



**LICENSED  
BUILDING  
PRACTITIONERS**  
Building confidence



# **SITE**

## APPLICATION FORM



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

**Te Kāwanatanga o Aotearoa**  
New Zealand Government

## SITE APPLICATION FORM

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

[www.lbp.govt.nz/become-an-lbp/licensing-classes](http://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](http://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.

If you are a Chartered Professional Engineer, you are already treated as if you are licensed in Site and Design area of practice 3. You cannot apply to be licensed in Site or Design. You can apply for other licences if you wish.

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](mailto:licensing@lbp.govt.nz)

## CONTENTS

1	Personal details
9	Work history
12	Project 1 record and referee
17	Project 2 record and referee
21	Project records questionnaire – Site area of practice 1
24	Project records questionnaire – Site area of practice 2
30	Project records questionnaire – Site area of practice 3



LICENSED  
BUILDING  
PRACTITIONERS  
Building confidence

# SITE APPLICATION FORM

## EXISTING BP NUMBER

If you have been given a building practitioner number in the past eg, BP104635.

BP

## 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](http://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:  /  /   
                                day                                month                                year

### CONTACT DETAILS

Daytime:  Evening:

Mobile:

Phone number for the Public Register:



\*Site1\*

## 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.

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

### LICENCE CLASS FEES (15% GST inclusive)

Site area of practice 1 assessment fee, <b>OR</b>	\$281.11
Site area of practice 2 assessment fee, <b>OR</b>	\$311.783
Site area of practice 3 assessment fee	\$332.00
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](http://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).

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

## AREA OF PRACTICE

There are three areas of practice for the Site licence class. You should apply for the area of practice that best reflects the category of building you coordinate or manage. The areas of practice relate directly to the building categories outlined below.

You can only apply for one Site area of practice ie, a Site area of practice 3 licence holder is also licensed in Site area of practice 1 and 2, and a Site area of practice 2 licence holder is also licensed in Site area of practice 1. Site licence holders must work within their competence, and should recognise when other skills are required.

Tick the area of practice that you wish to be assessed in.

- Site area of practice 1—coordination and overseeing the construction of **category 1 buildings**
- Site area of practice 2—coordination and overseeing the construction of **category 2 buildings**, (or category 3 buildings working under a site area of practice 3 licence holder or equivalent)
- Site area of practice 3—**manage** the construction of **category 3 buildings**

## BUILDING CATEGORIES

### CATEGORY 1

A category 1 building is a building where the:

1. use is SH\* (single sleeping home); and
2. building envelope (whether the building is a new structure or an existing building) has a total risk score that does not exceed 12 for any external elevation (calculated under Part 4, Building [Designation of Building Work Licence Classes] Order 2010).

### CATEGORY 2

A category 2 building is a building that is:

1. neither a category 1 nor category 3 building

### CATEGORY 3

A category 3 building is a building where the:

1. building height\*\* exceeds 10 metres
2. use is not SH\* (single sleeping home)

\*SH (sleeping single home) use is determined using the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 and means: detached dwellings where people live as a single household or family, including attached self-contained spaces such as granny flats when occupied by a member of the same family, and garages (whether detached or part of the same building) if primarily for storage of the occupants' vehicles, tools, and garden implements.

\*\*Building height is defined as 'the vertical distance between the upper surfaces of the floors of the building's lowest and highest storeys'.

# 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.

## EXAMPLE 1

Employed from/to	<i>2006 – present</i>	
Job title	<i>Construction supervisor</i>	
Employer/self-employed	<i>Comin Ltd</i>	
Location	<i>Auckland</i>	
Range of work and responsibilities	Categories of buildings worked on: <input checked="" type="checkbox"/> Category 1 <input checked="" type="checkbox"/> Category 2 <input checked="" type="checkbox"/> Category 3	
<i>Overall operational responsibility including pricing, contracts, project schedules, subcontractors, safety, quality assurance.</i>		
Size and type of buildings	<i>Commercial, industrial and residential developments. Category 1, 2 &amp; 3</i>	

