

VOLUNTARY SUSPENSION OF LICENCE FORM

You may request to have your licence suspended for a period of up to two years. At any time before the end of the suspension period, you may revive your licence. To voluntarily suspend your licence the following conditions apply:

- > Your licence and skills maintenance must be up to date at the time of application
- > While on voluntary suspension you must keep up with your skills maintenance requirements even if you are overseas.
- > If illness or injury prevents you from completing your skills maintenance a partial exemption may be considered on a case by case basis.
- > Please submit the completed form at least 10 days before your elected suspensions start date

Send the completed form by:

Post: OR Email:

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

applications@lbp.govt.nz

LICENSED BUILDING PRACTITIONER DETAILS

Full name:			
BP Number:			
Date of birth:	day month	year	
POSTAL ADDR	ESS		
Postal address:			
Suburb:		Town/city:	Postcode:



CONTACT NUMBERS													
Daytime: Evening:													
Mobile:													
Email address:													
SUSPENSION DETAILS													
I wish to suspend my licence from day month year to day month year Please note that this suspension can only be for up to two years and you must give at least 10 working days notice from the time the application is received. The licence class(es) I wish to suspend are:													
Design Carpentry Brick and Blocklaying Foundations Site Roofing External Plastering													
IDENTIFICATION CARD													
Please tick one of the following options: My current identification card is attached I have destroyed my identification card													
PAYMENT													
 I want to pay for my licence suspension fee of \$50.00 by (please tick one): Credit card – complete the credit card details below. Cheque – please find my cheque for \$50.00 made out to the 'Ministry of Business, Innovation & Employment' attached. 													
PAYMENT BY CREDIT CARD													
☐ Visa ☐ MasterCard The amount to be charged to my credit card is \$50.00.													
Credit card number Expiry date CVC													
month year													
Name on card													
Cardholder's signature I am a New Zealand tax resident and the amount charged to my credit card includes GST.													
I am not a New Zealand tax resident and the amount charged to my credit card does not includes GST.													

DECLARATION

I declare that the information that I have supplied in this form is true and correct. I understand that it is an offence under the Building Act 2004 to intentionally provide incorrect or misleading information.

Applicant's signature	Date			/			/		
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Privacy notice: Any personal information submitted in this application will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the New Zealand Privacy Act 2020. Personal information will also be used for the maintenance and administration of the Licensed Building Practitioners Register. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.