



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence



EXTERNAL PLASTERING

APPLICATION FORM



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

New Zealand Government

EXTERNAL PLASTERING APPLICATION FORM

This form is for External plastering applicants to apply for an External plastering 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 class 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

If you are applying for more than one 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 licensed or certifying plumber or gasfitter, you are already treated as if you are licensed in the roofing, external plastering, and bricklaying and blocklaying licence classes. You cannot apply to be licensed in these classes. You can apply for other licence classes 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

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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

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 [] [] [] []

RESIDENTIAL ADDRESS

Street address []

Suburb []

Town/City [] Postcode [] [] [] []

POSTAL ADDRESS (if different from above)

Street/PO Box/Pvt Bag []

Suburb []

Town/City [] Postcode [] [] [] []



Plast

PERSONAL DETAILS (continued)

CONTACT DETAILS

Daytime

Evening

Mobile

Fax

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

Email address

Website address

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, 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.

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

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 licence classes? Yes No

If yes, an assessment fee is payable for each licence class you apply for. If you apply for more than one licence class 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 for External plastering you wish to be assessed in:

- Solid Plastering
- Proprietary Plastering Cladding Systems (PPCS)

LICENCE CLASS FEES (15% GST inclusive)

Application fee		\$81.78
External plastering - one area of practice assessment fee, or	\$281.11	
External plastering - both areas of practice assessment fee	\$337.33	
Administration fee		\$173.78
Total payable to the Department of Building and Housing (15% GST inclusive)		\$

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/accredited/licensed contractor for a particular proprietary plaster cladding system manufacturer
- Master Plasterers Association
- Brick and Blocklayers Federation of New Zealand

If you do not belong to any industry organisations, tick here Not applicable

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.

If you have not taken part in any relevant learning activities, tick here Not applicable

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 *2002 – present*

Job title *Self-employed contractor*

Employer/self-employed *M Black and Sons Ltd*

Location *Auckland*

Range of work and responsibilities

Full range of Solid Plastering and PPCS work on residential and commercial. Responsible for managing 3 apprentices and 6 qualified tradesmen. Managed all aspects of the business including quoting the job, scheduling the work, guaranteeing the work and collecting the money.

Area of practice you worked on:

- Solid plastering
- PPCS
- Both

WORK HISTORY EXAMPLE 2

Employed from/to *1990 – 2002*

Job title *Leading Hand*

Employer/self-employed *Plastering Services Limited*

Location *Auckland*

Range of work and responsibilities

Was leading hand and fully responsible for my own work and the work of 7 unqualified tradesmen and 3 apprentices.

Area of practice you worked on:

- Solid plastering
- PPCS
- 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"/> Solid Plastering <input type="radio"/> PPCS <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"/> Solid Plastering <input type="radio"/> PPCS <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"/> Solid Plastering <input type="radio"/> PPCS <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:

- Solid Plastering
- PPCS
- Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Solid Plastering
- PPCS
- Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Solid Plastering
- PPCS
- Both

Job records – list of jobs

Category 1 buildings—single household dwellings with low- or medium-risk envelope design

Category 2 buildings—single household dwellings with high-risk envelope design, or low-medium rise commercial and multi-unit residential buildings

Category 3 buildings—buildings greater than 10 m in building height* (except single household dwellings)

*Building height is the vertical distance between the floor level of the lowest storey and the floor level of the highest storey.

JOB 1 Location Category
Range of plastering work involved

JOB 2 Location Category
Range of plastering work involved

JOB 3 Location Category
Range of plastering work involved

JOB 4 Location Category
Range of plastering work involved

JOB 5 Location Category
Range of plastering work involved

JOB 6 Location Category
Range of plastering work involved

JOB 7 Location Category
Range of plastering work involved

JOB 8 Location Category
Range of plastering work involved

JOB 9 Location Category
Range of plastering work involved

JOB 10 Location Category
Range of plastering work involved

Job records

How many jobs and referees do you need to provide?

Area of Practice applying for	Job records needed	Referees needed
One	Two	Two - one per job record
Two	Three	Four - one each for job record 1 and 2, and two for job record 3.

At least one job must be a category 2 or 3 building.

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.

Solid Plastering jobs selected should cover plastering of interior and exterior surfaces, including walls, soffits, floors, steps and landings. These surfaces should include accommodation for penetrations and the treatment of those penetrations.

JOB RECORD 1

This job is for the following area of practice:

- Solid Plastering
- PPCS

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)

Your role in this work:

- External Plasterer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

List the other trades involved with you on this job and how you worked with them.

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

JOB RECORD 1

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

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)?

