

# Licensed Building Practitioners Rules 2007





# Licensed Building Practitioners Rules 2007

These are the Licensed Building Practitioners Rules 2007, made by Hon Clayton Cosgrove MP, Minister for Building and Construction. The Rules come into force on 1 November 2007.

The Rules set out the standards of competence that building practitioners must meet in order to be licensed, and detail the procedures for assessing competence and issuing licences. The Schedule to the Rules describes the competencies for the Design, Site and Carpentry licence classes. The Rules also detail procedures for managing the suspension and cancellation of licences.

The Rules are set out as follows.

- The initial section details the title, commencement date (1 November 2007), and interpretation of specific words used in the Rules.
- Part 1 describes the minimum standard of competence required for each licence class by reference to the competencies set out in the Schedule to the Rules. Part 1 also details the licensing application and assessment process and sets out the information that must be provided with an application.
- Part 2 details the process of annual contact by the Registrar. Annual contact allows the Registrar to confirm that practitioners wish to continue to be licensed, to update the Register of Licensed Building Practitioners, and to collect levies and fees.
- Part 3 establishes processes for the ongoing assessment of practitioners current competence, including describing the minimum standard for continued licensing, and providing for skills maintenance programmes.
- Part 4 details procedures for the suspension and cancellation of licences.
- Part 5 details requirements relating to licence identification cards.
- Part 6 covers miscellaneous matters, including notice requirements.
- Schedule 1 sets out the competencies that make up the minimum standard for each licence class, and the performance indicators that the Registrar will have regard to when determining whether a competency has been met. These currently cover the Design, Site and Carpentry licence classes. Competencies for other trade and specialist licences will be finalised prior to licensing beginning in these classes in 2008.

## **Licensed Building Practitioners Rules 2007**

Pursuant to section 353 of the Building Act 2004, the Minister for Building and Construction makes the following rules.

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### **Licence Class Competencies**

## General

### 1 Title

These rules are the Licensed Building Practitioners Rules 2007.

### 2 Commencement

These rules come into force on 1 November 2007.

### 3 Interpretation

- (1) In these rules, unless the context otherwise requires,—

**Act** means the Building Act 2004

**assessment** means an assessment of whether or not an applicant meets—

- (a) the minimum standard for licensing; or
- (b) the minimum standard for demonstrating current competence

**assessment date for current competence** means the date fixed for assessment of current competence in accordance with rule 21

**assessor** means an assessor appointed under rule 10

**class or classes of licence** means the licence classes as set out in the Building (Designation of Building Work Licence Classes) Order 2007

**current competence** has the meaning given to it under rule 19(1)

**late charge** means the late charge referred to under rule 14 and prescribed by regulations made under the Act

**minimum standard of competence** means the minimum standard set out in rule 4

**minimum standard for demonstrating current competence** means the minimum standard set out in rule 19(2)

**person** means a natural person

**prescribed fee or fees** means the applicable fee(s) and charge(s) (including the part of those fees for which a refund applies) prescribed by regulations made under the Act

**prescribed levy** means the applicable annual levy for each class of licence prescribed by regulations made under the Act

- (2) Terms or expressions used and not defined in these rules but defined in the Act have the same meanings as they have in the Act.

**Part 1**  
**How to become licensed**

*Minimum standard of competence for licences*

**4 Minimum standard of competence for each class of licence**

- (1) The minimum standard of competence for a class of licence is meeting all of the competencies set out for that class of licence in Schedule 1.
- (2) In determining whether a person meets a competency, regard must be had to the extent to which the person meets the performance indicators set out for that competency in Schedule 1.

*Application for licence*

**5 Classes of licence that can be applied for**

A person may apply to the Registrar for 1 or more classes of licence.

**6 How to apply for a class or classes of licence**

- (1) To apply for a class or classes of licence, a person must make an application to the Registrar.
- (2) The application must—
  - (a) be made in a form approved by the Registrar from time to time; and
  - (b) contain or be accompanied by—
    - (i) all of the information and evidence set out in rule 7; and
    - (ii) a statement signed by the applicant to the effect that all of the information in the application and accompanying documents is true and correct; and
    - (iii) the prescribed fees.

**7 Information that must be provided for a licence application**

- (1) An applicant must provide the following information and evidence in or with an application—
  - (a) the full name of the applicant (including any aliases); and
  - (b) the applicant's date of birth; and
  - (c) the applicant's current residential address and address for communication under the Act (if different from the residential address); and
  - (d) the applicant's contact details including phone numbers, fax numbers, and email and website addresses; and
  - (e) the name of any company or body corporate that is associated with the applicant including relevant contact details; and
  - (f) 2 recent passport-sized photographs of the applicant verified on the back of the photograph as the true likeness of the applicant by a person who—
    - (i) has known the applicant for at least 12 months or more; and
    - (ii) is not related or part of the family group or living at the same address, as the applicant; and
  - (g) a certified copy of the applicant's current passport, drivers licence or birth certificate; and
  - (h) proof of regulatory environment knowledge to the satisfaction of the Registrar; and

- (i) a chronological summary of the applicant’s relevant work history; and
  - (j) a record of recent work linking to the competencies required for the licence class applied for (including the name and contact details of the client(s) the work was completed for; and
  - (k) the contact details of 2 referees who can attest to the applicant’s work record; and
  - (l) a statement confirming whether the applicant is currently or has previously been registered or licensed or otherwise recognised under any other enactment (including in an overseas jurisdiction) in respect of any substantially equivalent occupation, and if so, confirming whether:
    - (i) the applicant’s registration, licence or other recognition has been suspended or cancelled in respect of a disciplinary matter at any time within the last five years;
    - (ii) the applicant is the subject of any preliminary investigations or action that might lead to disciplinary proceedings in relation to that registration, licence or recognition.
  - (m) evidence of the following (if applicable)—
    - (i) a certified copy of the applicant’s academic, trade, technical and other relevant qualifications; and
    - (ii) a record of relevant recent learning activities attended; and
    - (iii) proof of membership of any relevant industry organisation.
- (2) Applicants with overseas qualifications must provide a NZQA Qualifications Assessment Report confirming the level of the qualification on the New Zealand Register of Quality Assured Qualifications for that qualification.
- (3) Certified copies must be stamped or endorsed as being true copies of the original by a person authorised by law to take statutory declarations in New Zealand.

**8 Additional information and information missing from application**

- (1) The Registrar may request an applicant to provide any information or evidence that was missing from the applicant’s application, and any other information or evidence that the Registrar considers relevant in order to demonstrate that the applicant meets the minimum standard of competence.
- (2) The Registrar must give the applicant 20 working days (or such further time as the Registrar may allow upon request) from the date of notification to provide the requested information or evidence.
- (3) An application lapses if additional information or evidence is requested under subclause (1) and is not received by the Registrar within the time period given under subclause (2).



*Way in which application for licence must be evaluated and decisions made and implemented*

**9 Registrar must evaluate each application**

- (1) The Registrar must evaluate each application for a licence by assessing whether the applicant:
  - (a) meets the applicable minimum standard for the class or classes of licence applied for; and
  - (b) has been precluded from holding a licence because of any action taken by the Board under section 318 of the Act; and
  - (c) has had his or her registration, licence or other recognition under another enactment (including overseas jurisdictions) in respect of any substantially equivalent occupation suspended or cancelled in respect of a disciplinary matter at any time within the last 5 years.
- (2) The Registrar need not undertake any further assessment if satisfied that an application should be declined under subclause (1)(b) or (c).