## EXAMPLE 2

Employed from/to	<i>2001 – 2006</i>	
Job title	<i>Construction supervisor</i>	
Employer/self-employed	<i>XYZ Construction Ltd</i>	
Location	<i>Christchurch</i>	
Range of work and responsibilities	Categories of buildings worked on: <input checked="" type="checkbox"/> Category 1 <input checked="" type="checkbox"/> Category 2 <input checked="" type="checkbox"/> Category 3	
<i>Supervise on-site operations including project schedule, subcontractors, safety and overall quality.</i>		
Size and type of buildings	<i>Commercial, industrial and residential developments. Category 1, 2 &amp; 3</i>	

**EXAMPLE 3**Employed from/to *1994 – 2001*Job title *Supervisor*Employer/self-employed *ABC Builders*Location *Auckland*

Range of work and responsibilities

*Price, organise, coordinate and manage projects, make sure tradesmen and subtrades have the info they need (eg plans and specifications). Responsible for H & S on site. Overall staff supervision. Carry out quality checks.*

Categories of buildings worked on:

- Category 1
- Category 2
- Category 3

Size and type of buildings

*Mostly one and two story houses, Cat 1, some commercial Cat 2 work.*

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Categories of buildings worked on:

- Category 1
- Category 2
- Category 3

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Categories of buildings worked on:

- Category 1
- Category 2
- Category 3

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Categories of buildings worked on:

- Category 1
- Category 2
- Category 3

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Categories of buildings worked on:

- Category 1
- Category 2
- Category 3

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Categories of buildings worked on:

- Category 1
- Category 2
- Category 3

# Project records

You must complete two project records. At least one project should have been completed in the last three years, and both should have been completed in the last five years. If you have not worked on projects in the last five years, provide information on your most recent projects.

Your projects must be for the relevant building category for the Site area of practice you are applying for:

- > Site area of practice 1 – category 1 buildings
- > Site area of practice 2 – category 2 buildings
- > Site area of practice 3 – category 3 buildings

## PROJECT 1

Project name

---

Dates worked on this project

---

Name of client

---

Physical address of project (name of the particular building or project, and site address)

---

Size and type of building

What is the building classified as?

Residential     Commercial     Industrial

Describe the materials used eg, foundations, roofing, cladding

---

Number of storeys \_\_\_\_\_    Approximate area of building \_\_\_\_\_ m<sup>2</sup>    Building category \_\_\_\_\_

---

Construction cost/estimate of building \$

---

Kind of building project (eg, new construction, major renovation, change of use)

---

Name of architect / designer involved in the project

---

## PROJECT 1 (CONTINUED)

Your role in the project:

Team Leader/Manager     Supervisor/Leading hand     Builder/Carpenter     Labourer

Other \_\_\_\_\_

---

Describe the reporting structure for the project. (Include the role of the person you reported to, and who reported to you.) Provide a diagram if you prefer.

### SITE 1 ONLY

What work did you do on this project?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
  - Clarified or sought additional design documentation or specialist information when needed
  - Established a building site and managed ongoing operations
  - Monitored construction site performance
  - Supervised personnel at the worksite
  - Obtained site plans, design details and working drawings
  - Make sure site excavation and building construction methods were appropriate to site
  - Supervised the installation of all structural elements of the building
  - Supervised the installation of the external envelope, including roofing, windows, cladding systems and sub-floors
  - Coordinated junctions, interfaces, and penetrations
  - Supervised coordination of all trades to make sure integration of all building components
  - Make sure appropriate documentation was obtained to confirm compliance with building consent
  - Other \_\_\_\_\_
-

## PROJECT 1 (CONTINUED)

### SITE 2 ONLY

What work did you do on this project?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Clarified or sought additional design documentation or specialist information when needed
- Implemented site specific safety plans
- Established a building site and managed ongoing operations
- Monitored construction site performance
- Supervised personnel at the worksite
- Obtained site plans, design details and working drawings
- Recognised site survey requirements and topography for project
- Monitored building site excavation and installation of relevant support systems
- Supervised the installation of all structural elements of the building
- Supervised the installation of the external envelop, including roofing, windows, cladding systems and sub-floors
- Coordinated junctions, interfaces, and penetrations
- Supervised coordination of all trades to make sure integration of all building components
- Make sure appropriate documentation was obtained to confirm compliance with building consent
- Other \_\_\_\_\_

### SITE 3 ONLY

What work did you do on this project?