Solid Plastering only

What work did you do on this job?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Ordered and coordinated material supply
- Checked and prepared existing and new surfaces for plastering
- Checked and applied substrate to timber frame construction, including flashings, wire/lath reinforcing, control joints and trims and applied scratch coat
- Checked and prepared solid walls including concrete, brickwork and blockwork and applied a bond/slush to form a key for the flanking coat
- Applied flanking coat to prepared walls and soffits
- Applied plaster finishing coat to prepared interior and exterior surfaces
- Plastered floors, steps and landings
- Cured plastered surfaces
- Other

JOB RECORD 1

PPCS only

What work did you do on this job?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Ordered and coordinated material supply
- For exterior insulatory finishing systems (EIFS), checked framing, set up, flashed, measured, cut and fixed polystyrene board

For proprietary substrate:

- Checked, coated and reinforced polystyrene or proprietary substrate

Name substrate here:

For rebated fibre cement:

- Checked, and jointed rebated fibre cement

For light weight fibre cement:

- Checked, coated and reinforced fibre cement substrate
- Applied a proprietary levelling base plaster to solid substrate
- Applied finishing coats to prepared proprietary plaster cladding substrates
- Other

Problems you dealt with and what you did about them (eg, late delivery of supplies, bad weather, access to site)

JOB 1 REFEREE

An assessor will call your referees to verify your work on the job and confirm the skills used in the job.

Your referees **must** be technical people you have worked with. Examples include manufacturers representative, 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 job 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.

Name of referee

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Role or profession

Telephone: Day Mobile Evening

Email

Best time to contact

Job records

JOB RECORD 2

This job is for the following area of practice:

- Solid Plastering
- PPCS

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)

Your role in this work:

- External Plasterer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

List the other trades involved with you on this job and how you worked with them.

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

JOB RECORD 2

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)?

Solid Plastering

What work did you do on this job?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Ordered and coordinated material supply
- Checked and prepared existing and new surfaces for plastering
- Checked and applied substrate to timber frame construction, including flashings, wire/lath reinforcing, control joints and trims and applied scratch coat
- Checked and prepared solid walls including concrete, brickwork and blockwork and applied a bond/slush to form a key for the flanking coat
- Applied flanking coat to prepared walls and soffits
- Applied plaster finishing coat to prepared interior and exterior surfaces
- Plastered floors, steps and landings
- Cured plastered surfaces
- Other

PPCS

What work did you do on this job?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Ordered and coordinated material supply
- Checked framing, set up, flashed, measured, cut and fixed polystyrene board

For proprietary substrate:

- Checked, coated and reinforced polystyrene or proprietary substrate

Name substrate here:

For rebated fibre cement:

- Checked, and jointed rebated fibre cement

For light weight fibre cement:

- Checked, coated and reinforced fibre cement substrate
- Applied a proprietary levelling base plaster to solid substrate
- Applied finishing coats to prepared proprietary plaster cladding substrates
- Other

JOB RECORD 2

Problems you dealt with and what you did about them (eg, late delivery of supplies, bad weather, access to site)

JOB 2 REFEREE

Name of referee

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Role or profession

Telephone: Day Mobile Evening

Email

Best time to contact

Additional area of practice – Job 3

If you are applying for both areas or practice than you need to complete this job record. You must provide two referees for this job.

This job is for the following area of practice:

- Solid Plastering
- PPCS

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)

Your role in this work:

- External Plasterer
- Leading Hand
- Foreman
- Supervisor/Manager
- Other

List the other trades involved with you on this job and how you worked with them.

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

ADDITIONAL AREA OF PRACTICE JOB 3

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)?

Solid Plastering

What work did you do on this job?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Ordered and coordinated material supply
- Checked and prepared existing and new surfaces for plastering
- Checked and applied substrate to timber frame construction, including flashings, wire/lath reinforcing, control joints and trims and applied scratch coat
- Checked and prepared solid walls including concrete, brickwork and blockwork and applied a bond/slush to form a key for the flanking coat
- Applied flanking coat to prepared walls and soffits
- Applied plaster finishing coat to prepared interior and exterior surfaces
- Plastered floors, steps and landings
- Cured plastered surfaces
- Other

PPCS

What work did you do on this job?

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

- Read and interpreted working drawings, specifications, programme schedules and quantity lists
- Ordered and coordinated material supply
- Checked framing, set up, flashed, measured, cut and fixed polystyrene board

For proprietary substrate:

- Checked, coated and reinforced polystyrene or proprietary substrate

Name substrate here:

For rebated fibre cement:

- Checked, and jointed rebated fibre cement

For light weight fibre cement:

- Checked, coated and reinforced fibre cement substrate
- Applied a proprietary levelling base plaster to solid substrate
- Applied finishing coats to prepared proprietary plaster cladding substrates
- Other

ADDITIONAL AREA OF PRACTICE JOB 3

Problems you dealt with and what you did about them (eg, late delivery of supplies, bad weather, access to site)

Referee details

You need two referees for this third job.

