



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence

ANNUAL RELICENSING FORM

Use this form to renew your licence. By completing this form you will:

- > Confirm your current contact details are up to date on the public register
- > Confirm that you are still working in the industry
- > Pay the annual licence renewal fee and scheme levy of \$239.00 (plus the \$25.56 if late fee is payable)

SAVE TIME – YOU CAN RENEW ONLINE AT WWW.LBP.GOVT.NZ

Send the completed form by:

Post:

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

OR

Email:

applications@lbp.govt.nz

LICENSED BUILDING PRACTITIONER DETAILS

Full name:

BP number:

Date of birth:

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
day		month		year

RESIDENTIAL ADDRESS

Street address:

Suburb:

Town/city:

Postcode:

POSTAL ADDRESS (if different from above)

Postal address:

Suburb:

Town/city:

Postcode:



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

Te Kāwanatanga o Aotearoa
New Zealand Government

CONTACT DETAILS

Daytime:

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Evening:

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Mobile:

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Phone number for the Public Register:

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Email address:

Website address:

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:

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SKILLS MAINTENANCE RECORD

Important: You must provide your Record of Skills Maintenance every two years.

- ☐ I attach my Skills Maintenance Record
- ☐ I have completed my Skills maintenance requirements online
- ☐ My Record of Skills Maintenance is due next year

CONFIRMATION OF CONTINUED PRACTICE

Please tick box to confirm:

- ☐ I confirm that I have been working in an area related to the building industry and relevant to the licence/s I hold and I wish to remain licensed

PLEASE COMPLETE THE PAYMENT & DECLARATION SECTIONS ON PAGE 3.

FAILURE TO PROVIDE THE INFORMATION AND PAYMENT WILL RESULT IN SUSPENSION.

**SAVE TIME – RELICENSE ONLINE
AT WWW.LBP.GOVT.NZ**

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:

VERIFYING INFORMATION (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

PAYMENT

I want to pay the annual fee including the scheme levy of \$239.00 (plus the \$25.56 if late fee is payable):

Annual fee	\$97.00	OR	Annual fee	\$97.00
The Scheme levy	<u>\$142.00</u>		The Scheme levy	\$142.00
Total payable	\$239.00		Late fee	<u>\$25.56</u>
			Total payable	\$264.56

If you wish to make payment by bank transfer you will need to use the secure service provided in the online renewal process, on our website **www.lbp.govt.nz**

☐ Visa ☐ MasterCard

The amount to be charged to my credit card is \$239.00 (or \$25.56 if late fee is applicable).

Credit card number Expiry date CVC

Credit card number Expiry date CVC

Credit card number	Expiry date	CVC
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/

	month	year
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.

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

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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 2020. 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.

For more information please visit www.lbp.govt.nz