

3. What did you do to fix shingle or slates on to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job __

4. What did you do to complete and finish the roof installation and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job __

CHECKLIST

Have you:

- completed this form
- provided certified copies of your qualifications
- provided certified proof of identity
- provided two verified ID photos
- provided referee details
- provided information about two different roofing jobs for each area of practice
- 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, Licensed Building Practitioner scheme
Ministry of Business, Innovation & Employment
PO Box 50041
Porirua 5240

By courier to

The Registrar, Licensed Building Practitioner 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

When you have completed your application and sent it to the Registrar of the Licensed Building Practitioner scheme, you will be assigned an assessor who is experienced in the industry and fully trained to assess applications.

The assessor will:

- review your application including work history, job records, any supporting evidence and your responses to the questions
- 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
- contact your referees so they can verify your work on your selected jobs.

Complete your application form carefully before you send it in. If you do not provide enough information for the assessor to make a recommendation based on their desktop assessment of your application, they may request a face-to-face assessment. If so, an assessor will contact you to discuss this. There is an additional fee of \$480.44 for this face-to-face assessment.

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.

Similarly, if you need a face-to-face assessment, you can ask for another assessor if you identify a conflict of interest. You can't specify which assessor you want, but you will be given a list of available assessors so you can identify any conflicts.

Notes:



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence

Published in February 2017 by
Ministry of Business, Innovation and Employment
PO Box 50041
Porirua 5240
Wellington, New Zealand

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

