



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence



FOUNDATIONS

APPLICATION FORM



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

Te Kāwanatanga o Aotearoa
New Zealand Government

FOUNDATIONS APPLICATION FORM

This form is for Foundations applicants to apply for a Foundations licence under the Licensed Building Practitioners' (LBP) Scheme.

www.lbp.govt.nz/become-an-lbp/licensing-classes 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 streamlined 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 fee once.

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**.

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FOUNDATIONS APPLICATION FORM

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 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 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.

Full name:

Alias:

DATE OF BIRTH

Date of birth:

<table border="1"><tr><td></td><td></td></tr></table>			/	<table border="1"><tr><td></td><td></td></tr></table>			/	<table border="1"><tr><td></td><td></td></tr></table>		
day		month		year						

CONTACT DETAILS

Daytime:

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

Evening:

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

Mobile:

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

Phone number for the Public Register:

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



CONTACT DETAILS (continued)

Email address:

Website address:

RESIDENTIAL ADDRESS

Street address:

Suburb:

Town/city:

Postcode:

POSTAL ADDRESS (if different from above)

Postal address:

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 (need to show both sides of 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
- > some Members of NZ Police.

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 (this section must be completed by the verifier of your photos)

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

day

month

year

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.

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

AREA OF PRACTICE

Please indicate which area of practice of bricklaying and blocklaying you wish to be assessed in:

- ☐ Concrete foundation walls and concrete slab-on-ground
☐ Concrete or timber pile foundations

LICENCE CLASS FEES (15% GST inclusive)

Foundations – one area of practice assessment fee, OR	\$281.11
Foundations – both areas of practice assessment fee	\$337.33
Application fee	<u>\$250.00</u>
Add right hand column for total amount payable	\$

PAYMENT

All payments must be made in NZ dollars.

☐ Visa ☐ MasterCard

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

Credit card number

Expiry date (mm/yy) / CVC

Name on card

Cardholder's signature _____

☐ I am a New Zealand tax resident and the amount charged to my credit card includes GST.

☐ I am not a New Zealand tax resident and the amount charged to my credit card does not includes GST.

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 streamlined 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, please provide the details in the table below. If there is not enough room for all of them you can attach the rest on a separate piece of paper.

You don't need to submit copies of the overseas qualifications.

QUALIFICATION	EDUCATION PROVIDER/ITO	COUNTRY	YEAR COMPLETED

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:

- > New Zealand Heavy Haulage Association

QUALIFICATION	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	1998 – 2008
Job title	Manager and foreman
Employer/self-employed	FCL Concrete Solutions
Location	Morrinsville
Range of work and responsibilities <i>Arranging materials, siting and setout, checking formwork, installation of floor system, booking inspection, placing and finishing concrete.</i>	Area of practice you worked on: <input type="checkbox"/> Concrete foundation walls and concrete slab-on-ground <input type="checkbox"/> Concrete or timber pile foundations <input checked="" type="checkbox"/> Both

WORK HISTORY EXAMPLE 2

Employed from/to	Nov 1980 to Oct 1990
Job title	Site Foreman
Employer/self-employed	Riccarton House Removals Limited
Location	Christchurch
Range of work and responsibilities <i>All areas of building relocation including preparation, lifting, moving. Preparation and placing of new foundations. Lowering building and fixing of pile connections. Generally responsible for team of 4.</i>	Area of practice you worked on: <input type="checkbox"/> Concrete foundation walls and concrete slab-on-ground <input type="checkbox"/> Concrete or timber pile foundations <input checked="" type="checkbox"/> Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations
- ☐ Both

Job records

JOB RECORD 1

This job is for the following area of practice

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations

You need to fill in two job records for each area of practice you are applying to be assessed in (eg, if you are applying to be assessed in concrete foundation walls and concrete slab-on-ground only, you need two 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.

A job should be for work on a specific site that lasts for a specific period of time. It can be large or small.

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) contact details

Your role in this work:

- ☐ Team Leader/ Manager
- ☐ Leading hand
- ☐ Labourer
- ☐ Other _____

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

- ☐ Building Consent Authorities (BCAs) _____
 - ☐ Engineers _____
 - ☐ Designers _____
 - ☐ Material suppliers _____
 - ☐ Concrete suppliers _____
 - ☐ Surveyors _____
 - ☐ Pile drivers _____
 - ☐ Earth moving contractors _____
 - ☐ Services/Utilities _____
 - ☐ Other _____
-

JOB RECORD 1

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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 it).