**10 Assessor to assess minimum standard of competence for Registrar**

- (1) The Registrar must appoint an assessor to assess whether an applicant meets the minimum standard of competence for each class of licence applied for.
- (2) An assessor must—
  - (a) be a licensed building practitioner; or
  - (b) have experience and/or qualifications relevant to the licence class(es) he or she is appointed to assess; and
  - (c) meet the Registrar’s criteria for appointment as an assessor for the relevant licence class(es).
- (3) The Registrar may, at any time, replace an assessor with another assessor.
- (4) This rule is subject to section 312 of the Act and does not limit the Registrar’s power to perform any of his or her functions, duties or powers him or herself.

**11 Way in which minimum standard must be assessed**

- (1) An assessor must assess whether an applicant meets the minimum standard of competence using methods prescribed by the Registrar, in the following way—
  - (a) carry out an evaluation of the information provided in or with the application; and
  - (b) if the assessor thinks it necessary, carry out an interactive assessment with the applicant.
- (2) A different assessor may be appointed by the Registrar to carry out either the evaluation of information or the interactive assessment.
- (3) The assessor completing the evaluation or the interactive assessment required by subclause (1) must make a recommendation to the Registrar as to whether the applicant meets the minimum standard of competence for each class of licence applied for.

- (4) Where an applicant has applied for a particular Design licence class or Site licence class but in the assessor's opinion meets the standard of a different licence class, the assessor may recommend to the Registrar that the applicant meets the standard of that different licence class.

## **12 Registrar must make decision on application**

- (1) The Registrar must decide in accordance with section 286 of the Act whether an applicant is entitled to be licensed as a licensed building practitioner and for what licence class(es).
- (2) The Registrar's decision under subclause (1) must be made after taking into consideration—
  - (a) the assessor's recommendation under rule 11 (if available); and
  - (b) any information relevant to section 286 of the Act.

## **13 Registrar must notify applicant and implement decision**

- (1) The Registrar must notify the applicant of the decision made under rule 12.
- (2) If the Registrar is satisfied that the applicant is entitled to be licensed, the Registrar must—
  - (a) enter the applicant's name in the register; and
  - (b) issue him or her with a licence number; and
  - (c) issue him or her with a licence identification card in accordance with Part 5; and
  - (d) without limiting section 292 of the Act, inform the applicant when his or her next assessment date for current competence falls due; and
  - (e) return to the applicant any part of the prescribed fees for which a refund applies (if not already refunded).
- (3) If the Registrar is not satisfied that the applicant is entitled to be licensed, the Registrar must—
  - (a) notify the applicant of the reasons for the decision; and
  - (b) notify the applicant of his or her right of appeal against the decision to the Board under section 330 of the Act; and
  - (c) inform the applicant that he or she may reapply for a licence at any time when he or she believes he or she has met the minimum standard of competence (if appropriate); and
  - (d) return to the applicant any part of the prescribed fees paid for which a refund applies (if not already refunded).

## **Part 2**

### **Annual contact by Registrar with licensed building practitioners**

## **14 Registrar must contact licensed building practitioner annually**

- (1) The Registrar must contact each licensed building practitioner annually, in accordance with section 303 of the Act, by sending a notice in writing to the licensed building practitioner at least 30 working days before the expiry of the licensed building practitioner's licence identification card.

- (2) The notice must—
  - (a) ask the licensed building practitioner whether he or she wishes to continue to be licensed for the class or classes of licences held by him or her; and
  - (b) ask the licensed building practitioner whether the information shown on the register in respect of him or her is correct; and
  - (c) request the licensed building practitioner to pay the prescribed levy and any relevant prescribed fees; and
  - (d) inform the licensed building practitioner of—
    - (i) the time period by which the information and payments must be received by the Registrar; and
    - (ii) the consequences of not providing the information and payments; and
    - (iii) the late charge payable for late replies.

**15 Licensed building practitioner must reply**

A licensed building practitioner must reply to a notice under rule 14 within 20 working days of notification by—

- (a) providing the required information; and
- (b) paying the prescribed levy and prescribed fees payable in respect of the class or classes of licence held.

**16 Issue of new licence identification card**

- (1) The Registrar must as soon as practicable after receipt of the relevant information and payments under rule 15 issue a new licence identification card to the licensed building practitioner.
- (2) A licensed building practitioner's current licence identification card continues in force until the new licence identification card is issued, if the requirements under rule 15 have been met but a new licence identification card has not yet been issued.

**17 Failure to reply**

- (1) The Registrar must, in writing, contact a licensed building practitioner who fails to comply with the requirements referred to in rule 15, and notify him or her that—
  - (a) he or she must comply with the requirements and pay the late charge; and
  - (b) that unless he or she complies with the requirements, and pays the late charge—
    - (i) his or her licence will automatically be suspended 20 working days after the date of the notice; and
    - (ii) unless he or she complies with the requirements within 12 months from the date of notice, his or her licence will be cancelled.
- (2) If the requirements under rule 15 have not been complied with within 20 days after the date of the notice under subclause (1), the Registrar must suspend the licensed building practitioner's licence and record the suspension in the register.
- (3) If the requirements under rule 15 have not been complied with within 12 months from the date of the notice under subclause (1), the Registrar must cancel the licence in accordance with rule 30 and remove the person's name from the register.
- (4) The Registrar must only cancel a licence in accordance with Part 4.

## **18 Revival of a licence suspended for failure to reply**

- (1) A person whose licence is suspended under rule 17(2) may have the licence that has been suspended revived within 12 months of the date of notice under rule 17(1) by—
  - (a) complying with the requirements under rule 15; and
  - (b) paying the late charge.
- (2) The Registrar must revive the person's licence upon the person complying with the requirements under subclause (1) and issue him or her with a new licence identification card.
- (3) A revival under this rule is effective from the date of issue of the new licence identification card from the Registrar.
- (4) A new licence identification card issued under this rule must have the expiry date that would have applied had the person complied with rule 15.

### **Part 3**

#### **Continued licensing**

*Minimum standard for continued licensing and frequency of assessment of current competence for continued licensing*

## **19 Minimum standard for continued licensing as a licensed building practitioner**

- (1) For continued licensing, a licensed building practitioner must continue to meet the minimum standard of competence, and may demonstrate his or her current competence by following the process in subclause (2).
- (2) The minimum standard for demonstrating current competence for each class of licence is:
  - (a) the licensed building practitioner has continued to practice in an area related to the building industry and relevant to the class of licence held by him or her; and
  - (b) the licensed building practitioner has taken such steps set by the Registrar from time to time to maintain the currency of his or her skills and knowledge since the last assessment.
- (3) The Registrar may, at his or her own discretion, or on written application from a licensed building practitioner, exempt any licensed building practitioner from any of the requirements set out in subclause (2) because of exceptional circumstances.

## **20 Registrar to set or recognise programme for skills maintenance**

- (1) For the purpose of rule 19(2)(b), the Registrar must from time to time set or recognise a programme or programmes for skills maintenance.
- (2) A programme for skills maintenance may be made to apply generally in respect of—
  - (a) all licensed building practitioners; or
  - (b) a specified class or classes of licence; or
  - (c) a specified licensed building practitioner.

