



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence



FOUNDATIONS

APPLICATION FORM



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

New Zealand Government

FOUNDATIONS APPLICATION FORM

This form is for Foundations applicants to apply for a Foundations 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

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.

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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PERSONAL DETAILS (continued)

RESIDENTIAL ADDRESS

Street address

Suburb

Town/City

Postcode

POSTAL ADDRESS (if different from above)

Street/PO Box/Pvt Bag

Suburb

Town/City

Postcode

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.

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:

- New Zealand Heavy Haulage Association.

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 *1998 – 2008*

Job title *Manager and foreman*

Employer/self-employed *FCL Concrete Solutions*

Location *Morrinsville*

Range of work and responsibilities

Arranging materials, siting and setout, checking formwork, installation of floor system, booking inspection, placing and finishing concrete

Area of practice you worked on:

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations
- Both

WORK HISTORY EXAMPLE 2

Employed from/to *Nov 1980 to Oct 1990*

Job title *Site Foreman*

Employer/self-employed *Riccarton House Removals Limited*

Location *Christchurch*

Range of work and responsibilities

All areas of building relocation including preparation, lifting, moving. Preparation and placing of new foundations. Lowering building and fixing of pile connections. Generally responsible for team of 4.

Area of practice you worked on:

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations
- 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"/> Concrete foundation walls and concrete slab-on-ground <input type="radio"/> Concrete or timber pile foundations <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"/> Concrete foundation walls and concrete slab-on-ground <input type="radio"/> Concrete or timber pile foundations <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"/> Concrete foundation walls and concrete slab-on-ground <input type="radio"/> Concrete or timber pile foundations <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:

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations
- Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations
- Both

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Range of work and responsibilities

Area of practice you worked on:

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations
- 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"/> Concrete foundation walls and concrete slab-on-ground <input type="radio"/> Concrete or timber pile foundations <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"/> Concrete foundation walls and concrete slab-on-ground <input type="radio"/> Concrete or timber pile foundations <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"/> Concrete foundation walls and concrete slab-on-ground <input type="radio"/> Concrete or timber pile foundations <input type="radio"/> Both

Job records

JOB RECORD 1

This job is for the following area of practice

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations

You need to 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 concrete foundation walls and concrete slab-on-ground 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.

A job should be for work on a specific site that lasts for a specific period of time. It can be large or small.

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:

- Team Leader/ Manager
- Leading hand
- Labourer
- Other

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

- Building Consent Authorities (BCAs)
- Engineers
- Designers
- Material suppliers
- Concrete suppliers
- Surveyors
- Pile drivers
- Earth moving contractors
- Services/Utilities
- Other

JOB RECORD 1

What was the process for:

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

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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 it).

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

JOB RECORD 1

Concrete foundation walls and concrete slab-on-ground

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 co-ordinated material supply
- Completed site assessment
- Identified site and boundaries
- Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- Carried out or verified setout and levels
- Excavated foundations
- Disposed of excavated soil
- Placed and compacted graded hardfill
- Applied damp proofing material (membrane or emulsion)
- Set up form work for footings or concrete floor
- Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
- Set out piles under footings or concrete floor
- Placed DPC and taping laps
- Set up construction joints
- Set up fixings and cast in fixings
- Set out stepped footings or concrete floor
- Organised inspections
- Ordered and received concrete
- Placed and compacted concrete
- Finished and cured concrete
- Other

Job records

JOB RECORD 2

This job is for the following area of practice

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations

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:

- Team Leader/ Manager
- Leading hand
- Labourer
- Other

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

- Building Consent Authorities (BCAs)
- Engineers
- Designers
- Material suppliers
- Concrete suppliers
- Surveyors
- Pile drivers
- Earth moving contractors
- Services/Utilities
- Other

JOB RECORD 2

What was the process for:

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

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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 it).

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

JOB RECORD 2

Concrete foundation walls and concrete slab-on-ground

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 co-ordinated material supply
- Completed site assessment
- Identified site and boundaries
- Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- Carried out or verified setout and levels
- Excavated foundations
- Disposed of excavated soil
- Placed and compacted graded hardfill
- Applied damp proofing material (membrane or emulsion)
- Set up form work for footings or concrete floor
- Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
- Set out piles under footings or concrete floor
- Placed DPC and taping laps
- Set up construction joints
- Set up fixings and cast in fixings
- Set out stepped footings or concrete floor
- Organised inspections
- Ordered and received concrete
- Placed and compacted concrete
- Finished and cured concrete
- Other

JOB RECORD 2

Concrete or timber pile foundations

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 co-ordinated material supply
- Completed site assessment
- Identified site and boundaries
- Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- Carried out or verified setout and levels
- Excavated foundations
- Organised inspections
- Placed pile/concrete
- Checked pile driving/pile records
- Applied surface treatment to cut piles
- Completed sub-floor to pile fixings and bracing
- Other

JOB 2 REFEREE

Name of referee

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

Role or profession

Telephone: Day Mobile

Email

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

Job records – Additional area of practice

JOB RECORD 3 – ADDITIONAL AREA OF PRACTICE

This job is for the following area of practice

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations

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:

- Team Leader/ Manager
- Leading hand
- Labourer
- Other

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

- Building Consent Authorities (BCAs)
- Engineers
- Designers
- Material suppliers
- Concrete suppliers
- Surveyors
- Pile drivers
- Earth moving contractors
- Services/Utilities
- Other

JOB RECORD 3 – ADDITIONAL AREA OF PRACTICE

What was the process for:

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

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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).