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

JOB RECORD 1

Concrete foundation walls and concrete slab-on-ground

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
- ☐ Ordered and co-ordinated material supply
- ☐ Completed site assessment
- ☐ Identified site and boundaries
- ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- ☐ Carried out or verified setout and levels
- ☐ Excavated foundations
- ☐ Disposed of excavated soil
- ☐ Placed and compacted graded hardfill
- ☐ Applied damp proofing material (membrane or emulsion)
- ☐ Set up form work for footings or concrete floor
- ☐ Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
- ☐ Set out piles under footings or concrete floor
- ☐ Placed DPC and taping laps
- ☐ Set up construction joints
- ☐ Set up fixings and cast in fixings
- ☐ Set out stepped footings or concrete floor
- ☐ Organised inspections
- ☐ Ordered and received concrete
- ☐ Placed and compacted concrete
- ☐ Finished and cured concrete
- ☐ Other _____

JOB RECORD 1

Concrete or timber pile foundations

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
- ☐ Ordered and co-ordinated material supply
- ☐ Completed site assessment
- ☐ Identified site and boundaries
- ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- ☐ Carried out or verified setout and levels
- ☐ Excavated foundations
- ☐ Organised inspections
- ☐ Placed pile/concrete
- ☐ Checked pile driving/pile records
- ☐ Applied surface treatment to cut piles
- ☐ Completed sub-floor to pile fixings and bracing
- ☐ Other _____

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 on the jobs provided. Examples include 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 3 REFEREE 1

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 foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations

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) contact details

Your role in this work:

- ☐ Team Leader/ Manager
- ☐ Leading hand
- ☐ Labourer
- ☐ Other _____

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

- ☐ Building Consent Authorities (BCAs) _____
 - ☐ Engineers _____
 - ☐ Designers _____
 - ☐ Material suppliers _____
 - ☐ Concrete suppliers _____
 - ☐ Surveyors _____
 - ☐ Pile drivers _____
 - ☐ Earth moving contractors _____
 - ☐ Services/Utilities _____
 - ☐ Other _____
-

JOB RECORD 2

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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 it).

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

JOB RECORD 2

Concrete foundation walls and concrete slab-on-ground

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
 - ☐ Ordered and co-ordinated material supply
 - ☐ Completed site assessment
 - ☐ Identified site and boundaries
 - ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
 - ☐ Carried out or verified setout and levels
 - ☐ Excavated foundations
 - ☐ Disposed of excavated soil
 - ☐ Placed and compacted graded hardfill
 - ☐ Applied damp proofing material (membrane or emulsion)
 - ☐ Set up form work for footings or concrete floor
 - ☐ Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
 - ☐ Set out piles under footings or concrete floor
 - ☐ Placed DPC and taping laps
 - ☐ Set up construction joints
 - ☐ Set up fixings and cast in fixings
 - ☐ Set out stepped footings or concrete floor
 - ☐ Organised inspections
 - ☐ Ordered and received concrete
 - ☐ Placed and compacted concrete
 - ☐ Finished and cured concrete
 - ☐ Other
-

JOB RECORD 2

Concrete or timber pile foundations

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
- ☐ Ordered and co-ordinated material supply
- ☐ Completed site assessment
- ☐ Identified site and boundaries
- ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- ☐ Carried out or verified setout and levels
- ☐ Excavated foundations
- ☐ Organised inspections
- ☐ Placed pile/concrete
- ☐ Checked pile driving/pile records
- ☐ Applied surface treatment to cut piles
- ☐ Completed sub-floor to pile fixings and bracing
- ☐ Other _____

JOB 2 REFEREE

Name of referee _____

Role or profession _____

Telephone: Day _____ Mobile _____

Email _____

Best time to contact during work hours _____

Job records – Additional area of practice

JOB RECORD 3 – ADDITIONAL AREA OF PRACTICE

This job is for the following area of practice

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations

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) contact details

Your role in this work:

- ☐ Team Leader/ Manager
- ☐ Leading hand
- ☐ Labourer
- ☐ Other _____

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

- ☐ Building Consent Authorities (BCAs) _____
- ☐ Engineers _____
- ☐ Designers _____
- ☐ Material suppliers _____
- ☐ Concrete suppliers _____
- ☐ Surveyors _____
- ☐ Pile drivers _____
- ☐ Earth moving contractors _____
- ☐ Services/Utilities _____
- ☐ Other _____

JOB RECORD 3 – ADDITIONAL AREA OF PRACTICE

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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 it).