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

- Read and interpreted contract documents
- Applied current procurement models
- Clarified or sought additional design documentation or specialist information when needed
- Managed administration processes and procedures
- Established a building site and managed ongoing operations
- Managed site procedures and directed site construction performance
- Managed project team and personnel
- Managed and directed technical supervision personnel
- Make sure appropriate documentation was obtained to confirm compliance with building consent
- Other \_\_\_\_\_



## PROJECT 1 (CONTINUED) – ALL APPLICANTS

What was the process for:

> obtaining a building consent?

---

> organising inspections?

---

> obtaining a Code Compliance Certificate (CCC)?

---

Explain the safety requirements and the safety practices you put in place on this project

---

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)

---

Describe any problems you dealt with and what you did about them (eg, late delivery of supplies, poor weather conditions, project performance issues, quality of work, site issues)

---

What could you change to prevent the same problems or challenges arising next time?

---

# 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.

## PROJECT 1 REFEREE

Name of referee \_\_\_\_\_

Role or profession \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Best time to contact during work hours \_\_\_\_\_

---

## PROJECT 2

Project name

---

Dates worked on this project

---

Name of client

---

Physical address of project (name of the particular building or project, and site address)

---

Size and type of building

What is the building classified as?

Residential     Commercial     Industrial

Describe the materials used eg, foundations, roofing, cladding

---

Number of storeys \_\_\_\_\_    Approximate area of building \_\_\_\_\_ m<sup>2</sup>    Building category \_\_\_\_\_

---

Construction cost/estimate of building \$

---

Kind of building project (eg, new construction, major renovation, change of use)

---

Name of architect / designer involved in the project

---

Your role in the project:

Team Leader/Manager     Supervisor/Leading hand     Builder/Carpenter     Labourer

Other \_\_\_\_\_

---

Describe the reporting structure for the project. (Include the role of the person you reported to, and who reported to you.) Provide a diagram if you prefer.

---

## PROJECT 2 (CONTINUED)

### SITE 1 ONLY

What work did you do on this project?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Clarified or sought additional design documentation or specialist information when needed
- Established a building site and managed ongoing operations
- Monitored construction site performance
- Supervised personnel at the worksite
- Obtained site plans, design details and working drawings
- Make sure site excavation and building construction methods were appropriate to site
- Supervised the installation of all structural elements of the building
- Supervised the installation of the external envelope, including roofing, windows, cladding systems and sub-floors
- Coordinated junctions, interfaces, and penetrations
- Supervised coordination of all trades to make sure integration of all building components
- Make sure appropriate documentation was obtained to confirm compliance with building consent
- Other \_\_\_\_\_

### SITE 2 ONLY

What work did you do on this project?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Clarified or sought additional design documentation or specialist information when needed
- Implemented site specific safety plans
- Established a building site and managed ongoing operations
- Monitored construction site performance
- Supervised personnel at the worksite
- Obtained site plans, design details and working drawings
- Recognised site survey requirements and topography for project
- Monitored building site excavation and installation of relevant support systems
- Supervised the installation of all structural elements of the building
- Supervised the installation of the external envelope, including roofing, windows, cladding systems and sub-floors
- Coordinated junctions, interfaces, and penetrations
- Supervised coordination of all trades to make sure integration of all building components
- Make sure appropriate documentation was obtained to confirm compliance with building consent
- Other \_\_\_\_\_

## PROJECT 2 (CONTINUED)

### SITE 3 ONLY

What work did you do on this project?

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

- Read and interpreted contract documents
- Applied current procurement models
- Clarified or sought additional design documentation or specialist information when needed
- Managed administration processes and procedures
- Established a building site and managed ongoing operations
- Managed site procedures and directed site construction performance
- Managed project team and personnel
- Managed and directed technical supervision personnel
- Make sure appropriate documentation was obtained to confirm compliance with building consent
- Other \_\_\_\_\_

### ALL APPLICANTS

What was the process for:

> obtaining a building consent?

\_\_\_\_\_

> organising inspections?

\_\_\_\_\_

> obtaining a Code Compliance Certificate (CCC)?

\_\_\_\_\_

Explain the safety requirements and the safety practices you put in place on this project

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)

## PROJECT 2 (CONTINUED)

Describe any problems you dealt with and what you did about them (eg, late delivery of supplies, poor weather conditions, project performance issues, quality of work, site issues)

---

What could you change to prevent the same problems or challenges arising next time?