- (3) A programme for skills maintenance may require a licensed building practitioner to engage in any 1 or more of the following:
  - (a) self-directed learning;
  - (b) reading materials provided by the Registrar;
  - (c) receiving formal instruction;
  - (d) attending an information session;
  - (e) any other activity considered by the Registrar to be relevant.
- (4) The Registrar may replace a programme for skills maintenance with another programme.

**21 Frequency at which assessment of current competence must be carried out**

- (1) The Registrar must assess a licensed building practitioner for current competence for each class of licence held by him or her at the frequency specified for that class of licence in Schedule 1.
- (2) The Registrar, where practical, may conduct concurrent assessments of current competence for all classes of licence held by a licensed building practitioner, even though—
  - (a) the last assessment dates for those licence classes may be different; or
  - (b) the last assessment for any of those licence classes took place at a time earlier than the period specified in subclause (1).
- (3) This rule does not limit the Registrar’s power under section 292 of the Act to carry out an assessment at any time.

*Assessment of current competence for continued licensing*

**22 Registrar must notify licensed building practitioner of assessment**

Before undertaking an assessment of a licensed building practitioner’s current competence, the Registrar must notify the licensed building practitioner in writing, at least 20 working days before the assessment date—

- (a) that his or her assessment date for current competence is upcoming and that the Registrar intends to carry out the assessment; and
- (b) that the licensed building practitioner must provide the information required under rule 23 by the date specified in the notice; and
- (c) that the licensed building practitioner will be considered not to have demonstrated current competence if the required information is not provided by the date specified in the notice, and his or her licence will be suspended.

**23 Information that must be provided to demonstrate current competence**

- (1) Each licensed building practitioner who receives a notice under rule 22 must provide to the Registrar by the date specified in the notice—
  - (a) evidence that he or she has continued to practice in an area related to the building industry and relevant to the class of licence held by him or her; and
  - (b) evidence that he or she has taken such steps set by the Registrar to maintain the currency of his or her skills and knowledge since his or her last assessment; and
  - (c) a statement signed by the licensed building practitioner to the effect that all the information and statements given are true and correct.
- (2) The Registrar may, from time to time, audit the information given by a licensed building practitioner under subclause (1) by requiring him or her to submit any supporting documents, evidence, and referee(s) the Registrar considers necessary.

*Way in which current competence for continued licensing must be evaluated and decisions made and implemented*

**24 Way in which current competence must be evaluated**

- (1) The Registrar must evaluate each licensed building practitioner for current competence by carrying out an evaluation of the information provided under rule 23 and considering whether the licensed building practitioner has met the requirements set out in rule 19(2).
- (2) The Registrar may require the licensed building practitioner to produce within a specified period any additional documents, evidence and information the Registrar considers necessary to complete an evaluation.
- (3) In evaluating the information provided under rule 23, the Registrar may have regard to any information held by the Registrar in relation to the licensed building practitioner's completion of a programme or programmes for skills maintenance.

**25 Registrar must make decision on continued licensing and notify and implement decision**

- (1) The Registrar must decide whether a licensed building practitioner has met the requirements set out in rule 19(2) and is entitled to the continuation of his or her licence and notify the licensed building practitioner of the decision.
- (2) If the licensed building practitioner has met the requirements set out in rule 19(2), the Registrar must—
  - (a) continue to license the licensed building practitioner; and
  - (b) without limiting section 292 of the Act, inform the licensed building practitioner when his or her next assessment date for current competence falls due.
- (3) If the licensed building practitioner has not met the requirements set out in rule 19(2), the Registrar must—

- (a) suspend the licensed building practitioner's licence in accordance with rule 30 and record that suspension in the register; and
- (b) advise the licensed building practitioner—
  - (i) of the suspension and the reasons for that decision; and
  - (ii) that his or her licence may be revived should he or she, within 12 months of the date on which his or her licence was suspended, or any further period that the Registrar may determine, apply under rule 26 to revive the licence by demonstrating to the Registrar that he or she meets the minimum standard for demonstrating current competence; and
  - (iii) that unless he or she can satisfy the Registrar that he or she meets the minimum standard for demonstrating current competence within 12 months of the date on which his or her licence was suspended (or such further period that the Registrar may determine), his or her licence will be cancelled.
- (4) If the requirements set out in rule 19(2) have not been met within 12 months of the suspension (or such further period that the Registrar may determine), the Registrar must cancel the licence in accordance with rule 30 and remove the person's name from the register.
- (5) The Registrar must only suspend or cancel a licence in accordance with Part 4.

*Application to revive suspended licence*

**26 Revival of a licence suspended for failure to meet minimum standard**

- (1) A person whose licence is suspended may apply to the Registrar to have a licence that has been suspended under rule 25 revived within 12 months of the suspension of the licence, or any further period that the Registrar may determine.
- (2) The application must—
  - (a) be made in a form approved by the Registrar from time to time; and
  - (b) contain and be accompanied by the information set out in rule 23.
- (3) The application for revival must be assessed by the Registrar in accordance with rules 24 to 25 as if it were an assessment for current competence.
- (4) The Registrar must revive the licence if the Registrar determines that the person applying for revival has met the requirements under rule 19(2).
- (5) A revival under this rule is effective from the date of issue of a notice of revival from the Registrar.
- (6) Upon revival of the licence, the person's next assessment date for current competence will be the same as the date that would have applied had the person's licence been continued under rule 25(2) in the first instance.

*Application for extension of assessment date for current competence*

**27 Extension of assessment date for current competence**

- (1) A licensed building practitioner may apply to the Registrar for an extension of the assessment date for current competence that would otherwise apply to him or her on the grounds that there are exceptional reasons why he or she cannot demonstrate current competence by that date.
- (2) The application for extension must be filed with the Registrar no later than 5 working days before the assessment date for current competence.

**28 Application for extension of assessment date for current competence**

An application under rule 27 must state—

- (a) the exceptional reasons why the licensed building practitioner cannot demonstrate current competence by the assessment date; and
- (b) the requested period of extension and the steps the licensed building practitioner will take to demonstrate current competence within that period.

**29 Registrar must make decision on application for extension of assessment date for current competence**

- (1) The Registrar must assess each application for extension and decide whether an extension should be granted; and if an extension is granted—
  - (a) the period of the extension (such period not being more than 6 months after the assessment date for current competence); and
  - (b) the requirements that have to be met by the licensed building practitioner within the period of extension (if any).
- (2) The decision of the Registrar to extend the assessment date for current competence under this rule does not change the date of the licensed building practitioner's next assessment for current competence.

**Part 4**

**Suspension and cancellation of licence for other non-disciplinary reasons, including voluntary suspension and cancellation**

*Way in which suspension or cancellation of licence for other non-disciplinary reasons must be decided on and implemented*

**30 Registrar must give person opportunity to respond**

- (1) If the Registrar proposes to suspend or cancel a licensed building practitioner's class or classes of licence under rules 17(3), 25(3) and 25(4), the Registrar must give at least 20 working days notice of his or her intention to do so before suspending or cancelling the licence.
- (2) The notice must—
  - (a) contain the reasons on which the decision to suspend or cancel is based; and
  - (b) give the licensed building practitioner a reasonable opportunity to make written submissions on the matter.



