

Notice of Application to Appeal

If you don't agree with a decision to decline your application to become a Licensed Building Practitioner, you can appeal to the Building Practitioners Board (the Board).

You have 20 working days from the date you receive the Registrar's decision to appeal the decision. If you appeal outside of the 20 working days, you will have to apply to the Board in writing for leave to appeal, and you will have to provide good reasons for the late appeal.

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.

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 and to find out more about the appeal process.

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

bpb@lbp.govt.nz

or post to:

Building Practitioners Board
15 Stout Street
Wellington Central
Wellington 6011

Your Details

Title:

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

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

I wish to appeal the Registrar's decision to:

- ☐ decline my application to become licensed
- ☐ offer me a licence for a lower or different area of practice than I applied for

The area of practice(s) the decision applies to are:

NB: An appeal is a rehearing. The Board will decide whether the Registrar made the right decision based on the evidence that the Registrar used to make their decision.

The Board will not take any new evidence into account unless that evidence is considered by the Board to be fresh evidence. Fresh evidence is evidence that could not, without reasonable diligence, have been produced when the licensing application was originally made, is credible and cogent, and there are exceptional or compelling reasons why the Board should admit the evidence.

Timeframes

The date you received the Registrar's decision was:

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
DD		MM		YYYY

Note: Make sure you include a copy of the Licensing decision email from the Registrar.

If you are submitting your appeal more than 20 working days after you received the Registrar's decision 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.

Grounds of Appeal

Grounds of Appeal – If your licence application was declined or you were offered a lower or different area of practice than you applied for

Follow the instructions below before you answer the next question:

- › Check the reason(s) the Registrar gave in the decision.
- › Download a copy of the Licensed Building Practitioners Rules 2007 (the Rules) from **www.lbp.govt.nz/assets/lbp/documents/lbp-rules-2007.pdf**.
- › If you need more room for your answers, you may attach a separate letter to this form.

The reasons for the appeal are as follows:

(set out why you are appealing the decision or part of the decision and give reasons for your views)

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)

Attachments

Please answer the following questions about your attachments:

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

Have you attached the Registrar's decision email?

☐ 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:

DD

MM

YYYY

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 2020. 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.