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

JOB RECORD 3 – ADDITIONAL AREA OF PRACTICE

Concrete foundation walls and concrete slab-on-ground

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
 - ☐ Ordered and co-ordinated material supply
 - ☐ Completed site assessment
 - ☐ Identified site and boundaries
 - ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
 - ☐ Carried out or verified setout and levels
 - ☐ Excavated foundations
 - ☐ Disposed of excavated soil
 - ☐ Placed and compacted graded hardfill
 - ☐ Applied damp proofing material (membrane or emulsion)
 - ☐ Set up form work for footings or concrete floor
 - ☐ Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
 - ☐ Set out piles under footings or concrete floor
 - ☐ Placed DPC and taping laps
 - ☐ Set up construction joints
 - ☐ Set up fixings and cast in fixings
 - ☐ Set out stepped footings or concrete floor
 - ☐ Organised inspections
 - ☐ Ordered and received concrete
 - ☐ Placed and compacted concrete
 - ☐ Finished and cured concrete
 - ☐ Other
-

JOB RECORD 3 – ADDITIONAL AREA OF PRACTICE

Concrete or timber pile foundations

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
- ☐ Ordered and co-ordinated material supply
- ☐ Completed site assessment
- ☐ Identified site and boundaries
- ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- ☐ Carried out or verified setout and levels
- ☐ Excavated foundations
- ☐ Organised inspections
- ☐ Placed pile/concrete
- ☐ Checked pile driving/pile records
- ☐ Applied surface treatment to cut piles
- ☐ Completed sub-floor to pile fixings and bracing
- ☐ Other _____

JOB 3 REFEREE

Name of referee

Role or profession _____

Telephone: Day _____ Mobile _____

Email _____

Best time to contact during work hours _____

Job records – Additional area of practice

JOB RECORD 4 – ADDITIONAL AREA OF PRACTICE

This job is for the following area of practice

- ☐ Concrete foundation walls and concrete slab-on-ground
- ☐ Concrete or timber pile foundations

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) contact details

Your role in this work:

- ☐ Team Leader/ Manager
- ☐ Leading hand
- ☐ Labourer
- ☐ Other _____

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

- ☐ Building Consent Authorities (BCAs) _____
- ☐ Engineers _____
- ☐ Designers _____
- ☐ Material suppliers _____
- ☐ Concrete suppliers _____
- ☐ Surveyors _____
- ☐ Pile drivers _____
- ☐ Earth moving contractors _____
- ☐ Services/Utilities _____
- ☐ Other _____

JOB RECORD 4 – ADDITIONAL AREA OF PRACTICE

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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 it).

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

JOB RECORD 4 – ADDITIONAL AREA OF PRACTICE

Concrete foundation walls and concrete slab-on-ground

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
 - ☐ Ordered and co-ordinated material supply
 - ☐ Completed site assessment
 - ☐ Identified site and boundaries
 - ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
 - ☐ Carried out or verified setout and levels
 - ☐ Excavated foundations
 - ☐ Disposed of excavated soil
 - ☐ Placed and compacted graded hardfill
 - ☐ Applied damp proofing material (membrane or emulsion)
 - ☐ Set up form work for footings or concrete floor
 - ☐ Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
 - ☐ Set out piles under footings or concrete floor
 - ☐ Placed DPC and taping laps
 - ☐ Set up construction joints
 - ☐ Set up fixings and cast in fixings
 - ☐ Set out stepped footings or concrete floor
 - ☐ Organised inspections
 - ☐ Ordered and received concrete
 - ☐ Placed and compacted concrete
 - ☐ Finished and cured concrete
 - ☐ Other
-

JOB RECORD 4 – ADDITIONAL AREA OF PRACTICE

Concrete or timber pile foundations

What work did you do on this job?