### **31 Registrar to notify suspension or cancellation decision**

- (1) Where the Registrar suspends a licence, he or she must—
  - (a) notify the licensed building practitioner of the suspension and the reasons for it; and
  - (b) notify the licensed building practitioner of his or her right of appeal to the Board against the suspension; and
  - (c) inform the licensed building practitioner that he or she may apply to the Registrar for a revival of his or her licence when the necessary requirements are met; and
- (2) Where the Registrar cancels a licence, he or she must—
  - (a) notify the licensed building practitioner of the cancellation and the reasons for it; and
  - (b) notify the licensed building practitioner of his or her right of appeal to the Board against the cancellation.

#### *Voluntary suspension of licence*

### **32 How to voluntarily suspend licence**

A licensed building practitioner may request that the licence held by him or her be suspended by completing a form approved by the Registrar that—

- (a) states the requested period of suspension; and
- (b) is given to the Registrar no less than 10 working days before the commencement of that period; and
- (c) is accompanied by the prescribed fee for voluntary suspension.

### **33 Period of voluntary suspension**

- (1) A licensed building practitioner may request that his or her licence be suspended for a period of up to 2 years, or any further period that the Registrar may allow.
- (2) A person whose licence is suspended under this rule may, by written notice to the Registrar, request the Registrar to revive the licence at any time before the end of the voluntary suspension period.
- (3) If, as a result of the voluntary suspension, the licensed building practitioner has missed his or her assessment date for current competence, the Registrar may assess the licensed building practitioner for current competence in accordance with section 292 of the Act after revival of the licence.

#### *Voluntary cancellation of licence*

### **34 How to voluntarily cancel licence**

A licensed building practitioner may request that a class or classes of licence held by him or her be cancelled at any time by written notice to the Registrar.

**Part 5**  
**Licence identification card**

**35 Form of licence identification card**

A licence identification card must display the following:

- (a) the words “Licensed Building Practitioner”;
- (b) a photographic image of the licensed building practitioner;
- (c) the licensed building practitioner’s name;
- (d) the class or classes of licence that the licensed building practitioner is entitled to;
- (e) the unique identifier issued by the Registrar to the licensed building practitioner;
- (f) the expiry date of the identification card.

**36 Issue of licence identification card**

- (1) The Registrar must issue a licence identification card to every person who is entitled to be licensed under the Act.
- (2) Every licensed building practitioner will be issued with only one licence identification card at any time, irrespective of the number of classes of licence the licensed building practitioner holds.

**37 Period for initial licence identification card**

- (1) A licence identification card issued under rule 13(2) is valid for a period of 1 year from the date the licence was granted.
- (2) However, if a person already holds a licence identification card but has been granted an additional class or classes of licence, a new licence identification card must be issued that:
  - (a) lists all the classes of licence the licensed building practitioner now holds; and
  - (b) has the same expiry date as the card it is replacing.

**38 Replacement of licence identification card if lost, stolen, etc—**

- (1) A licensed building practitioner must apply for a replacement licence identification card, if—
  - (a) the card is lost, stolen, destroyed, defaced, mutilated, or becomes illegible; or
  - (b) the licensed building practitioner’s name is changed from that recorded on the licence identification card and the register; or
  - (c) the licensed building practitioner’s appearance has changed significantly from the photo displayed on the licence identification card.
- (2) The licensed building practitioner must provide the following with his or her application for a replacement card:
  - (a) full name and address;
  - (b) licence number;
  - (c) the reason for the application for replacement;
  - (d) the current licence identification card (unless it is lost or stolen);

- (e) payment of the prescribed fee;
  - (f) a statement signed by the licensed building practitioner that, to the best of his or her knowledge, all the information provided with the application is true and correct and that he or she is not disqualified from obtaining or holding a licence.
- (3) A replacement licence identification card must have the same expiry date as the expiry date of the card it replaces.

**39 Registrar may require licence identification cards to be returned or destroyed when licence is suspended or cancelled**

- (1) A licence identification card issued to a licensed building practitioner is the property of the Registrar.
- (2) A licensed building practitioner must, if required by the Registrar, return a licence identification card for the period of any suspension of his or her licence.
- (3) A licensed building practitioner whose licence is cancelled must return his or her licence identification card to the Registrar, or destroy the card and notify the Registrar that the card has been destroyed.
- (4) If the licensed building practitioner has more than 1 class of licence, the Registrar must reissue a licence identification card to the licensed practitioner for any class or classes of licence not suspended or cancelled.

**Part 6**

**Miscellaneous provisions**

**40 Licensed building practitioner must inform Registrar of any changes to information in register**

A licensed building practitioner must notify the Registrar within 10 working days of any change to any of the information he or she has provided to the Registrar that is contained in the register.

**41 Service of notices**

- (1) Any correspondence, notice or other document required to be notified or given to any person under these rules is sufficiently notified or given if it is—
  - (a) delivered personally to the person; or
  - (b) delivered to the person at the person's usual or last known place of residence or business; or
  - (c) sent by fax or email to the person's fax number or email address; or
  - (d) posted in a letter addressed to the person at the person's usual or last known place of residence or business.
- (2) Any correspondence, notice or other document sent by post to a person in accordance with subclause (1) must be treated as having been received by that person at the time at which the letter would have been delivered in the ordinary course of post.
- (3) Where notification occurs by email or fax, notification is to be treated as having been made at the time at which notification was recorded as being sent.

**Schedule 1**  
**Licence Class Competencies**

**LICENCE CLASS:** Design 1

**DESCRIPTOR:** This licence class covers practitioners designing Category 1 buildings.

**EXPLANATORY NOTE:** Category 1 buildings are detached or semi-detached residential dwellings of limited complexity, of conventional timber-frame or masonry construction, with low or medium risk envelope design.

**COMPETENCIES:**

**Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.**

**Competency 2: Manage the building design process.**

**Competency 3: Establish design briefs and scope of work and prepare preliminary design.**

**Competency 4: Develop design and produce construction drawings and documentation.**

*These competencies may be demonstrated by meeting some or all of the following performance indicators.*

**PERFORMANCE INDICATORS:**

**Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.**

- 1.1** Explain the purpose of the Building Act and Building Code and their relationship to the design process.
- 1.2** Comprehend and apply knowledge of the Building Act and Regulations, the Building Code and Building Code compliance documents relevant to Category 1 buildings.  
*Includes but not limited to – NZS3604, E2/AS1, NZS4229.*
- 1.3** Explain the relevance of building-related legislation to the design of Category 1 buildings.  
*Includes but not limited to – Health and Safety in Employment Act, Resource Management Act.*
- 1.4** Demonstrate knowledge of contracts for engagement between the designer and the client, and construction contracts.
- 1.5** Describe the key features of the Licensed Building Practitioners Scheme.  
*Includes but not limited to – the licence classes, restricted building work, accountability to the Building Practitioners Board.*

- 1.6** Explain the roles and responsibilities of key parties involved in the design and building process.  
*Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), consulting engineers, trades (e.g. electrical, plumbing, tiling), manufacturers, Department of Building and Housing, building consent authorities (BCAs) and clients.*
- 1.7** Demonstrate knowledge of the consent processes, including planning requirements under the Resource Management Act and the Building Act.  
*Includes but not limited to – when a consent is required, application, inspection, code compliance certificates.*
- 1.8** Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

**Competency 2: Manage the building design process.**

- 2.1** Plan, schedule and organise design projects to deliver specified outcomes.
- 2.2** Use quality assurance techniques in performing design activities.  
*Example of techniques: checklists, design review.*

**Competency 3: Establish design briefs and scope of work and prepare the preliminary design.**

- 3.1** Work with client to establish an agreed brief and scope.
- 3.2** Carry out or acquire site investigations and accurately document existing conditions.  
*May include but not limited to – existing building conditions and compliance, topography, immediate neighbourhood, services, streets, elements of the landscape.*
- 3.3** Demonstrate knowledge of design practice and methods, building elements and construction processes.
- 3.4** Consider environmental and social impacts when developing design solutions.  
*May include but not limited to – understanding of environmental and social impacts, context, and use of resources.*
- 3.5** Prepare and present preliminary design drawings and outline specification.
- 3.6** Present information to client on timelines and costs.

