



Department of
Building and Housing
Te Tari Kaupapa Whare

Is licensing for me?

A guide for people thinking about applying
to be a licensed building practitioner



IS LICENSING FOR ME?

A GUIDE FOR PEOPLE THINKING ABOUT APPLYING TO BE A LICENSED BUILDING PRACTITIONER

If you are a building professional, such as a:

- designer
- builder
- site supervisor
- construction manager
- carpenter

then you should read this guide. It explains occupational licensing in detail, so you can decide:

- whether to apply to be licensed
- if yes, which licencing class or classes to apply for.

Is licensing for me? is divided into two parts. The first part explains licensing and will help you decide whether to apply and for which licensing class.

The second part explains how to apply; what evidence of your skills, knowledge and experience you will need to provide; how you will be assessed; and your responsibilities once you are licensed.

Once you have read this guide, if you know which class or classes you wish to apply for, you will need to obtain an Application Pack.

This will contain the various application forms, plus additional information. The application packs are now available. You can download application packs from the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing

Or you can request that the appropriate Application Pack(s) be posted to you by calling **0800 60 60 50** or emailing licensing@dbh.govt.nz

Or you can write to:
Occupational Licensing Team
The Department of Building and Housing
PO Box 10-729
Wellington

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New Zealand's licensing scheme for the building industry was launched in November 2007. If your work relates to one of the licence classes being introduced, this is an opportunity to have your skills and experience formally recognised.

Part 1

WHAT IS THE LICENSED BUILDING PRACTITIONER SCHEME?

New Zealand's licensing scheme for the building industry began in November 2007. If your work relates to one of the licensing classes being introduced, this is an opportunity to have your skills and experience formally recognised.

The Licensed Building Practitioner Scheme will give you the recognition that plumbers, electrical workers, registered architects and chartered engineers, for example, already have through their registration schemes.

Licensing will promote, recognise and support professional skills and behaviour in the building industry.

WHAT ARE THE LICENSING CLASSES?

There are 13 licensing classes in the Licensed Building Practitioner Scheme, based on specific roles or occupations that are crucial to a building's performance.

Seven of these were introduced on 1 November 2007, with the others following from 2008. The licensing classes are:

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2008 ONWARDS	
Roofing	
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Building Services	

You can apply to be licensed in more than one class but you must be able to demonstrate to the assessor (see page 16) that you can meet the standard of competence required for each class you apply for.

DO I HAVE TO BE LICENSED?

The Licensed Building Practitioner Scheme is voluntary – being licensed is a personal and business choice for people who have the skills and experience to meet the relevant licence class standards.

However, from 2010, some design, site and construction work will only be able to be supervised or carried out by licensed building practitioners. If you are not licensed by then, some of your work may need to be supervised by someone who is licensed.

If you are thinking about applying to be licensed, look through the standards of competence for the licensing classes being introduced this year (see pages 4 to 13) to help you decide whether your skills, knowledge and experience fit the requirements.

The licensing class standards have been developed by industry working groups, and represent the skills and knowledge that a competent person with sound experience in the building and construction industry should be able to demonstrate.

Note: Licensing is for individuals, **not** for companies or organisations.

HOW WILL I BENEFIT FROM BEING LICENSED?

There will be a number of personal and business benefits if you are licensed.

- You will be formally recognised as competent and experienced in your chosen field.
- You will be able to use your licensed practitioner status as a personal 'mark of quality' in your work.
- You will be listed on a public register so future clients or employers can see your licensing status.
- You will be supported by an advertising and promotional programme to the New Zealand public. This will focus on promoting the public register.

Which licensing class(es) should I apply to be licensed in?

CARPENTRY CLASS

You can apply to be licensed in this class if you are a carpenter working on any category of building.

Your assessor will be looking for broad evidence of your competence – whether your application demonstrates, on the whole, the practical experience, skills and knowledge to meet the licensing class standard.

What do I need to know?

The standard for the Carpentry class is made up of four 'competencies' – areas that reflect the depth and breadth of skills and knowledge required by a competent person to be licensed in this class.

The skills and knowledge required to be licensed in this class include but are not limited to the following:

- **Understand the regulatory environment of the building construction industry.** This includes understanding of the purposes of: the Building Act and Building Code; the building consent process; the Licensed Building Practitioner Scheme; key roles in the design and building process; and the importance of operating within your own competence.

Note: Your application pack will include a booklet that includes guidance about the regulatory environment.

- **Have knowledge of current building and trade practice,** including general construction terms and methods; carpentry construction methods and trade practice; accessing and interpreting technical information; working with other trades; and safe working practices.
- **Plan and schedule carpentry work,** including interpreting working drawings, specifications, programme schedules etc; and ordering and coordinating supply of materials.
- **Carry out carpentry work,** including site preparation; preparing, constructing, erecting and/or installing: foundations, frames, trusses, prefabricated and in-situ elements, lightweight profiled metal roofing, exterior claddings and joinery, stairs and decks, internal linings, fittings and hardware and insulation systems.

The full details of the standard of competence required for the Carpentry class are on the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing.

SITE 1, 2 AND 3

You can apply to be licensed in any of these three classes (Site 1, 2 and 3) if you are a competent builder, site supervisor or construction manager responsible for coordinating, overseeing or managing building work.

Whichever class you decide to apply for, your assessor will be looking for broad evidence of your competence – whether your application demonstrates, on the whole, the practical experience, skills and knowledge to meet the standard of competence required for that class.

