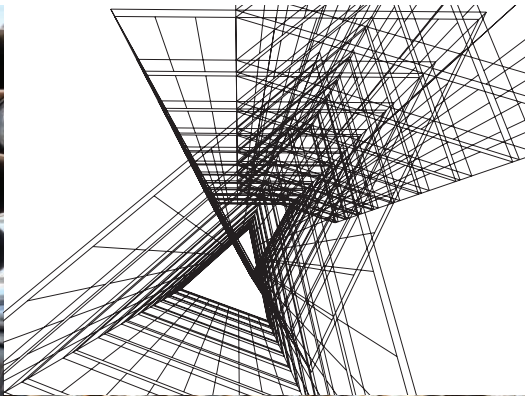




**LICENSED  
BUILDING  
PRACTITIONERS**  
Building confidence

# **STREAMLINED** APPLICATION FORM



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

**Te Kāwanatanga o Aotearoa**  
New Zealand Government

## STREAMLINED PRACTITIONER APPLICATION FORM

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

Firstly, you must have done work, which relates to the licence you are applying for, within the last five years.

Secondly, please check pages 3 and 4 for the list of currently recognised New Zealand qualifications.

Please contact our helpline for a **standard application form** if:

- > you have not done work, which relates to the licence you are applying for, within the last five years
- > your qualification is not listed
- > you are a design applicant

**[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 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 please visit [www.lbp.govt.nz](http://www.lbp.govt.nz).



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# STREAMLINED PRACTITIONER APPLICATION FORM SITE OR TRADE

## 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:



### 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)

## 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.

ORGANISATION	MEMBERSHIP NUMBER

## RECOGNISED QUALIFICATIONS AND LICENCES

Applicants with the following qualifications can use this form to apply to be licensed. Tick the qualification for each licence and area of practice you want to apply for. You must provide a certified copy of your qualification.

### CARPENTRY

- ☐ Advanced Trade Certificate in Carpentry
- ☐ Certificate of Due Completion of Apprenticeship (Carpentry and Carpentry/Joinery branch\*)
- ☐ National Certificate in Carpentry (Level 4)
- ☐ National Certificate in Carpentry (Advanced) (Level 4)
- ☐ National Certificate in Construction (Leading Hand) (Level 4)
- ☐ National Certificate in Construction (Supervisor) (Level 5)
- ☐ New Zealand Certificate in Building
- ☐ Trade Certificate in Carpentry

\* Note: Certificate of Due Completion of Apprenticeship in the Joinery Branch of the Carpentry and Joinery Industry is not accepted.

### SITE

- ☐ Advanced Trade Certificate in Carpentry—Site 1 or 2
- ☐ Bachelor of Construction (Construction Management)—Site 1, 2, or 3
- ☐ Bachelor of Construction Management—Site 1, 2, or 3
- ☐ Bachelor of Building Science—Site 1, 2, or 3
- ☐ Bachelor of Engineering—Site 3 only
- ☐ Bachelor of Engineering Technology—Site 3 only
- ☐ National Certificate in Construction (Leading Hand) (Level 4)—Site 1
- ☐ National Certificate in Carpentry (Advanced) (Level 4)—Site 1 or 2
- ☐ National Certificate in Construction (Supervisor) (Level 5)—Site 2 only
- ☐ National Diploma in Construction Management (Level 5)—Site 1, 2, or 3
- ☐ National Diploma in Construction Management (Level 6)—Site 1, 2, or 3
- ☐ National Diploma in Civil Engineering (Level 6)—Site 3 only
- ☐ National Diploma in Engineering (Civil) (Level 6)—Site 3 only
- ☐ New Zealand Certificate in Building—Site 1, 2, or 3
- ☐ New Zealand Certificate in Engineering—Site 3 only
- ☐ New Zealand Diploma in Engineering (Civil) (Level 6)—Site 3 only

### BRICKLAYING AND BLOCKLAYING

These qualifications are recognised for both areas of practice: Brick/Masonry Veneer, and Structural Masonry