**Competency 4: Develop design and produce construction drawings and documentation.**

- 4.1** Apply design standards and identify and produce specific design solutions.
- 4.2** Apply basic knowledge of the principles of building technology and performance.
- 4.3** Coordinate and integrate specialist design inputs as required.
- 4.4** Prepare developed design drawings and specifications.
- 4.5** Update clients on timelines and costs.
- 4.6** Demonstrate knowledge of conditions of contract.
- 4.7** Produce detailed drawings, specifications and documentation suitable for building consent and construction.

**FREQUENCY OF ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

**Schedule 1**  
**Licence Class Competencies**

<b>LICENCE CLASS:</b>	<b>Design 2</b>
<b>DESCRIPTOR:</b>	This licence class covers practitioners designing Category 1 and 2 buildings.
<b>EXPLANATORY NOTE:</b>	Category 2 buildings are buildings of moderate complexity for commercial or residential use.
<b>COMPETENCIES:</b>	<p><b>Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.</b></p> <p><b>Competency 2: Manage the building design process.</b></p> <p><b>Competency 3: Establish design briefs and scope of work and prepare the preliminary design.</b></p> <p><b>Competency 4: Develop design and produce construction drawings and documentation.</b></p> <p><b>Competency 5: Explain the processes of construction observation and contract administration.</b></p> <p><i>These competencies may be demonstrated by meeting some or all of the following performance indicators.</i></p>
<b>PERFORMANCE INDICATORS:</b>	<p><b>Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.</b></p> <p><b>1.1</b> Explain the purpose of the Building Act and Building Code and their relationship to the design process.</p> <p><b>1.2</b> Comprehend and apply knowledge of the Building Act and Regulations, the Building Code and Building Code compliance documents and New Zealand Standards relevant to Category 1 and 2 buildings.</p> <p><b>1.3</b> Explain the relevance of building-related legislation to the design of Category 1 and 2 buildings. <i>Includes but not limited to – Health and Safety in Employment Act, Resource Management Act, Construction Contracts Act.</i></p> <p><b>1.4</b> Comprehend and apply knowledge of contracts for engagement between the designer and the client, and construction contracts.</p> <p><b>1.5</b> Describe the key features of the Licensed Building Practitioners Scheme. <i>Includes but not limited to – the licence classes, restricted building work, accountability to the Building Practitioners Board.</i></p>

**1.6** Explain the roles and responsibilities of key parties involved in the design and building process.

*Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), consulting engineers and other specialist consultants, trades (e.g. electrical, plumbing, tiling), manufacturers, Department of Building and Housing, building consent authorities (BCAs) and clients.*

**1.7** Demonstrate knowledge of the consent processes, including planning requirements under the Resource Management Act and the Building Act.

*Includes but not limited to – when a consent is required, application, inspection, code compliance certificates.*

**1.8** Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

**Competency 2: Manage the building design process.**

**2.1** Plan, schedule and organise design projects to deliver specified outcomes.

**2.2** Use quality assurance techniques in performing design activities.

*Examples of techniques: checklists, design review and peer review.*

**Competency 3: Establish design briefs and scope of work and prepare the preliminary design.**

**3.1** Work with client to establish an agreed brief and scope.

**3.2** Carry out or acquire site investigations and accurately document existing conditions.

*May include but not limited to – existing building conditions and compliance, topography, immediate neighbourhood, services, streets, elements of the landscape.*

**3.3** Demonstrate knowledge of design practice and methods, building elements and construction processes.

**3.4** Document environment and social impacts when developing design solutions.

*May include but not limited to – understanding of environmental and social impacts, context, and use of resources.*

**3.5** Prepare and present preliminary design drawings and outline specifications.

**3.6** Present information to client on timelines and costs.



**Competency 4: Develop design and produce construction drawings and documentation.**

- 4.1 Apply design standards and identify and produce specific design solutions.
- 4.2 Apply knowledge of building technology and performance.
- 4.3 Coordinate and integrate specialist design inputs as required.
- 4.4 Prepare developed design drawings and specification.
- 4.5 Update clients on timelines and costs.
- 4.6 Demonstrate knowledge of conditions of contract and methods of procurement.
- 4.7 Produce detailed drawings, specifications and documentation suitable for building consent and construction.

**Competency 5: Explain the processes of construction observation and contract administration.**

- 5.1 Explain the processes of construction observation.  
*May include but not limited to – site meetings and inspections, reporting on compliance with construction documentation, conditions of contract, building consents and any changes required.*
- 5.2 Explain the processes of contract administration.  
*May include but not limited to – monitoring compliance with contract requirements, providing supplementary contract documentation, planning and control of documents and records, managing variations to contract and progress claims, monitoring construction programme and costs, monitoring health and safety, record archiving, collation of as-built and compliance documentation, report and determine finalisation of contract.*
- 5.3 Advise building owner on occupation requirements.  
*May include but not limited to – applications for certificate for public use, code compliance certificate, food hygiene/ preparation certificate.*

**FREQUENCY OF ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

**Schedule 1**  
**Licence Class Competencies**

**LICENCE CLASS:** Design 3

**DESCRIPTOR:** This licence class covers practitioners designing Category 1, 2 and 3 buildings.

**EXPLANATORY NOTE:** Category 3 buildings are buildings that present a high risk to occupants, or are of high community importance, or have been assigned Category 1 status under the Historic Places Act 1993.

