



CHANGE OF DETAILS FORM

Complete this form if your contact details have changed and need to be updated. It is important that you provide the correct contact information so we can get in touch with you regarding your licence. Please note the following contact details will appear on the public register:

- > Your first name & surname
- > Preferred phone number
- > Email address
- > Website
- > Location
- > Company

IF YOU HAVE CHANGED YOUR NAME, THESE DETAILS MUST BE CHANGED USING THE PERSONAL DETAILS AND REPLACEMENT ID FORM. THIS FORM CAN BE FOUND ON THE MINISTRY'S WEBSITE WWW.LBP.GOV.T.NZ

Send the completed form by:

Post:

The Registrar
Licensed Building Practitioner Scheme
Ministry of Business, Innovation and Employment
PO Box 50041
Porirua

OR

Email:

licensing@lbp.govt.nz

LICENSED BUILDING PRACTITIONER DETAILS

Full name:

BP number:

Date of birth:

 / /
day month year

INFORMATION THAT HAS CHANGED

I wish to change the following details held about me on the Licensed Building Practitioners Register:



NEW RESIDENTIAL ADDRESS

Street address:

Suburb:

Town/city:

Postcode:





NEW POSTAL ADDRESS

Postal address:

Suburb:

Town/city:

Postcode:



NEW CONTACT DETAILS

Daytime:

Evening:

Mobile:

Email address:

Website address:



NEW COMPANY DETAILS

If you would like to be associated with a company (for example, your current employer etc), please provide details here:

Company name:

NZBN number:



PLEASE TICK ONE CONTACT PHONE NUMBER TO APPEAR ON THE PUBLIC REGISTER

New daytime contact number

New home contact number

New mobile contact number

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 intentionally provide incorrect or misleading information.

Signature _____

Date

day

month

year

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. Personal information will also be used for the maintenance and administration of the Licensed Building Practitioners Register. 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.