

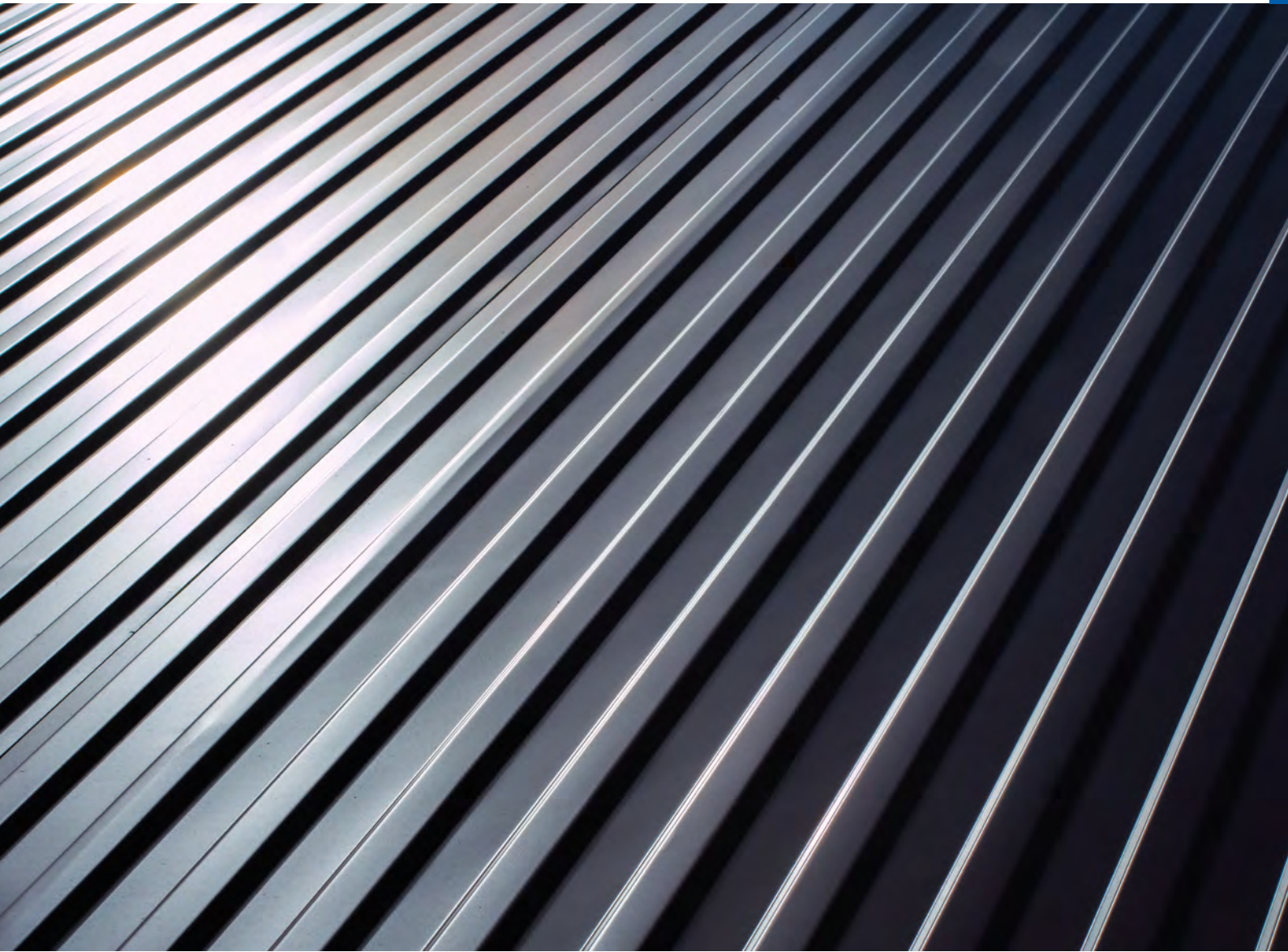


**LICENSED
BUILDING
PRACTITIONERS**
Building confidence



ROOFING

APPLICATION FORM



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

Te Kāwanatanga o Aotearoa
New Zealand Government

ROOFING APPLICATION FORM

This form is for Roofing applicants to apply for a Roofing 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 class 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 class, 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.

If you are a licensed or certifying plumber or gasfitter, you are already treated as if you are licensed in the roofing, external plastering, and bricklaying and blocklaying licence classes. You cannot apply to be licensed in these classes. You can apply for other licence classes if you wish.