## PROJECT 2 REFEREE

Name of referee \_\_\_\_\_

Role or profession \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Best time to contact during work hours \_\_\_\_\_

# Site 1 only – Project records questionnaire

Answers must refer to one or both of the projects you have provided. Tick the project that your answer relates to.

## ORGANISING AND MANAGING BUILDING PROJECTS

Tick:  Project 1  Project 2

---

1. What were the key things you had to consider before you set up the site (eg, things that you found out from plans, design details and working drawings)?

---

2. Did you have to get clarification or additional information from the lead designer during this project?

Yes  No

---

3. How did you manage design variations during the project?

---

4. What steps did you take to plan the construction?

---

5. Was significant excavation needed on the site?

Yes  No

If yes, how did you manage this?

---

## SITE 1 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

6. What quality requirements were in place, and how did you monitor whether these requirements were met?

---

7. What project timeframes were in place, and how did you monitor whether timeframes would be achieved?

---

### MANAGING PERSONNEL

Tick:  Project 1  Project 2

---

8. What things did you have to do to supervise your staff and subcontractors (eg, monitor performance, time management, coordination, quality assurance)?

---

9. How did you make sure everyone understood what they were doing and the instructions they had been given?

---

10. What did you do to make sure everyone completed the work they were expected to do?

---

11. What did you do to make sure everyone completed the work they were expected to do?

---



## SITE 1 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

### PROVIDING TECHNICAL SUPERVISION

Tick:  Project 1  Project 2

---

What did you do to make sure everyone completed the work they were expected to do?

---

13. How did you make sure structural elements were installed to the correct standard?

---

14. How did you monitor the installation of external cladding and roofing?

---

15. How did you make sure the different building elements were put together?

---

16. What documents did you collect for the owner to apply for a CCC (Code Compliance Certificate)?

---

# Site 2 only – Project records questionnaire

Answers must refer to one or both of the projects you have provided. Tick the project that your answer relates to.

## SETTING UP THE BUILDING SITE

### SETTING UP THE BUILDING SITE

Tick:  Project 1  Project 2

1. Describe what you did to manage and monitor the setting up of the site (please provide detailed information)

2. Which of the following were you responsible for?

- Site set-up       Security       Temporary services  
 Site signage       Site access       Temporary works and roading  
 Other \_\_\_\_\_

3. What did you need to know about the following and why are they important for this project?

a) Site survey requirements

b) Building site excavation

c) Installation of support systems (eg, support for the excavation)

## SITE 2 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

4. What was your role in setting up the construction programme?

---

5. What specific programmes/management tools did you use?

---

6. How was the documentation managed on this project (eg, specifications, drawings and revisions)?

This includes documentation:

- > from the client to you
  - > from you to the subcontractor/staff
  - > sign-off for construction.
- 

7. What ongoing site services and maintenance were needed?

---

### ORGANISING AND MANAGING BUILDING PROJECTS

Tick:  Project 1  Project 2

---

8. Describe what you did to manage and monitor the setting up of the site (please provide detailed information)

---

## SITE 2 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

9. What processes and procedures did you have in place to keep track of work on site?

---

10. Were there any unusual specifications or design elements? How did you identify and handle these?

---

11. What processes did you have in place to coordinate staff and subcontractors on site?

---

### MANAGING PERSONNEL

Tick:  Project 1  Project 2

---

12. What were your responsibilities in supervising staff and subcontractors (eg, monitoring performance, applying time management and quality assurance)?

---

13. Give an example of a time when one person's work had a negative impact on someone else's (eg, subcontractor not turning up on correct day). Explain what you did to deal with this.

---

14. How did you make sure that information and instructions were understood correctly?

---

## SITE 2 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

15. How did you make sure personnel were staying on task and working to the standards required?

---

### PROVIDING TECHNICAL SUPERVISION

Tick:  Project 1  Project 2

---

16. Describe what you did in the area of technical supervision.

---

17. How did you make sure work was put together and carried out to the standard required?

---

18. How did you make sure the installation of all structural elements was coordinated and interfaced to the standard required?

---

19. What did you need to know about the external envelope (windows, roofing, cladding, systems and subfloors)?  
How did you monitor the installation of these elements?

---

## SITE 2 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

### HEALTH AND SAFETY

Tick:  Project 1  Project 2

---

20. How did you make sure visitors and site personnel were kept safe during establishment and construction (eg site safety plans, hazard identification, toolbox meetings, and individual responsibility)?