- ☐ National Certificate in Brick and Block Laying (Level 4)
- ☐ National Certificate in Masonry (Bricklaying) (Level 3) with strands in Brick and Block laying

These qualifications are recognised for one area of practice: Brick/Masonry Veneer only

- ☐ Advanced Trade Certificate in Bricklaying
- ☐ Certificate of Due Completion of Apprenticeship (Bricklaying)
- ☐ Trade Certificate in Bricklaying

### TURN OVER FOR EXTERNAL PLASTERING, ROOFING, AND FOUNDATIONS QUALIFICATIONS

## RECOGNISED QUALIFICATIONS AND LICENCES (CONTINUED)

### EXTERNAL PLASTERING

For **one** area of practice: Solid Plastering only

- ☐ Advanced Trade Certificate in Solid Plastering
- ☐ Certificate of Due Completion of Apprenticeship (Solid Plastering)
- ☐ National Certificate in Solid Plastering (Level 4)
- ☐ Trade Certificate in Solid Plastering

For **one** area of practice: Proprietary Plastering Cladding Systems (PPCS) only

- ☐ National Certificate in Proprietary Plastering Cladding Systems (Level 4)\* with strands in either Rebated Fibre Cement, Lightweight Fibre Cement, or External Insulation Finishing Systems (EIFS)

*\*Note: National Certificate in Proprietary Plastering Cladding Systems is not accepted if issued prior to 1 February 2008. This is because it is only level 3.*

### ROOFING

National Certificate in Roofing (Installer) (Level 4) with appropriate strand to match the area of practice as follows:

- ☐ Concrete Roof Tiles—for Area of Practice: Concrete or Clay Tile Roof
- ☐ Liquid Roof Membrane—for Area of Practice: Liquid Roof Membrane
- ☐ Metal Roof and Wall Cladding—for Area of Practice: Profiled Metal Roof and Wall Cladding
- ☐ Metal Roof Tiles—for Area of Practice: Metal Tile Roof
- ☐ Roof Membrane—for Area of Practice: Roof Membrane
- ☐ Roof Shingle—for Area of Practice: Shingle or Slate Roof
- ☐ Torch on Roof Membrane—for Area of Practice: Torch on Roof Membrane

For **one** area of practice: Profiled Metal Roof and Wall Cladding only

- ☐ National Certificate in Plumbing—for Area of Practice: Profiled Metal Roof and Wall Cladding

### FOUNDATIONS

For **both** areas of practice: Concrete foundation walls and concrete slab-on-ground, and Concrete or timber pile foundation

- ☐ Advanced Trade Certificate in Carpentry
- ☐ Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery)
- ☐ National Certificate in Carpentry (Level 4)
- ☐ National Certificate in Carpentry (Advanced) (Level 4)
- ☐ National Certificate in Construction (Leading Hand) (Level 4)
- ☐ National Certificate in Construction (Supervisor) (Level 5)
- ☐ New Zealand Certificate in Building
- ☐ Trade Certificate in Carpentry

For **one** area of practice: Concrete foundation walls and concrete slab-on-ground only

- ☐ Certificate in Concrete Technology (Level 4)
- ☐ National Certificate in Concrete Construction (Specialist) Sitework (Level 3)



## OVERSEAS QUALIFICATIONS

If you do not hold a qualification in the list above but hold an overseas qualification, you will need to use the relevant standard application. This is because the LBP Rules only allow holders of specific New Zealand qualifications to use the streamlined practitioner application form. Standard applications are found in the standard application section of our website.

## LICENCE CLASS AND AREA OF PRACTICE

Tick the licence class and area of practice you are applying for. You can apply for more than one licence, or area of practice, except Site, where you can only apply for one area of practice.