**COMPETENCIES :**

- Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.**
- Competency 2: Manage the building design process.**
- Competency 3: Establish design briefs and scope of work and prepare the preliminary design.**
- Competency 4: Develop design and produce construction drawings and documentation.**
- Competency 5: Provide contract observation and contract administration.**

*These competencies may be demonstrated by meeting some or all of the following performance indicators.*

**PERFORMANCE INDICATORS:**

- Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.**

- 1.1** Explain the purpose of the Building Act and Building Code and their relationship to the design process.
- 1.2** Comprehend and apply knowledge of the Building Act and Regulations, the Building Code and Building Code compliance documents and New Zealand Standards relevant to Category 1, 2 and 3 buildings.
- 1.3** Explain the relevance of building-related legislation to the design of Category 1, 2 and 3 buildings  
*Includes but not limited to – Health and Safety in Employment Act, Resource Management Act, Construction Contracts Act, Historic Places Act.*
- 1.4** Comprehend and apply knowledge of contracts for engagement, and construction contracts.
- 1.5** Describe the key features of the Licensed Building Practitioners Scheme.  
*Includes but not limited to – the licence classes, restricted building work, accountability to the Building Practitioners Board.*

- 1.6** Explain the roles and responsibilities of key parties involved in the design and building process.  
*Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), consulting engineers and other specialist consultants, trades (e.g. electrical, plumbing, tiling), manufacturers, Department of Building and Housing, building consent authorities (BCAs) and clients.*
- 1.7** Demonstrate knowledge of the consent processes, including planning requirements under the Resource Management Act and the Building Act.  
*Includes but not limited to – application, inspection, code compliance certificates.*
- 1.8** Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

**Competency 2: Manage the building design process.**

- 2.1** Plan, schedule and organise design projects to deliver specified outcomes.
- 2.2** Use quality assurance techniques in performing design activities.  
*Examples of techniques: checklists, design review and peer review.*

**Competency 3: Establish design briefs and scope of work and prepare the preliminary design.**

- 3.1** Work with client to establish an agreed brief and scope.
- 3.2** Carry out or acquire site investigations and accurately document existing conditions.  
*May include but not limited to – existing building conditions and compliance, topography, immediate neighbourhood, services, streets, elements of the landscape.*
- 3.3** Demonstrate knowledge of design practice and methods, building elements and construction processes.
- 3.4** Document environmental and social impacts when developing design solutions.  
*May include but not limited to – understanding of environmental and social impacts, context, and use of resources.*
- 3.5** Prepare and present preliminary design drawings and outline specification.
- 3.6** Present information to client on timelines and costs.

**Competency 4: Develop design and produce construction drawings and documentation.**

- 4.1 Apply design standards and identify and produce specific design solutions.
- 4.2 Apply comprehensive knowledge of building science, technology and building performance.
- 4.3 Coordinate and integrate specialist design inputs as required.
- 4.4 Prepare developed design drawings and specifications.
- 4.5 Update clients on timelines and costs.
- 4.6 Demonstrate knowledge of conditions of contract and alternative methods of procurement.  
*Examples of procurement may include but not limited to – collaborative and complex contract structures.*
- 4.7 Manage and produce detailed drawings, specifications and documentation suitable for building consent and construction.

**Competency 5: Provide construction observation and contract administration.**

- 5.1 Provide construction observation.  
*May include but not limited to – site meetings and inspections, coordinating specialist consultants, reporting on compliance with construction documentation, conditions of contract, building consents and any changes required.*
- 5.2 Provide contract administration.  
*May include but not limited to – monitoring compliance with contract requirements, providing supplementary contract documentation, planning and control of documents and records, managing variations to contract and progress claims, monitoring construction programme and costs, monitoring health and safety, record archiving, collation of as-built and compliance documentation, report and determine finalisation of contract.*
- 5.3 Advise building owner on occupational requirements.  
*May include but not limited to – applications for certificate for public use, code compliance certificate, food hygiene/ preparation certificate.*

**FREQUENCY OF ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

**Schedule 1**  
**Licence Class Competencies**

**LICENCE CLASS:** Site 1

**DESCRIPTOR:** This licence class covers practitioners responsible for coordinating and overseeing the construction or alteration of Category 1 buildings.

**EXPLANATORY NOTE:** The focus of this licence class is on the technical coordination and oversight of the construction or alteration of Category 1 buildings.

Category 1 buildings are detached or semi-detached residential dwellings of limited complexity, of conventional timber-frame or masonry construction, with low or medium risk envelope design.

**COMPETENCIES:**

- Competency 1: Understand the regulatory environment of the building construction industry.**
- Competency 2: Demonstrate technical knowledge of construction methods and practice.**
- Competency 3: Organise and manage building projects.**
- Competency 4: Supervise personnel.**
- Competency 5: Provide technical supervision.**

*These competencies may be demonstrated by meeting some or all of the following performance indicators.*

**PERFORMANCE INDICATORS:** **Competency 1: Understand the regulatory environment of the building construction industry.**

- 1.1** Explain the purpose of the Building Act and Building Code and their relationship to the construction process.
- 1.2** Access and interpret information from Building Code compliance documents relevant to Category 1 buildings.  
*Includes but not limited to – NZS3604, E2/AS1.*
- 1.3** Describe the relevance of building-related legislation to the construction of Category 1 buildings.  
*Includes but not limited to – Health and Safety in Employment Act, Construction Contracts Act, Resource Management Act.*
- 1.4** Demonstrate knowledge of the key features of the Licensed Building Practitioners Scheme.  
*Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.*
- 1.5** Describe the roles and responsibilities of, and work with key parties involved in the design and building process.  
*Roles may include but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.*

- 1.6** Explain the key aspects of the consent process for Category 1 buildings.  
*Includes but not limited to – trigger point for consent, application, inspection, code compliance certificates, consequences of non-compliance.*
- 1.7** Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

**Competency 2: Demonstrate technical knowledge of construction methods and practice**

- 2.1** Apply technical knowledge of construction methods and practice.  
*May include but not limited to – construction terminology, elements, methods and practice.*

**Competency 3: Organise and manage building projects**

- 3.1** Read and interpret working drawings, specifications, schedules and quantity lists.
- 3.2** Identify need for, and seek clarification and/or additional design documentation from the Design Lead, as required.
- 3.3** Establish a building site and manage ongoing operations.  
*May include but not limited to – access, site signage, temporary water, electricity, other facilities, temporary work, compliance with building consent conditions and the Building Code.*
- 3.4** Monitor construction site performance.  
*May include but not limited to – monitoring performance, application of time management and quality assurance, ordering, scheduling materials and efficient use of materials.*

**Competency 4: Supervise personnel**

- 4.1** Supervise personnel at the worksite.  
*May include but not limited to – basic knowledge of supervision responsibilities, managing conflict, giving building site related oral/written instructions.*

**Competency 5: Provide technical supervision**

- 5.1** Obtain site plans, design details and working drawings for building work under the practitioner's supervision as required.
- 5.2** Recognise non standard building sites where site excavation and other relevant construction methods may be required.

- 5.3** Supervise the installation of all structural elements of a building.  
*May include but not limited to – foundations, floors, walls, beams and lintels, bracing, ceiling, roof framing.*
- 5.4** Supervise the installation of the external envelope, including roofing, windows, cladding systems and sub-floors.  
*Includes but not limited to – waterproof and water resistant membrane systems, flashings, building wrap, typically used wall cladding systems (including cavity systems), and the durability of componentry.*
- 5.5** Coordinate junctions, interfaces and penetrations in building work.
- 5.6** Apply knowledge of the work of all trades to monitor the process of integration of building components by tradespeople.
- 5.7** Identify and obtain appropriate documentation required by the owner/owner’s agent to confirm compliance with the building consent.  
*Examples of documentation may include – licensed building practitioner memoranda, specialist trade certificates, product guarantees/warranties, installation/producer statements, records of design amendments, as-built drainage.*

