



# 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

**SAVE TIME – YOU CAN RENEW ONLINE AT [WWW.LBP.GOVT.NZ](http://WWW.LBP.GOVT.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](mailto:licensing@lbp.govt.nz)

## LICENSED BUILDING PRACTITIONER DETAILS

Full name:

BP number:

Date of birth:

 /  /   
day month year

### RESIDENTIAL ADDRESS

Street address:

Suburb:

Town/city:

Postcode:

### POSTAL ADDRESS (if different from above)

Postal address:

Suburb:

Town/city:

Postcode:



## CONTACT DETAILS

Daytime:

Evening:

Mobile:

Phone number for the Public Register:

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:

## 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](http://WWW.LBP.GOVT.NZ)**

## PAYMENT

I want to pay the annual fee including the scheme levy of \$239.00 by (please tick one):

- Credit card – complete the credit card details below.
- Cheque – please find my cheque for \$239.00 made out to the ‘Ministry of Business, Innovation & Employment’ attached.

Annual fee                \$97.00  
 The Scheme levy        \$142.00  
**Total payable        \$239.00**

### PAYMENT BY CREDIT CARD

- Visa             MasterCard

The amount to be charged to my credit card is \$239.00.

Credit card number	Expiry date
<input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/> <input style="width: 25px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> <small>month                          year</small>

Name on card

Cardholder’s signature

## 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
	<input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> / <input style="width: 30px; height: 25px;" type="text"/> <small>day                          month                          year</small>

**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.

For help, call us on **0800 60 60 50** on Monday to Thursday between 8.00 am to 5.00pm, Friday from 9.00 am to 5.00 pm or email **licensing@lbp.govt.nz**.