Being treated as if you are licensed in roofing, external plastering, and bricklaying and blocklaying recognises that licensed and certifying plumbers and gasfitters possess the skills and knowledge to carry out and supervise the fitting and sealing or flashing of pipework through exterior walls. It also recognises that licensed and certifying plumbers possess the skills and knowledge to carry out and supervise the installation of certain roofs and cladding, such as profiled metal roofs and cladding.

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

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CONTACT DETAILS (continued)

Email address:

Website address:

RESIDENTIAL ADDRESS

Street address:

Suburb:

POSTAL ADDRESS (if different from above)

Postal address:

Suburb:

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

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.

GENERAL 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.

ARE OF PRACTICE

Please indicate which area of practice of roofing you wish to be assessed in.

- Concrete or clay tile roof Torch on roof membrane
 Profiled metal roof and wall cladding Liquid membrane roof
 Metal tile roof Shingle or slate roof
 Roof membrane

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

LICENCE CLASS FEES (15% GST inclusive)

Roofing – one area of practice assessment fee, OR	\$281.11
Roofing – two or more 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 Certified Builders (NZCB)
- > Registered Master Builders Association (RMBA)
- > New Zealand Institute of Building (NZIOB).

ORGANISATION	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	<i>2005 – present</i>	
Job title	<i>Product Trainer</i>	
Employer/self-employed	<i>M Black and Sons Ltd</i>	
Location	<i>Auckland</i>	
Range of work and responsibilities	Area of practice you worked on:	
<i>Training rubber membrane applications and Torch on. Responsible for training 20 apprentices every year.</i>	<input type="checkbox"/> Concrete or clay tile roof <input type="checkbox"/> Profiled metal roof and wall cladding <input type="checkbox"/> Metal tile roof <input checked="" type="checkbox"/> Roof membrane <input checked="" type="checkbox"/> Torch on roof membrane <input type="checkbox"/> Liquid membrane roof <input type="checkbox"/> Shingle or slate roof	

WORK HISTORY EXAMPLE 2

Employed from/to	<i>1990 – 2005</i>	
Job title	<i>Leading Hand</i>	
Employer/self-employed	<i>Roofing Services Ltd</i>	
Location	<i>Auckland</i>	
Range of work and responsibilities	Area of practice you worked on:	
<i>Was leading hand and fully responsible for my own work and the work of 7 unqualified tradesmen and 3 apprentices.</i>	<input type="checkbox"/> Concrete or clay tile roof <input type="checkbox"/> Profiled metal roof and wall cladding <input type="checkbox"/> Metal tile roof <input checked="" type="checkbox"/> Roof membrane <input checked="" type="checkbox"/> Torch on roof membrane <input type="checkbox"/> Liquid membrane roof <input type="checkbox"/> Shingle or slate roof	

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

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Job title

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Location

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Area of practice you worked on:

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- Liquid membrane roof
- Shingle or slate roof

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Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

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- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof

Job records

JOB RECORD 1

You need to fill in **two job records for each area of practice** you are applying to be assessed in. For example, if you are applying for roof membrane only, then you need two job records. If you are applying for roof membrane and metal tile roofing, then you will need four 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.

Roofing jobs selected should, where possible, cover a range of new and reroofing work for residential, commercial and industrial properties and buildings.

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof
- Other

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:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

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

- Carpenter _____
- Plumber _____
- Electrician _____
- Door/window manufacturers _____
- Other _____

JOB RECORD 1

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

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 this)?

What work did you do on this job? Tick the relevant activities below and list any other work.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
 - Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
 - Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
 - Arranged equipment
 - Checked substrate and framing met the requirements for roofing before commencing
 - Prepared for roof installation
 - Carried out roof installation
 - Completed and finished roof installation
 - Other
-

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

Referee details

An assessor will call your referees to verify your work on the project and confirm the skills used in the project. **You need one referee per project, and they must be different people for each project.**

Your referees **must** be technical people you have worked with. 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 relevant project 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 1 REFEREE

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 or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof
- Other

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:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

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

- Carpenter _____
- Plumber _____
- Electrician _____
- Door/window manufacturers _____
- Other _____

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

JOB RECORD 2

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

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 this)?

What work did you do on this job? Tick the relevant activities below and list any other work.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation
- Other

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

JOB 2 REFEREE

Name of referee

Role or profession _____

Telephone: Day _____ Mobile _____

Email _____

Best time to contact during work hours _____

Job records – Second area of practice

SECOND AREA OF PRACTICE – JOB 3

If you are applying to be assessed in a second area of practice, complete the next two job records.

This application contains job record pages for two areas of practice only. If you are applying for more than two areas of practice, photocopy pages 16, 17, 18, and 19, for each additional area of practice.