Your referees **must** be technical people you have worked with. Examples include manufacturers representative, 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 job 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.

JOB 3 REFEREE 1

Name of referee

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Role or profession

Telephone: Day Mobile Evening

Email

Best time to contact

JOB 3 REFEREE 2

Name of referee

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

Role or profession

Telephone: Day Mobile Evening

Email

Best time to contact

Job records questionnaire

Answers must refer to one of the jobs you have provided in this form. Tick the job that your answer relates to.

SOLID PLASTERING JOB RECORDS QUESTIONNAIRE

<p>1. Describe the preparation of surface for dense concrete, masonry blocks and brickwork.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>2. Describe the mix design for the bond coat to:</p> <p>a) dense concrete walls b) brick and concrete masonry walls.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>3. Describe the fitting and fixing of the metal lath/mesh:</p> <p>a) reinforcement specification b) type and centres of fixings c) continuity of reinforcement d) treatment at windows and control joints e) position of reinforcement in plaster.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>4. Describe any specific requirements for penetrations.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>5. Describe the steps you followed to check the substrate on a timber- framed construction:</p> <p>a) non-rigid backing b) rigid backing.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>6. Describe how you prepared the following for the application of a scratch coat:</p> <p>a) non-rigid backing b) rigid backing.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	

SOLID PLASTERING JOB RECORDS QUESTIONNAIRE CONTINUED

<p>7. Describe the mix design for the flanking coat and briefly outline the steps you followed to apply the flanking coat to the prepared surface.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>8. Describe the mix design for the finishing coat and briefly outline the steps you followed to apply a finishing coat to the plastered surface.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>9. Describe the steps you followed to plaster floors, steps and landings.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>10. Describe the steps you followed to cure plastered surfaces.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	

PPCS JOB RECORDS QUESTIONNAIRE

FOR PROPRIETARY SUBSTRATE WORK

Fill out this questionnaire if your chosen job record had a proprietary substrate – for example, for one of the polystyrene systems.

<p>1. Describe the steps you followed to check the framing prior to fixing proprietary substrate.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	
<p>2. Describe the steps you followed to set up, flash, measure, cut and fix proprietary substrate. (Include how you dealt with sub-trade penetrations, cladding intersections, dissimilar cladding junctions, control joints, and the installation of flashings, control joints and trims.)</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3</p>	

PPCS JOB RECORDS QUESTIONNAIRE CONTINUED

3. Describe the steps you followed to check, coat and reinforce the proprietary substrate.

- Job 1 Job 2
- Job 3

4. Describe the steps you followed to apply a proprietary levelling plaster.

- Job 1 Job 2
- Job 3

5. Describe the steps you followed to apply finishing coats to prepared proprietary plaster cladding substrates.

- Job 1 Job 2
- Job 3

FOR REBATED FIBRE CEMENT WORK

Fill out this questionnaire if your chosen job record relates to rebated fibre cement work.

1. Describe the steps you followed to check and joint rebated fibre cement claddings (include how you dealt with sub-trade penetrations, cladding intersections, dissimilar cladding junctions, control joints, and the installation of flashings, control joints and trims).

- Job 1 Job 2
- Job 3

2. Describe the steps you followed to apply a proprietary levelling plaster.

- Job 1 Job 2
- Job 3

PPCS JOB RECORDS QUESTIONNAIRE CONTINUED

3. Describe the steps you followed to apply finishing coats to prepared proprietary plaster cladding substrates.

- Job 1 Job 2
- Job 3

FOR LIGHTWEIGHT FIBRE CEMENT WORK

Fill out this questionnaire if your chosen job record relates to lightweight fibre cement work.

1. Describe the steps you followed to check, coat and reinforce the fibre cement substrate.

- Job 1 Job 2
- Job 3

2. Describe how you dealt with sub-trade penetrations, cladding intersections, dissimilar cladding junctions, control joints, and the installation of flashings, control joints and trims.

- Job 1 Job 2
- Job 3

3. Describe the steps you followed to apply a proprietary levelling base plaster to the substrate.

- Job 1 Job 2
- Job 3

4. Describe the steps you followed to apply finishing coats to prepared proprietary plaster cladding substrates.

- Job 1 Job 2
- Job 3

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 or three building jobs
- 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.



**LICENSED
BUILDING
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Building confidence

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