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

JOB RECORD 3 – ADDITIONAL AREA OF PRACTICE

Concrete foundation walls and concrete slab-on-ground

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 co-ordinated material supply
- Completed site assessment
- Identified site and boundaries
- Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- Carried out or verified setout and levels
- Excavated foundations
- Disposed of excavated soil
- Placed and compacted graded hardfill
- Applied damp proofing material (membrane or emulsion)
- Set up form work for footings or concrete floor
- Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
- Set out piles under footings or concrete floor
- Placed DPC and taping laps
- Set up construction joints
- Set up fixings and cast in fixings
- Set out stepped footings or concrete floor
- Organised inspections
- Ordered and received concrete
- Placed and compacted concrete
- Finished and cured concrete
- Other

Job records – Additional area of practice

JOB RECORD 4 - ADDITIONAL AREA OF PRACTICE

This job is for the following area of practice

- Concrete foundation walls and concrete slab-on-ground
- Concrete or timber pile foundations

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:

- Team Leader/ Manager
- Leading hand
- Labourer
- Other

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

- Building Consent Authorities (BCAs)
- Engineers
- Designers
- Material suppliers
- Concrete suppliers
- Surveyors
- Pile drivers
- Earth moving contractors
- Services/Utilities
- Other

JOB RECORD 4 - ADDITIONAL AREA OF PRACTICE

What was the process for:
Obtaining the building consent?

Organising inspections?

Obtaining the CCC (Code Compliance Certificate)?

How did you deal with safety requirements on site? Ensure you cover all the key safety requirements.

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).

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

JOB RECORD 4 – ADDITIONAL AREA OF PRACTICE

Concrete foundation walls and concrete slab-on-ground

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 co-ordinated material supply
- Completed site assessment
- Identified site and boundaries
- Assessed bearing capacity of soil or arranged for assessment of bearing capacity of soil
- Carried out or verified setout and levels
- Excavated foundations
- Disposed of excavated soil
- Placed and compacted graded hardfill
- Applied damp proofing material (membrane or emulsion)
- Set up form work for footings or concrete floor
- Carried out bending, tying, and placement of reinforcing mesh and steel in footings or concrete floor
- Set out piles under footings or concrete floor
- Placed DPC and taping laps
- Set up construction joints
- Set up fixings and cast in fixings
- Set out stepped footings or concrete floor
- Organised inspections
- Ordered and received concrete
- Placed and compacted concrete
- Finished and cured concrete
- 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 – CONCRETE FOUNDATION WALLS AND CONCRETE SLAB-ON-GROUND

<p>1. Describe the steps that you took when you first arrived on site, including how you</p> <ul style="list-style-type: none">a) Set the job outb) Checked for underground servicesc) Ensured site safety <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>2. How did you construct formwork (box up) for the following?</p> <ul style="list-style-type: none">a) Concrete footingsb) Concrete foundation wallsc) Concrete slabs <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>3. How did you calculate concrete quantities?</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>4. Explain the following</p> <ul style="list-style-type: none">a) How did you identify reinforcing steel?b) What grades of reinforcing steel were used on this job?c) What laps were used for each grade?d) What minimum bending diameters were used for the different reinforcing grades? <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>5. What grade of damp proof course was used on this job?</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>6. Describe the lapping and jointing procedure you used on this job.</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	

JOB RECORDS QUESTIONNAIRE – CONCRETE FOUNDATION WALLS AND CONCRETE SLAB-ON-GROUND

7. Describe placements of fixings, eg, bolts, bottom plate anchors or any cast-in fixings.

- Job 1 Job 2
 Job 3 Job 4

8. What were the minimum clearances from finished concrete floor to the different ground levels?

- Job 1 Job 2
 Job 3 Job 4

9. What concrete grade and slump did you use?

- Job 1 Job 2
 Job 3 Job 4

10. What compaction of concrete method did you use?

- Job 1 Job 2
 Job 3 Job 4

11. Did you cure the concrete?
If so what method did you use?

- Job 1 Job 2
 Job 3 Job 4

12. Describe the set out of the stepped footing or concrete floor?

- Job 1 Job 2
 Job 3 Job 4

Job records questionnaire

JOB RECORDS QUESTIONNAIRE – CONCRETE OR TIMBER PILE FOUNDATIONS

<p>1. Describe the steps that you took when you first arrived on site including how you</p> <ul style="list-style-type: none">a) Set the job outb) Checked for underground servicesc) Ensured site safety <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>2. How did you determine the correct sized footing to firm and solid bearing?</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>3. How did you ensure piles were placed correctly and were plumb and level?</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>4. How did you calculate concrete quantities?</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	
<p>5. For driven piles, what did you do to ensure the piles were driven to the correct set?</p> <p><input type="radio"/> Job 1 <input type="radio"/> Job 2 <input type="radio"/> Job 3 <input type="radio"/> Job 4</p>	

JOB RECORDS QUESTIONNAIRE – CONCRETE OR TIMBER PILE FOUNDATIONS

6. If you needed to cut piles describe how you treated the cut surfaces.

- Job 1 Job 2
 Job 3 Job 4

7. How did you correctly select, locate and fix

- a) Wire dogs
b) Nail on plates
c) Bolts – including minimum edge distances
d) Braces

- Job 1 Job 2
 Job 3 Job 4

8. What is the minimum ground clearance of sub-floor timbers?

- Job 1 Job 2
 Job 3 Job 4

9. If there was a variation in joist and bearer depth, outline the steps you took take to set the piles at the correct height.

- Job 1 Job 2
 Job 3 Job 4

10. How did you identify and confirm timber treatment of pile and sub-floor timbers?

- Job 1 Job 2
 Job 3 Job 4

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:



**LICENSED
BUILDING
PRACTITIONERS**
Building confidence

Published in February 2017 by
Ministry of Business, Innovation and Employment
PO Box 50041
Porirua 5240
Wellington, New Zealand

This document is also available on the LBP website:
www.lbp.govt.nz

