



**LICENSED  
BUILDING  
PRACTITIONERS**  
Building confidence

# **CARPENTRY/SITE 1**

## APPLICATION FORM



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

New Zealand Government

## CARPENTRY/SITE 1 APPLICATION FORM

This form is for carpenters who also coordinate and oversee the construction of straightforward housing. You can use this form to apply for a Carpentry licence and a Site area of practice 1 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](http://www.lbp.govt.nz)

Carpentry LBPs may:

- construct foundations without a Foundations licence
- install lightweight profiled metal roofing without a Roofing licence.

If you are applying for another 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 and administration fees 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 or email [licensing@lbp.govt.nz](mailto:licensing@lbp.govt.nz)

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## 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](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 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 a licence in addition to Carpentry and Site?  Yes  No

If yes, an assessment fee is payable for each additional licence class you apply for. You only need to pay the application and administration fees once (eg, if you are applying for Roofing as well, add the roofing assessment fee to total payable below).

<b>LICENCE CLASS FEES (15% GST inclusive)</b>	
Application fee	\$81.78
Carpentry and Site area of practice 1 assessment fee	\$337.33
Administration fee	\$173.78
<b>Total payable</b>	<b>\$592.89</b>

**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**

<b>OFFICE USE ONLY</b>	
Type of payment	
Amount paid	<b>\$</b>
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](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, 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](http://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)
- 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 *2003–now*

Job title *Construction supervisor*

Employer/self-employed *OPQ Housing*

Location *New Plymouth*

Range of work and responsibilities

*Around 35 houses per year. Organise and coordinate subtrades including carpentry. Liaise with customer and the council. Create schedule, order and arrange delivery of materials. Oversee/check work quality and progress. Identify defects and organise remedy. Approve payment claims.*

Size and type of buildings

*Mostly single storey, some two-storey, prob Cat 1 up to 300m<sup>2</sup>.*

## WORK HISTORY EXAMPLE 2

Employed from/to *1996–2002*

Job title *Carpenter/leading hand*

Employer/self-employed *LMN Construction, trip overseas, LMN again*

Location *Hamilton*

Range of work and responsibilities

*Setting up / planning job, set-out, foundations, framing, cladding, roofing, lining, finishing, working with other trades, working with architect and engineers, supervising carpentry, scheduling and ordering materials, generally keeping things on track.*

Size and type of buildings

*Mostly 'one-off' architectural housing and additions/alterations.*

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Size and type of buildings

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Size and type of buildings

**WORK HISTORY**

Employed from/to

Job title

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Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Size and type of buildings

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Size and type of buildings

**WORK HISTORY**

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Size and type of buildings

# Carpentry project records

You must complete two Carpentry 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.

## CARPENTRY PROJECT RECORD 1

Project name and address (name of building or project, and site address)

Dates you worked on the project

Name of client/building owner or person you worked for

What is the building classified as?  Residential  Commercial  Industrial

Describe the materials used eg, foundations, roofing, cladding

Approximate area of building .....m<sup>2</sup>

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
- Ordered and coordinated material supply
- Prepared site for construction
- Constructed concrete foundations and pile foundations
- Constructed concrete structures
- Constructed, set out and erected floor, wall and roof frames and trusses and installed prefabricated elements
- Prepared works to receive and install pre-cast and pre-fabricated elements and constructed in-situ elements
- Installed lightweight profiled metal roofing
- Fixed exterior claddings
- Set out, installed, finished and made weathertight exterior joinery
- Constructed temporary timber stairs, ramps and barriers
- Installed internal linings, panelling and mouldings
- Installed internal fittings, finishings and hardware
- Constructed decks, balconies and verandahs
- Installed insulation systems
- Other

Your role in this work:

- Team leader/supervisor
- Leading hand
- Carpenter
- Other

## CARPENTRY PROJECT RECORD 1

List the other people involved with you on the project, and how you worked with them.

- Architects/designers .....
- Engineers .....
- Project managers .....
- Earth moving contractors .....
- Plumbers .....
- Bricklayers and blocklayers .....
- Roofers .....
- Electricians .....
- External plasterers .....
- Other .....

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

Describe any 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.

## CARPENTRY PROJECT 1 REFEREE

Name of referee

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Role or profession .....

Telephone: Day ..... Mobile .....

Email .....

Best time to contact during work hours.....



# Carpentry project records

## CARPENTRY PROJECT RECORD 2

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

Dates you worked on the project

Name of client/building owner or person you worked for

What is the building classified as?  Residential  Commercial  Industrial

Describe the materials used eg, foundations, roofing, cladding

Approximate area of building .....m<sup>2</sup>

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
- Ordered and coordinated material supply
- Prepared site for construction
- Constructed concrete foundations and pile foundations
- Constructed concrete structures
- Constructed, set out and erected floor, wall and roof frames and trusses and installed prefabricated elements
- Prepared works to receive and install pre-cast and pre-fabricated elements and constructed in-situ elements
- Installed lightweight profiled metal roofing
- Fixed exterior claddings
- Set out, installed, finished and made weathertight exterior joinery
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- Installed internal fittings, finishings and hardware
- Constructed decks, balconies and verandahs
- Installed insulation systems
- Other

Your role in this work:

- Team leader/supervisor
- Leading hand
- Carpenter
- Other

## CARPENTRY PROJECT RECORD 2

List the other people involved with you on the project, and how you worked with them.