---

21. What did you need to know about the following and why are they important for this project?

a) Scaffolding

b) Electrical

c) Personal protection

c) Others

---

22. How did you make sure visitors and site personnel were kept safe during establishment and construction (eg site safety plans, hazard identification, toolbox meetings, and individual responsibility)?

## SITE 2 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

### QUALITY ASSURANCE

Tick:  Project 1  Project 2

---

23. How did you make sure that installation of the structural elements met the requirements specified by the designer/engineers?

---

24. How did you make sure the quality of workmanship and materials was to the required standards throughout the building process?

---

25. What quality assurance systems did you use to achieve final building integrity?

---

26. How were remedial issues handled at the end of the project?

---

# Site 3 only – Project records questionnaire

Answers must refer to one or both of the projects you have provided. Tick the project that your answer relates to.

## MANAGING SET UP OF BUILDING SITE

Tick:  Project 1  Project 2

---

1. Describe what you did to make sure the site set-up was properly managed and monitored (please provide detailed information).

- 
2. Which of the following were you responsible for?

- Site set-up     Security     Temporary services  
 Site signage     Site access     Temporary works and roading  
 Other \_\_\_\_\_
-



## SITE 3 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

3. How did you manage the site set-up, taking the following into account:
- > site survey requirements
  - > topography building site excavation
  - > installation of support systems

Why were these important for this project?

- 
4. What were your responsibilities in setting up and organising the construction programme?

What specific programmes/management tools did you use?

Who did you consult with and why?

## SITE 3 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

5. How was the documentation managed on this project (eg, specifications, drawings, revisions)?

This includes:

- > documentation from the client to you
- > documentation sign-off for construction
- > documentation from you to the sub-contractor/staff
- > documentation to/from the site supervisors.

How did this help your planning?

---

6. Who was responsible for procurement of contracts, plant and materials?

How did you procure resources (plant and equipment, resources, subcontractors) for your project?

### ORGANISING AND MANAGING BUILDING PROJECTS

Tick:  Project 1  Project 2

---

7. Describe what you did to manage and monitor the setting up of the site (please provide detailed information)

---

8. Were there any unusual specifications or design elements? How did you handle these?

---

## SITE 3 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

9. Were there any unusual specifications or design elements? How did you handle these?

---

10. What processes did you have in place to co-ordinate staff and subcontractors on site?

---

11. How did you communicate changes in plans or work to the appropriate people?

---

12. How did you control and direct the construction programme to meet deadlines?

---

### MANAGING PERSONNEL

Tick:  Project 1  Project 2

---

13. What were your management responsibilities for staff and subcontractors?

---

14. Give an example of a time when one person's work had a negative impact on someone else's (eg, subcontractor not turning up on correct day). Explain what you did to deal with this.

---

## SITE 3 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

15. How did you make sure that information and instructions were understood correctly?

---

16. How did you make sure that all personnel were staying on task and working to the required standards?

---

### PROVIDING TECHNICAL SUPERVISION

Tick:  Project 1  Project 2

---

17. What was your role in managing the technical supervision of architectural, design, structural and service elements of the project? Please give details.

---

18. How did you make sure work was put together and carried out to the required standard?

---

19. What problems did you face from elements not being installed to the required standard?

---

20. How did you make sure that visitors and site personnel were kept safe during establishment and construction (eg, site safety plans, hazard identification, toolbox meetings, individual responsibility)?

---

## SITE 3 PROJECT RECORDS QUESTIONNAIRE (CONTINUED)

### HEALTH AND SAFETY

21. How did you make sure that public safety was maintained during establishment and construction?

---

### QUALITY ASSURANCE

Tick:  Project 1  Project 2

---

22. How did you make sure that installation of the structural elements met the requirements specified by the designer/engineers?

---

23. How did you make sure the quality of workmanship and materials was to the required standards throughout the building process?

---

24. What quality assurance systems did you use to achieve final building integrity?

---

25. What quality assurance systems did you use to achieve final building integrity?

---

26. How were remedial issues handled at the end of the project?

---

## 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](http://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](http://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

Published in November 2023 by  
Ministry of Business, Innovation and Employment  
PO Box 1473  
Wellington 6140  
New Zealand

This document is also available on the LBP website:  
[www.lbp.govt.nz](http://www.lbp.govt.nz)