**FREQUENCY OF ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

**Schedule 1**  
**Licence Class Competencies**

<b>LICENCE CLASS:</b>	<b>Site 2</b>
<b>DESCRIPTOR:</b>	This licence class covers practitioners responsible for coordinating and overseeing the construction or alteration of any category of building.
<b>EXPLANATORY NOTE:</b>	The focus of this licence class is on the technical coordination and oversight of the construction or alteration of moderately complex building projects, or supporting a Site 3 Licensed Building Practitioner on the construction of large and/or highly complex building projects.
<b>COMPETENCIES:</b>	<p><b>Competency 1: Understand the regulatory environment of the building construction industry.</b></p> <p><b>Competency 2: Demonstrate technical knowledge of construction methods and practice.</b></p> <p><b>Competency 3: Organise and manage building projects.</b></p> <p><b>Competency 4: Supervise personnel.</b></p> <p><b>Competency 5: Provide technical supervision.</b></p> <p><i>These competencies may be demonstrated by meeting some or all of the following performance indicators.</i></p>
<b>PERFORMANCE INDICATORS:</b>	<p><b>Competency 1: Understand the regulatory environment of the building construction industry.</b></p> <p><b>1.1</b> Explain the purpose of the Building Act and Building Code and their relationship to the construction process.</p> <p><b>1.2</b> Access and interpret information from Building Code compliance documents relevant to all buildings (Category 1, 2 or 3). <i>Includes but not limited to – NZS3604, E2/AS1, relevant compliance documents, applicable New Zealand Standards, the Building Code.</i></p> <p><b>1.3</b> Describe the relevance of building-related legislation to the construction of buildings. <i>Includes but not limited to – Health and Safety in Employment Act, Construction Contracts Act, Resource Management Act.</i></p> <p><b>1.4</b> Demonstrate knowledge of the key features of the Licensed Building Practitioners Scheme. <i>Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.</i></p> <p><b>1.5</b> Describe the roles and responsibilities of, and work with, key parties involved in the design and building process.</p>



*Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, specialist consultants, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.*

- 1.6** Apply knowledge of the key aspects of consent processes for buildings.

*Consents may include but not limited to – building consent, amendment to building consent, resource consent.*

*Processes include but are not limited to – trigger point for consent, application, inspection, code compliance certificates, consequences of non-compliance.*

- 1.7** Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

**Competency 2: Demonstrate technical knowledge of construction methods and practice.**

- 2.1** Apply technical knowledge of construction methods and practice.

*May include but not limited to – construction terminology, elements, methods and practice.*

**Competency 3: Organise and manage building projects.**

- 3.1** Read and interpret working drawings, specifications, schedules and quantity lists.

- 3.2** Identify need for, and seek clarification and/or additional design documentation or specialist information from the Design Lead, as required.

- 3.3** Implement site specific safety plans.

- 3.4** Establish a building site and manage ongoing operations.  
*May include but not limited to – access, site signage, temporary water, electricity, security fencing, temporary works and roading, other facilities, and compliance with resource consent conditions, building consent conditions and the Building Code.*

- 3.5** Monitor construction site performance.

*May include but not limited to – monitoring performance, monitoring construction programme, application of time management and quality assurance, ordering, scheduling materials and efficient use of materials.*

**Competency 4: Supervise personnel.**

- 4.1** Supervise personnel at the worksite.

*May include but not limited to – knowledge of supervision responsibilities, monitoring performance, application*

*of time management and quality assurance, managing conflict, giving building site-related oral/written instructions.*

**Competency 5: Provide technical supervision.**

- 5.1** Obtain site plans, design details and working drawings for building work under the practitioner’s supervision as required.
- 5.2** Demonstrate knowledge of site survey requirements and topography for the project.
- 5.3** Demonstrate knowledge of and monitor building site excavation and installation of relevant support systems.
- 5.4** Supervise the installation of all structural elements of a building.  
*Structural elements include but not limited to – foundations, floors, walls, beams and lintels, bracing, ceiling, roof framing, structural steel, pre-cast concrete, engineered wood systems, work carried out by other trade and specialist licence holders.*
- 5.5** Supervise the installation of the external envelope, including roofing, windows, cladding systems and sub-floors.  
*Includes but not limited to – waterproof and water resistant membrane systems, flashings, building wrap, typically used wall cladding systems (including cavity systems), drain vented cavities, air seals, durability of componentry, balconies, parapets.*
- 5.6** Coordinate junctions, interfaces and penetrations in building work.
- 5.7** Apply knowledge of the work of all trades to monitor the process of integration of building components by tradespeople.
- 5.8** Identify and obtain appropriate documentation required by the owner/owner’s agent to confirm compliance with the building consent.  
*Examples of documentation may include – licensed building practitioner memoranda, specialist trade certificates, product guarantees/ warranties, installation/producer statements, records of design amendments, as-builts.*

**FREQUENCY OF ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

**Schedule 1**  
**Licence Class Competencies**

**LICENCE CLASS:** Site 3

**DESCRIPTOR:** This licence class covers practitioners managing some or all of the construction or alteration of any category of building.

**EXPLANATORY NOTE:** The focus of this licence class is on the management of construction or alteration of large and/or highly complex building projects.

It is intended that Site 3 licensed building practitioners will require appropriate support from other licensed building practitioners.

**COMPETENCIES :** **Competency 1: Understand the regulatory environment of the building construction industry.**

**Competency 2: Access and interpret technical knowledge of construction methods and practice.**

**Competency 3: Control and direct the building process, including site risk management.**

**Competency 4: Manage project team and personnel.**

**Competency 5: Manage and direct technical supervision personnel.**

*These competencies may be demonstrated by meeting some or all of the following performance indicators.*

**PERFORMANCE INDICATORS:** **Competency 1: Understand the regulatory environment of the building construction industry.**

- 1.1** Explain the purpose of the Building Act and Building Code and their relationship to the construction process.
- 1.2** Access and interpret information from the Building Code and Building Code compliance documents relevant to all buildings (Category 1, 2 or 3).  
*Includes but not limited to – Building Code, relevant compliance documents, New Zealand and international Standards, relevant trade and technical literature.*
- 1.3** Describe the relevance of building-related legislation to the construction of buildings.  
*Includes but not limited to – Health and Safety in Employment Act, Construction Contracts Act, Resource Management Act, statutory local and mandatory requirements.*
- 1.4** Demonstrate knowledge of the key features of the Licensed Building Practitioners Scheme.  
*Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.*

- 1.5** Describe the roles and responsibilities of, and work with key parties involved in the design and building process.  
*Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, specialist consultants, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.*
- 1.6** Apply knowledge of the key aspects of consent processes for buildings.  
*Consents may include but not limited to – building consent, amendment to building consent, resource consent, certificate for public use.*  
*Processes may include but not limited to – trigger point for consent, application, inspection, code compliance certificate, consequences of non-compliance.*
- 1.7** Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

**Competency 2: Access and interpret technical knowledge of construction methods and practice.**

- 2.1** Access and interpret technical knowledge of construction methods and practice.

