



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



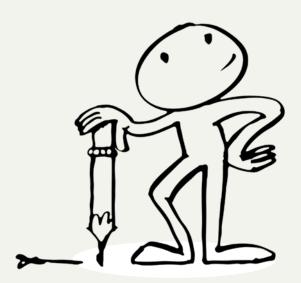
Appeal Form

Your details			
Title: Mr Mrs Miss Ms Given names:			
Surname:			
Building practitioner number:			
Postal Adresss			
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 decis	on 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.



Suspensions and cancellations

Grounds of appeal - if your licence was suspended or cancelled

Follow the instructions below before you answer the next question:

- Check the reason(s) the Registrar gave in the decision.
- Contact Building and Housing on 0800 60 60 50 or info@dbh.govt.nz to try to resolve your licensing issue (eg, arrange to pay your licensing fee).
- You may be able to avoid an appeal if you can resolve your licensing issues with the Department.
- Download a copy of the Licensed Building Practitioners Rules 2007 (the Rules) from www.dbh.govt.nz/lbp-rules or contact 0800 60 50 or info@dbh.govt.nz for a copy.
- Read in the Rules about the matters that the Registrar decided you didn't comply with.
- If you need more room for your answers, use more paper and attach it to this form.

set out why you ar	e appealing the	decision or p	art of the deci	sion and give i	reasons for you	ur views
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Declined licence applications

Grounds of appeal – if your licence application was declined or you were offered a lower 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.dbh.govt.nz/lbp-rules** or contact 0800 60 50 or **info@dbh.govt.nz** for a copy.
- Read in the Rules about the competencies and performance indicators that the Registrar considered you didn't meet for the licence class (and area of practice) you applied to be licensed in.
- Focus only on those competencies you didn't meet to answer the next question.

• If you need more room for your answers, use more paper and attach it to this form.					
he reasons for the	e appeal are as follo	WS:			
set out why you a	re appealing the dec	cision or part o	f the decision a	and give reason:	s for your views)

Outcome/relief sought					
I seek the following outcome/relief: (set out what you want from the appea	al)				
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	ed?				
Declaration					
I declare that the information that I have supplied in this form is true and co	orrect. I understand that it				
is an offence under the Building Act 2004 to provide incorrect or misleading	g information.				
Appellant's signature	Date / /				
Privacy notice: Any personal information submitted in this application will be kept and maintain Building Practitioners Board in accordance with the New Zealand Privacy Act 1993. You have the corrected, any information about you that is held by the Registrar and the Building Practitioners	ne right to access, and to have				