- Architects/designers .....
- Engineers .....
- Project managers .....
- Earth moving contractors .....
- Plumbers .....
- Bricklayers and blocklayers .....
- Roofers .....
- Electricians .....
- External plasterers .....
- Other .....

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

Describe any 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.

## CARPENTRY PROJECT 2 REFEREE

Name of referee

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Role or profession .....

Telephone: Day ..... Mobile .....

Email .....

Best time to contact during work hours.....

# Carpentry project records questionnaire

1. Briefly outline the steps you followed to prepare the site and profile/set it out ready for foundations (eg, checked consent documents and specific requirements). List **at least five** steps.

**PROJECT 1**

**PROJECT 2**

2. Briefly outline the steps you followed to construct foundations and floor type ready for framing (eg, checked plans and specifications to identify type of foundation and sizes). List **at least five** steps.

**PROJECT 1**

**PROJECT 2**

3. Briefly outline the steps you followed to set out, construct and erect the walls and roof framing ready for cladding (eg, checked roof type and pitch). List **at least eight** steps.

**PROJECT 1**

**PROJECT 2**

## CARPENTRY PROJECT RECORDS QUESTIONNAIRE

4. Briefly outline the steps you followed to fix exterior cladding – includes walls, roof (including lightweight metal profile) and windows (eg, checked specific requirements of cladding type). List **at least seven** steps.

**PROJECT 1**

**PROJECT 2**

5. Briefly outline the steps you followed to install (set out, finish and make weathertight) exterior joinery (eg, checked plans and specifications for flashings to be ordered). List **at least five** steps.

**PROJECT 1**

**PROJECT 2**

6. Briefly outline the steps you followed to fix internal linings, panelling and mouldings (eg, checked plans for types of linings specified). List **at least five** steps.

**PROJECT 1**

**PROJECT 2**

**CARPENTRY PROJECT RECORDS QUESTIONNAIRE**

This question generally relates to commercial buildings, but may relate to certain aspects of residential work such as stairs, ramps, and columns. If you have not chosen projects that include this kind of work, please write n/a in the box.

7. Briefly outline the steps you followed to construct concrete structures (eg, checked the plans and specifications). List **at least six** steps.

**PROJECT 1**

**PROJECT 2**

This question generally relates to commercial buildings, but may relate to certain aspects of residential work such as basements and precast homes. If you have not chosen projects that include this kind of work, please write n/a in the box.

8. Briefly outline the steps you followed to prepare to receive and install elements that are precast, prefabricated or assembled on site (eg, checked site was ready). List **at least seven** steps.

**PROJECT 1**

**PROJECT 2**

# Site project record

You must complete one Site project record. You can use one of your carpentry projects again. This project should have been completed in the last three to five years. If you have not worked on projects in the last five years, you should provide information on one of your most recent projects.

## SITE PROJECT RECORD 3

Project name and address (name of building or project, and site address)

Dates you worked on the project

Name of client/building owner or owner's representative

What is the building classified as?  Residential  Commercial  Industrial

Describe the materials used eg, foundations, roofing, cladding

Approximate area of building .....m<sup>2</sup>

Construction cost/estimate of building \$

Your role in this project (eg, carpenter, leading hand, supervising other carpenters)

The role of the person you reported to (eg, designer, project manager)

Which tradespeople reported directly to you (eg, carpenters, building labourers)?

List the subcontractors involved in the project (eg, roofer, plumber, electrician, joiner)  
Explain how you worked with them

### SITE PROJECT RECORD 3

What was the process for:

- obtaining a building consent?
- organising inspections?
- obtaining a Code Compliance Certificate (CCC)?

Describe any problems you had during this project and what you did about them (eg, labour issues, project performance issues, quality of subbies work, late delivery of materials, poor weather conditions, site issues)

### ORGANISING AND MANAGING THE BUILDING SITE

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

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

Yes  No

How did you manage design variations that happened during the project?



### SITE PROJECT RECORD 3

#### ORGANISING AND MANAGING THE BUILDING SITE (CONTINUED)

What steps did you take to plan the construction?

Was significant excavation needed on the site?

Yes  No

If yes, how did you manage this?

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

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

## SITE PROJECT RECORD 3

### SUPERVISING PERSONNEL

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

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.

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

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

## SITE PROJECT RECORD 3

### TECHNICAL SUPERVISION

What did you do to make sure correct technical standards were maintained by everyone working on site?

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

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

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

What documents did you collect for the owner to apply for a code compliance certificate (CCC)?

# 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 for this project, it can be one of the carpentry referees.

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 referee **must** know you and the work you did on this 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.

## SITE PROJECT 3 REFEREE

Name of referee

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Role or profession .....

Telephone: Day ..... Mobile .....

Email .....

Best time to contact during work hours.....

## 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 three building projects
- 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, project 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 projects.

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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