



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence



**BRICK &
BLOCK LAYING**

BRICKLAYING & BLOCKLAYING

APPLICATION FORM



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

New Zealand Government

BRICKLAYING AND BLOCKLAYING APPLICATION FORM

This form is for Bricklaying and Blocklaying applicants to apply for a Bricklaying and Blocklaying licence under the Licensed Building Practitioner (LBP) scheme.

The *Is licensing for me?* booklet 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 qualified practitioner application form is at www.lbp.govt.nz

Bricklaying and Blocklaying LBPs can also construct concrete foundation walls without a Foundations licence.

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 and administration fees 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 licences. You cannot apply to be licensed in these. You can apply for other licences 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, call our helpline on 0800 60 60 50, between 8.30am and 5pm Monday to Friday, or email licensing@lbp.govt.nz

CONTENTS

- 1 Personal details
- 8 Work history
- 12 Knowledge of current building and trade practice
- 15 Brick/masonry veneer job record and referee – Job 1
- 17 Brick/masonry veneer job record and referee – Job 2
- 19 Structural masonry job record and referee – Job 3
- 22 Structural masonry job record and referee – Job 4
- 25 Job record questionnaire



Bricklaying and Blocklaying application form

EXISTING BP NUMBER

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

BP

PERSONAL DETAILS

(Print clearly in black or blue pen and complete all sections)

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

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 1993. 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.

Given names

Surname

Alias

DATE OF BIRTH

Day Month Year

CONTACT DETAILS

Daytime

Evening

Mobile

Fax

Preferred number for the Register (please tick) Daytime Evening Mobile

Email address

Website address



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

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

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

AREA OF PRACTICE

Please indicate which area of practice of bricklaying and blocklaying you wish to be assessed in:

- Brick/masonry veneer
- Structural masonry

LICENCE CLASS FEES (15% GST inclusive)

Bricklaying and Blocklaying – one area of practice assessment fee, or	\$281.11	
Bricklaying and Blocklaying – both areas of practice assessment fee	\$337.33	
Application fee		\$81.78
Administration fee		\$173.78
Add right hand column for total amount payable		\$

PAYMENT

All payments must be made in NZ dollars. Please tick method of payment.

- Cheque for \$ made out to 'Ministry of Business, Innovation & Employment' is enclosed.
- Credit card. Enter your credit card details below.

PAYMENT BY CREDIT CARD

- Visa MasterCard

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

Credit card number

Expiry date (mm/yy)

Name on card

Cardholder's signature

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 qualified practitioner 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, you will first need to have them evaluated by the New Zealand Qualification Authority (NZQA). NZQA's Qualification Recognition Service will send you a report telling you whether your international qualification is comparable to a New Zealand qualification. You must attach a certified copy of this report with your application. You don't need to submit copies of the overseas qualifications.

For more information, go to the NZQA website at www.nzqa.govt.nz and follow the links to the International section, or phone (04) 463 3000.

QUALIFICATION	EDUCATION PROVIDER	COUNTRY	YEAR COMPLETED

Getting your qualification or NZQA report certified

A signature or official stamp from your certifier is required on each page of the qualification copy, with the name and title of the person shown clearly below it.

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.

Do not send original documents with your application.

You can have your qualifications certified at the same time as your proof of identity.

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:

- Certified Builders Association of New Zealand (CBANZ)
- Registered Master Builders Federation (RMBF)
- Certified/accredited/licensed contractor for a particular proprietary plaster cladding system manufacturer
- Masonry Trades Association
- Master Plasterers Association
- Brick and Blocklayers Federation of New Zealand

If you are registered with the Masonry Trades Registration Board for the area of practice you are applying to be assessed in, you do not have to complete the job records and the job records questionnaire. Please enter your membership details below.

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 *2005 – now*

Job title *Blocklayer*

Employer/self-employed *Business owner*

Location *Auckland*

Range of work and responsibilities

Housing and some large commercial buildings.

Mostly concrete block construction on a variety of sites. Managing a team of 5.

Area of practice you worked on:

- Brick/masonry veneer
- Structural masonry
- Both

WORK HISTORY EXAMPLE 2

Employed from/to *1998 – 2005*

Job title *Leading Hand*

Employer/self-employed *J B Blocky*

Location *Auckland*

Range of work and responsibilities

Housing and some large Commercial buildings.

Mostly concrete block construction.