Tick the relevant activities below and list any other work you did that is not included in this list.

- ☐ Read and interpreted working drawings, specifications, programme schedules and quantity lists
- ☐ Ordered and co-ordinated material supply
- ☐ Completed site assessment
- ☐ Identified site and boundaries
- ☐ Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- ☐ Carried out or verified setout and levels
- ☐ Excavated foundations
- ☐ Organised inspections
- ☐ Placed pile/concrete
- ☐ Checked pile driving/pile records
- ☐ Applied surface treatment to cut piles
- ☐ Completed sub-floor to pile fixings and bracing
- ☐ Other _____

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 – CONCRETE FOUNDATION WALLS AND CONCRETE SLAB-ON-GROUND

<p>1. Describe the steps that you took when you first arrived on site, including how you:</p> <ul style="list-style-type: none">a) Set the job outb) Checked for underground servicesc) Ensured site safety <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>2. How did you construct formwork (box up) for the following?</p> <ul style="list-style-type: none">a) Concrete footingsb) Concrete foundation wallsc) Concrete slabs <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>3. How did you calculate concrete quantities?</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>4. Explain the following:</p> <ul style="list-style-type: none">a) How did you identify reinforcing steel?b) What grades of reinforcing steel were used on this job?c) What laps were used for each grade?d) What minimum bending diameters were used for the different reinforcing grades? <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>5. What grade of damp proof course was used on this job?</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2 <input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	

JOB RECORDS QUESTIONNAIRE – CONCRETE FOUNDATION WALLS AND CONCRETE SLAB-ON-GROUND (CONTINUED)

<p>6. Describe the lapping and jointing procedure you used on this job</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2</p> <p><input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>7. Describe placements of fixings, eg, bolts, bottom plate anchors or any cast-in fixings.</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2</p> <p><input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>8. What were the minimum clearances from finished concrete floor to the different ground levels?</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2</p> <p><input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>9. What concrete grade and slump did you use?</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2</p> <p><input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>10. What compaction of concrete method did you use?</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2</p> <p><input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>11. Did you cure the concrete? If so what method did you use?</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2</p> <p><input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	
<p>12. Describe the set out of the stepped footing or concrete floor?</p> <p><input type="checkbox"/> Job 1 <input type="checkbox"/> Job 2</p> <p><input type="checkbox"/> Job 3 <input type="checkbox"/> Job 4</p>	

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 – CONCRETE OR TIMBER PILE FOUNDATIONS

1. Describe the steps that you took when you first arrived on site, including how you:

- a) Set the job out
- b) Checked for underground services
- c) Ensured site safety

☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

2. How did you determine the correct sized footing to firm and solid bearing?

☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

3. How did you ensure piles were placed correctly and were plumb and level?

☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

4. How did you calculate concrete quantities?

☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

5. For driven piles, what did you do to ensure the piles were driven to the correct set?

☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

JOB RECORDS QUESTIONNAIRE – CONCRETE OR TIMBER PILE FOUNDATIONS (CONTINUED)

6. If you needed to cut piles describe how you treated the cut surfaces.

- ☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

7. How did you correctly select, locate and fix:

a) Wire dogs

b) Nail on plates

c) Bolts – including minimum edge distances

d) Braces

- ☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

8. What is the minimum ground clearance of sub-floor timbers?

- ☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

9. If there was a variation in joist and bearer depth, outline the steps you took take to set the piles at the correct height.

- ☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

10. How did you identify and confirm timber treatment of pile and sub-floor timbers?

- ☐ Job 1 ☐ Job 2
☐ Job 3 ☐ Job 4

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 building jobs for each area of practice
- ☐ included your application fee?

Read the LBP Handbook available on our website www.lbp.govt.nz.

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

Licensed Building Practitioners' Scheme
Ministry of Business, Innovation & Employment
PO Box 1473
Wellington 6140

By courier to

Licensed Building Practitioners' Scheme
Ministry of Business, Innovation & Employment
15 Stout Street, Wellington Central
Wellington 6011

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 Practitioners' 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 LBP Handbook available on our website www.lbp.govt.nz
- > 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.



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Building confidence

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