**Competency 3: Control and direct the building process, including site risk management.**

- 3.1** Read and interpret contract documents.  
*May include but not limited to – contract documentation, form of contract, schedule of quantities, plans and schedules.*
- 3.2** Describe the application of current procurement models.  
*May include but not limited to – collaborative working environments, partnering, alliances.*
- 3.3** Identify need for, and seek clarification and/or additional design documentation or specialist information from the Design Lead, as required.
- 3.4** Manage administration processes and procedures.  
*May include but not limited to – construction programmes, site specific safety plans, environmental management plans, project quality plans, procurement.*

- 3.5** Manage the establishment of a building site and ongoing operations.  
*May include but not limited to – access, site signage, temporary water, electricity, security fencing, temporary works and roading, traffic management plans, other facilities, and compliance with resource consent conditions, building consent conditions and the Building Code.*
- 3.6** Manage development of and implement construction site procedures and control and direct construction site performance.  
*May include but not limited to – monitoring performance, monitoring construction programme, application of time management and quality assurance, ordering, scheduling materials and efficient use of materials.*

**Competency 4: Manage project team and personnel.**

- 4.1** Manage project team and personnel.  
*May include but not limited to – application of management principles for construction site operation, monitoring performance, application of time management and quality assurance, managing conflict, giving oral/written instructions.*

**Competency 5: Manage and direct technical supervision personnel.**

- 5.1** Manage and direct technical supervision personnel  
*Includes but not limited to personnel who:*
- *obtain site plans, design details and working drawings*
  - *supervise building site excavation and installation of relevant support systems*
  - *supervise the installation of all structural elements of a building*
  - *supervise the installation of the external envelope*
  - *coordinate junctions, interfaces and penetrations in building work*
  - *monitor the process of integration of building components by tradespeople.*
- 5.2** Identify and obtain appropriate documentation required by the owner/owner’s agent to confirm compliance with the building consent.  
*Examples of documentation may include – licensed building practitioner memoranda, specialist trade certificates, product guarantees/warranties, installation/producer statements, records of design amendments, as-builts.*

**FREQUENCY OF ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.



**Schedule 1**  
**Licence Class Competencies**

<b>LICENCE CLASS:</b>	<b>Carpentry</b>
<b>DESCRIPTOR:</b>	This licence class covers practitioners working as carpenters on any category of building.
<b>COMPETENCIES</b>	<p><b>Competency 1: Understand the regulatory environment of the building construction industry.</b></p> <p><b>Competency 2: Have knowledge of current building and trade practice.</b></p> <p><b>Competency 3: Carry out planning and scheduling for carpentry work.</b></p> <p><b>Competency 4: Carry out carpentry work.</b></p> <p><i>These competencies may be demonstrated by meeting some or all of the following performance indicators.</i></p>
<b>PERFORMANCE INDICATORS:</b>	<p><b>Competency 1: Understand the regulatory environment of the building construction industry.</b></p> <p><b>1.1</b> Explain the purpose of the Building Act and Building Code and their relationship with the construction process.</p> <p><b>1.2</b> Describe the key features of the Licensed Building Practitioners Scheme. <i>Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.</i></p> <p><b>1.3</b> Describe the roles and responsibilities of key parties involved in the design and building process. <i>Roles may include but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.</i></p> <p><b>1.4</b> Describe the process for work requiring a building consent. <i>Includes but not limited to – trigger points for consent, application, inspection, code compliance certificates, and consequences of non-compliance.</i></p> <p><b>1.5</b> Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.</p> <p><b>Competency 2: Have knowledge of current building and trade practice.</b></p> <p><b>2.1</b> Demonstrate a general knowledge of relevant construction terms and current building construction methods.</p>

**2.2** Demonstrate knowledge of carpentry construction methods and trade practice.

*Examples of construction methods may include but are not limited to – site preparation, foundation construction, concrete structure construction, floor, wall and roof frame and truss construction and erection, precast/prefabricated element installation, lightweight metal roofing installation, exterior cladding fixing, exterior joinery installation, timber stair construction, ramp and barrier construction, internal linings and fittings installation, deck, balcony and verandah construction, insulation system installation.*

*Examples of trade practice may include but not limited to – plumbing a wall, bracing a wall, laying out a floor joist.*

**2.3** Access and interpret technical information.

*May include but not limited to – compliance documents including NZS3604 and E2/AS1, manufacturers' technical information and relevant material standards.*

**2.4** Describe the process of integration with other trades.

*Other trades may include but not limited to – electrical, plumbing, roofing, tiling, drainlaying, gasfitting, excavating, brick and blocklaying, plastering.*

**2.5** Describe safe working practices on site and the management of environmental issues.

*May include but not limited to – site runoff, building waste and hazardous materials disposal, storage of materials, temporary safety barriers.*

**2.6** Explain preliminary site set-up requirements.

*May include but not limited to – site establishment, access, site signage, temporary services.*

**Competency 3: Carry out planning and scheduling for carpentry work.**

**3.1** Read and interpret working drawings, specifications, programme schedules and quantity lists.

**3.2** Order and coordinate material supply.

*May include but not limited to – ability to measure, calculate and estimate quantities, order and coordinate material supply.*

**Competency 4: Carry out carpentry work.**

**4.1** Prepare site for construction.

*May include but not limited to – take levels on site, set building out on site, excavate and prepare for footings and slab on ground, construct retaining walls.*



- 4.2** Construct concrete foundations and/or pile foundations.  
*May include but not limited to – pouring and finishing concrete, erecting and dismantling formwork and temporary formwork support systems, fabricating and placing reinforcement, attending to and checking concrete masonry structures.*
- 4.3** Construct concrete structures.  
*May include but not limited to – erecting and dismantling formwork for walls, columns, suspended beams, slabs, stairs, upstands, plinths and temporary formwork support systems.*
- 4.4** Construct, set out and erect floor, wall and roof frames and trusses and/or install prefabricated elements.  
*May include but not limited to – sub-floor framing, strip flooring, sheet flooring, wall framing, equal pitch gable and hip roof framing and timber-framed roofs of alternative design (e.g. barrel-vault roof).*
- 4.5** Prepare works to receive pre-cast/pre-fabricated and in-situ elements and install.  
*May include but not limited to – proprietary suspended floor systems, steel beams and proprietary beams, pre-cast structural elements, architectural pre-cast concrete units and any temporary propping systems.*
- 4.6** Install lightweight profiled metal roofing.
- 4.7** Fix exterior claddings.  
*May include but not limited to – weatherboards, manufactured boards, sheeting (e.g. ply, fibre cement), moisture barrier (building wrap), and soffits.*
- 4.8** Set out, install, finish and make weathertight exterior joinery.  
*Includes but not limited to – prepare frame to receive joinery, install windows, doors and roof lights, and fit flashings and facings, scribes and seals.*
- 4.9** Construct timber stairs, ramps and barriers.  
*Includes but not limited to – temporary stairs and ramps, and temporary barriers.*
- 4.10** Install internal linings, panelling and mouldings.  
*May include but not limited to – sheet bracing systems, fire-rated wall lining systems, moisture resistant wall lining systems.*
- 4.11** Install internal fittings, finishings and hardware.
- 4.12** Construct decks, balconies and verandahs.  
*May include but not limited to – recessed, cantilevered and enclosed structures, and use of appropriate fixings.*

**4.13** Install insulation systems.

*May include but not limited to – thermal and sound insulation systems.*

**FREQUENCY OF ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.



## New Zealand Government

Published in July 2007 by  
Department of Building and Housing  
PO Box 10-729,  
Wellington, New Zealand

This document is also available on the  
Department's website: [www.dbh.govt.nz](http://www.dbh.govt.nz)

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ISBN: 978-0-478-19416-6 (document)  
ISBN: 978-0-478-19417-3 (website)



Department of  
Building and Housing  
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