You need to fill in **two job records for each area of practice** you are applying to be assessed in. For example, if you are applying for roof membrane only, then you need two job records. If you are applying for roof membrane and metal tile roofing, then you will need four 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. Roofing jobs selected should, where possible, cover a range of new and reroofing work for residential, commercial and industrial properties and buildings.

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof
- Other

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:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

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

- Carpenter _____
- Plumber _____
- Electrician _____
- Door/window manufacturers _____
- Other _____

SECOND AREA OF PRACTICE - JOB 3

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

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 this)?w

What work did you do on this job? Tick the relevant activities below and list any other work.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
 - Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD))
 - Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
 - Arranged equipment
 - Checked substrate and framing met the requirements for roofing before commencing
 - Prepared for roof installation
 - Carried out roof installation
 - Completed and finished roof installation
 - Other
-

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

JOB 3 REFEREE

Name of referee

Role or profession

Telephone: Day

Mobile

Email

Best time to contact during work hours

Job records – Second area of practice

SECOND AREA OF PRACTICE – JOB 4

This job is for the following area of practice:

- Concrete or clay tile roof
- Profiled metal roof and wall cladding
- Metal tile roof
- Roof membrane
- Torch on roof membrane
- Liquid membrane roof
- Shingle or slate roof
- Other

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:

- Roofer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

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

- Carpenter _____
- Plumber _____
- Electrician _____
- Door/window manufacturers _____
- Other _____

What was the process for:

> obtaining a building consent?

> organising inspections?

> obtaining a Code Compliance Certificate (CCC)?

SECOND AREA OF PRACTICE - JOB 4

Explain how you dealt with the following safety requirements on site: scaffolding, electrical, personal protection, other

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 this)?

What work did you do on this job? Tick the relevant activities below and list any other work.

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Prepared or confirmed availability of a site-specific safety plan (safety plan may include but is not limited to - hazard identification, working at height, securing loose material, and material safety data (MSD))
- Confirmed roofing materials, supply and delivery (eg, measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor)
- Arranged equipment
- Checked substrate and framing met the requirements for roofing before commencing
- Prepared for roof installation
- Carried out roof installation
- Completed and finished roof installation
- Other

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

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

FOR CONCRETE OR CLAY TILE ROOF AREA OF PRACTICE

1. What did you do to prepare the roof prior to installation of concrete or clay tiles?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

2. What did you do to install the concrete or clay tiles?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

3. What did you do to complete and finish the concrete or clay tile roof and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

FOR PROFILED METAL ROOF AND WALL CLADDING AREA OF PRACTICE

1. What did you do to prepare the roof prior to installation of profiled metal roofing and wall cladding?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

2. What did you do to install the profiled metal roofing and wall cladding?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

3. What did you do to complete and finish the profiled metal roofing and wall cladding and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

FOR METAL TILE ROOF AREA OF PRACTICE

1. What did you do to prepare the roof prior to installation of metal tiles?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

2. What did you do to install the metal tiles on the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

3. What did you do to complete and finish the metal tiles on the roof and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

FOR ROOF MEMBRANE AREA OF PRACTICE AREA OF PRACTICE

1. What did you do to make sure the substrate was ready for preparation prior to installing the roof membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

2. What did you do to prepare to install the roof membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

FOR ROOF MEMBRANE AREA OF PRACTICE AREA OF PRACTICE (CONTINUED)

3. What did you do to install the roof membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

4. What did you do to complete finishing off the roof membrane and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

FOR TORCH ON ROOF MEMBRANE AREA OF PRACTICE

1. What did you do to confirm the structure was prepared for installation to begin?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

2. What did you do to prepare to install the torch on membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

3. What did you do to install the torch on membrane to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

4. What did you do to complete and finish the laying of the torch on membrane to make sure a water tight solution and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

FOR LIQUID MEMBRANE ROOF AREA OF PRACTICE

1. What did you do to prepare the roof prior to application of the liquid membrane?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

2. What did you do to apply the liquid membrane on to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

3. What did you do to complete and finish the application of the membrane and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

FOR SHINGLE OR SLATE ROOF AREA OF PRACTICE

1. What types of shingles or slates did you use on this job? Please explain why you used this type?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

2. What did you do prior to preparation and installation of shingles or slates on to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

3. What did you do to fix shingle or slates on to the roof?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

4. What did you do to complete and finish the roof installation and sign off as a completed contract?

- Job 1 Job 2
 Job 3 Job 4
 Job ____

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.



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence

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New Zealand

This document is also available on the LBP website:
www.lbp.govt.nz