### CARPENTRY

- ☐ Carpentry (includes Foundations and profiled metal roofing)

### SITE (ONE AREA OF PRACTICE ONLY)

- ☐ Area of Practice: Site 1, **OR**  
☐ Area of Practice: Site 2, **OR**  
☐ Area of Practice: Site 3

### BRICKLAYING AND BLOCKLAYING (ONE OR BOTH AREAS OF PRACTICE)

- ☐ Area of Practice: Brick/Masonry Veneer  
☐ Area of Practice: Structural Masonry

### EXTERNAL PLASTERING (ONE OR BOTH AREAS OF PRACTICE)

- ☐ Area of Practice: Solid Plastering  
☐ Area of Practice: Proprietary Plastering Cladding Systems (PPCS)

### ROOFING (ONE OR MORE AREAS OF PRACTICE)

- ☐ Area of Practice 1 : Concrete or Clay Tile Roof  
☐ Area of Practice 2 : Profiled Metal Roof and Wall Cladding  
☐ Area of Practice 3 : Metal Tile Roof  
☐ Area of Practice 4 : Roof Membrane  
☐ Area of Practice 5 : Torch on Roof Membrane  
☐ Area of Practice 6 : Liquid Roof Membrane  
☐ Area of Practice 7 : Shingle or Slate Roof

### FOUNDATIONS (ONE OR BOTH AREAS OF PRACTICE)

- ☐ Area of Practice: Concrete foundation walls and concrete slab-on-ground  
☐ Area of Practice: Concrete or timber pile foundation

## 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 1 Area of practice assessment fee, <b>OR</b>	\$127.78
Site 2 Area of practice assessment fee, <b>OR</b>	\$158.44
Site 3 Area of practice assessment fee	\$204.44
Carpentry assessment fee	\$127.78
Bricklaying and blocklaying assessment fee	\$127.78
External plastering assessment fee	\$127.78
Roofing assessment fee	\$127.78
Foundations assessment fee	\$127.78
Foundations assessment fee	\$127.78
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	



# Referees

## YOUR REFEREES WILL BE CALLED

Your referees must confirm that you have good technical skills, which are relevant to the licence class you are applying for, by discussing a project or projects you have worked on or supervised **within the last five years**.

Talk to your referees first. Also ask them the best time to be contacted.

## WHO CAN BE A REFEREE?

Referees **must** be technical people you have worked with. Examples include sub-contractor, employer, consulting engineer, manufacturers' representative (for external plastering and roofing), designer, design consultant, architect, site supervisor, or builder.

If you are applying for Site area of practice 2, both your referees need to be able to discuss your work experience in moderately complex (category 2) buildings. Similarly, if you are applying for Site area of practice 3, both your referees need to be able to discuss your work experience in complex (category 3) buildings. For information about the building categories please refer to the LBP Handbook at [lbp.govt.nz](http://lbp.govt.nz).

Family members and clients **cannot** be referees.

## NUMBER OF REFEREES NEEDED

LICENCE CLASS AND AREA OF PRACTICE	NUMBER OF REFEREES
Carpentry	Two
One area of practice in a licence class	Two
Two or more areas of practice in a licence class	One referee for each area of practice
Two or more licences	Two per licence class (one for each area of practice)

## REFEREE 1

Licence class and area of practice the assessor will discuss with this referee

Name of referee

Role or profession

Telephone: Day Mobile

Email

Best time to contact during work hours

## REFEREE 2

Licence class and area of practice the assessor will discuss with this referee

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

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

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

Email \_\_\_\_\_

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

**Supply two different referees for each licence. However, you can use the same referees again if you are applying for another licence class. If you need more than two referees, please photocopy this page.**

## CERTIFIED DOCUMENTS

YOU MUST SUPPLY A **CERTIFIED** PHOTOCOPY OF YOUR:

1. New Zealand qualification or NZQA report for your overseas qualification, and
2. Proof of identity, which can be either your:
  - > current driver licence (need to show both sides of licence), **or**
  - > passport page that shows your photograph and personal details, **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 or 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)

☐ Qualification **AND** ☐ Driver licence **OR** ☐ Current passport **OR** ☐ 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

<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						

## 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.**

## 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.









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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)**