Area of practice you worked on:

- Brick/masonry veneer
- Structural masonry
- Both

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Brick/masonry veneer <input type="radio"/> Structural masonry <input type="radio"/> Both

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Brick/masonry veneer <input type="radio"/> Structural masonry <input type="radio"/> Both

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Brick/masonry veneer <input type="radio"/> Structural masonry <input type="radio"/> Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Brick/masonry veneer
 Structural masonry
 Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Brick/masonry veneer
 Structural masonry
 Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Brick/masonry veneer
 Structural masonry
 Both

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Brick/masonry veneer <input type="radio"/> Structural masonry <input type="radio"/> Both

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Brick/masonry veneer <input type="radio"/> Structural masonry <input type="radio"/> Both

WORK HISTORY	
Employed from/to	
Job title	
Employer/self-employed	
Location	
Range of work and responsibilities	Area of practice you worked on: <input type="radio"/> Brick/masonry veneer <input type="radio"/> Structural masonry <input type="radio"/> Both

Knowledge of current building and trade practices questionnaire

Working with other trades – explain what work you might need to do with each of the following trades to make sure your completed work meets the required standards.

Electrical (eg, wiring located appropriately, flashings installed)

Plumbing (eg, penetrations placed correctly)

Tiling

Drainlaying

Gasfitting

Excavating

Carpentry

Plastering

Roofing

Window installing

KNOWLEDGE OF CURRENT BUILDING AND TRADE PRACTICES QUESTIONNAIRE

Health and safety – describe what you do on the job to ensure these requirements are met for:

Storage of materials

Temporary safety barriers

Scaffolding and trestles

Limiting exposure of yourself and others to the detrimental effects of alkaline materials

Masonry cutting

Relocating masonry units

Loading and unloading materials and equipment

Wearing Personal Protective Equipment

KNOWLEDGE OF CURRENT BUILDING AND TRADE PRACTICES QUESTIONNAIRE

On-site environmental – explain how you manage site environmental issues to meet the requirements of the Resource Management Act, including:

Site run-off (washout water)

Building waste and hazardous materials disposal

Dust from operations

Site set-up – what do you need to ensure site set-up and/ or services are arranged and what are you responsible for in site set-up and management, including:

Site access

Signage

Temporary water and electricity

Toilet

Shed/store

Documentation

Job records

Before you move on!

Are you registered with the Masonry Trades Registration Board for the area of practice you are applying to be assessed in, and have provided your membership number on page 7?

Please tick

- Yes No Master Bricklayer (Brick/Masonry veneer area of practice)
 Yes No Structural Masonry (Structural Masonry area of practice)

If yes to the area of practice you are applying to be assessed in, go to page 28, you are finished. You do not have to complete the job records and the job records questionnaire.

If no to the area of practice you are applying to be assessed in, please continue.

JOB RECORD 1 – BRICK/MASONRY VENEER ONLY

The job records for structural masonry are on page 19.

Fill in two job records for each area of practice you are applying to be assessed in (eg, if you are applying to be assessed in veneer only, you need two 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.

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:

- Bricklayer
 Leading Hand
 Foreman
 Supervisor/Manager
 Other

Height and width of wall and overall size and complexity of job

Other trades involved with you on this job and how you worked with them

- Builder
- Carpenter
- Bricklayer or blocklayer
- Plumber
- Electrician
- Other

JOB RECORD 2 – BRICK/MASONRY VENEER

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:

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

Height and width of wall and overall size and complexity of job

Other trades involved with you on this job and how you worked with them

- Builder
- Carpenter
- Bricklayer or blocklayer
- Plumber
- Electrician
- Other

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

Structural masonry job records

JOB RECORD 3 – STRUCTURAL MASONRY

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:

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

Height and width of wall and overall size and complexity of job

Other trades involved with you on this job and how you worked with them

- Builder
- Carpenter
- Bricklayer or blocklayer
- Plumber
- Electrician
- Other

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

JOB RECORD 3 – STRUCTURAL MASONRY

What work did you do on this job? 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
- Ordered and coordinated material supply
- Prepared site for construction
- Other

Construction features – list detail and dimensions where relevant

- Soil retaining
- Water storage
- Lintels
- Control joints
- Raking gables
- Reinforcing
- Pilasters
- Rodding method used
- Vibrator used
- Expansive admixture
- Grouting
- Partial fill
- Solid fill
- High lift
- Low lift
- Other

JOB RECORD 4 – STRUCTURAL MASONRY

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:

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

Height and width of wall and overall size and complexity of job

Other trades involved with you on this job and how you worked with them

- Builder
- Carpenter
- Bricklayer or blocklayer
- Plumber
- Electrician
- Other

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

JOB RECORD 4 – STRUCTURAL MASONRY

What work did you do on this job? 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
- Ordered and coordinated material supply
- Prepared site for construction
- Other

Construction features – list detail and dimensions where relevant

- Soil retaining
- Water storage
- Lintels
- Control joints
- Raking gables
- Reinforcing
- Pilasters
- Rodding method used
- Vibrator used
- Expansive admixture
- Grouting
- Partial fill
- Solid fill
- High lift
- Low lift
- Other

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 – BRICK/MASONRY VENEER

1. What materials were ordered and why?
How did you verify that the quantities were accurate?
How did you coordinate your work with other contractors, including the main contractor, and detail how this affected your work planning?

Job 1 Job 2

2. Explain the steps you followed to ensure the job was set out correctly, including the checks you needed to carry out to ensure the foundation (floor) rebate was correct, the openings and penetrations were correctly flashed and the building wrap was correctly fixed.
Also explain what you would do for each of these items if they did not meet the required standard.

Job 1 Job 2

3. Explain how you set up your job from the first course and why you set it up the way you did, including how you set out the masonry units.

Job 1 Job 2

4. What are the NZ Standard tolerances for weepholes/vents? What size and spacing were the weepholes/vents on this job?
How did you ensure the completed cuts would be consistent with the bond?

Job 1 Job 2

JOB RECORDS QUESTIONNAIRE – BRICK/MASONRY VENEER (CONTINUED)

5. Explain the steps you followed to build the veneer, including:
- the importance of consistency in mortar mixing
 - what the NZ Standard cavity tolerances are
 - what cavity spacing you used for this job, and what you would do if the cavity was below the minimum requirements
 - the type of ties you used for this job locality and why
 - the spacing at which you fixed the ties.

Did you tool the joints and why must joints be tooled?

If a limited foundation wall was necessary, what were the grout and steel requirements?

Job 1 Job 2

6. Explain the steps you followed to finish the job, including:
- the provision you made for ventilation at the top of the veneer
 - the importance of washouts and cleaning the cavity as work proceeds
 - the importance of cleaning up the site as work proceeds and on job completion.

Job 1 Job 2

JOB RECORDS QUESTIONNAIRE – STRUCTURAL MASONRY ONLY

1. What materials were ordered and why?
How did you verify that the quantities were accurate?

Job 3 Job 4

2. How did you coordinate your work with other contractors, including the main contractor?

Job 3 Job 4

JOB RECORDS QUESTIONNAIRE – STRUCTURAL MASONRY (CONTINUED)

<p>3. Explain the steps you followed to ensure the site was set out correctly, including:</p> <ul style="list-style-type: none">• checking lines• steel set out. <p><input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>4. Describe how the first course was set up, including:</p> <ul style="list-style-type: none">• the centres and length of starter bars used for this job and how you knew these were correct• the reasons for clean out port and why blocks need to be inverted• the tie requirements for the height of the wall, including steel placement, grade and dimensions. <p><input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>5. Explain the steps you followed to lay the blockwork, including:</p> <ul style="list-style-type: none">• the type of blocks you used and why you used this block type for this job (please be specific about block type)• the importance of consistency in mortar mixing• the grout method used for this job, and why• the spacing of control joints required and why• which bond you used for the blockwork on this job and why• how you braced lintels, sills, plaster columns or walls if they were features of the job. <p><input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>6. Explain the steps you followed to finish the job.</p> <p>Describe:</p> <ul style="list-style-type: none">• the compaction method you used and why you chose to use it• how you made sure the job was kept clean and tidy• the importance of cleaning up the site as work proceeds and on job completion. <p><input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	

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 'Understanding the Regulatory Environment' booklet included in your application pack.
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

The Registrar, Licensed Building Practitioner scheme
Ministry of Business, Innovation & Employment
PO Box 50041
Porirua 5240

By courier to

The Registrar, Licensed Building Practitioner scheme
Ministry of Business, Innovation & Employment
7 Heriot Drive
Porirua 5022

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 Practitioner 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 Understanding the Regulatory Environment booklet in your application pack
- 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.

Similarly, if you need a face-to-face assessment, you can ask for another assessor if you identify a conflict of interest. You can't specify which assessor you want, but you will be given a list of available assessors so you can identify any conflicts.

Notes:



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