What do I need to know?

The standard for each of the Site classes is made up of a number of 'competencies' – areas that reflect the depth and breadth of experience and knowledge required by a competent person to be licensed in the class they apply for.

The standards for the Site 1, 2 and 3 classes are explained on pages 7 to 9.

Which Site class should I apply to be licensed in?

If you...

Coordinate and oversee the construction or alteration of Category 1* buildings

...you should apply for this class

Site 1

Coordinate and oversee construction or alteration of any category of building, with a focus on moderately complex projects

Provide technical coordination and oversight to support a Site 3 LBP on large and/or highly complex projects

Site 2

Manage some or all of the construction or alteration of any category of building, with a focus on large and/or highly complex projects

Site 3

* see opposite page

Site 1 class

If you coordinate or oversee the construction or alteration of Category 1 buildings, with a focus on technical coordination and oversight, this is the class you should apply to be licensed in.

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

*(See the booklet **Understanding the building categories** accompanying this guide for a more detailed explanation of Category 1 buildings)*

You must work within the scope of your specific class(es) and your own competence, and recognise when other skills are required.

Site 1 standard

The skills and knowledge required to be licensed in this class include but are not limited to the following:

- **Understand the regulatory environment of the building construction industry.** This includes understanding of the purposes of: the Building Act and Building Code; Code compliance documents; building-related legislation; the building consent process; the Licensed Building Practitioner Scheme; key roles in the design and building process; and the importance of operating within your own competence.

Note: Your application pack will include a booklet that includes guidance about the regulatory environment.

- **Demonstrate technical knowledge of construction methods and practice.** This includes applying your technical knowledge of construction methods and practice to Category 1 buildings.
- **Organise and manage building projects.** This includes such areas as: interpretation of working drawings, specifications, programme schedules, additional design documents etc; building site establishment; ongoing operations, and monitoring construction site performance, relevant to Category 1 buildings.
- **Supervise personnel.** This includes the supervision of personnel at Category 1 building sites.
- **Provide technical supervision.** This includes such areas as: sourcing site plans, drawings, compliance documents, etc; site excavation requirements; supervising the installation of structural elements and external envelope; coordinating junctions and interfaces and integrating building components, relevant to Category 1 buildings.

The full details of the standard for the Site 1 class are on the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing.

Site 2 class

If you coordinate or oversee the construction or alteration of any category of building, with a focus on technical coordination and oversight of moderately complex projects, this is the class you should apply to be licensed in.

Moderately complex projects may include any category of building (for residential or commercial use). The focus is on the complexity of construction, rather than the complexity of design.

Site 2 licensed building practitioners may support a Site 3 LBP on large and/or highly complex building projects.

Note: A Site 2 licensed building practitioner may also supervise the construction of Category 1 buildings – you do not have to be licensed in both classes. However, you must work within the scope of your own competence, and recognise when other skills are required.

Site 2 standard

The skills and knowledge required to be licensed in this class include but are not limited to the following:

- **Understand the regulatory environment of the building construction industry.** This includes understanding of the purposes of: the Building Act and Building Code; Code compliance documents; building-related legislation; building and resource consent processes; the Licensed Building Practitioner Scheme; key roles in the design and building process; and the importance of operating within your own competence.

Note: Your application pack will include a booklet that includes guidance about the regulatory environment.

- **Demonstrate technical knowledge of construction methods and practice.** This includes applying your technical knowledge of construction methods and practice, with a focus on moderately complex building projects.
- **Organise and manage building projects.** This includes such areas as: interpreting working drawings, specifications, programme schedules, additional design documents or specialist information etc; implementing site safety plans; establishing building sites; and managing ongoing operations; monitoring construction site performance, with a focus on moderately complex building projects.
- **Supervise personnel.** This includes the supervision of personnel at the worksite, with a focus on moderately complex building projects.
- **Provide technical supervision.** This includes such areas as: sourcing site plans, drawings, compliance documentation, etc; site survey and excavation requirements; supervising the installation of structural elements and the external envelope; coordinating junctions and interfaces and integrating building components, with a focus on moderately complex building projects.

The full details of the standard for the Site 2 class are on the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing.

Site 3 class

If you manage some or all of the construction or alteration of any category of building, and project teams, with a focus on large and/or highly complex building projects, this is the class you should apply to be licensed in.

Note: Site 3 licensed building practitioners can manage the construction of other buildings. However, you must work within the scope of your own competence, and recognise when other skills are required, for example, technical coordination and oversight.

Site 3 standard

The skills and knowledge required to be licensed in this class include but are not limited to the following:

- **Understand the regulatory environment of the building construction industry.** This includes understanding of the purposes of: the Building Act and Building Code; Code compliance documents; building-related legislation; local regulatory requirements; building and resource consent processes; the Licensed Building Practitioner Scheme; key roles in the design and building process; and the importance of operating within your own competence.

Note: Your application pack will include a booklet that includes guidance about the regulatory environment.

- **Access and interpret technical knowledge of construction methods and practice.** This includes accessing and interpreting technical knowledge of construction methods and practice relevant to large and/or highly complex building projects.

- **Control and direct the building process, including site risk management.** This includes such areas as: use of working drawings, specifications, programme schedules, additional design documents or specialist information; management of administration processes, building site establishment, ongoing operations and construction site procedures; and directing and controlling construction site performance, relevant to large and/or highly complex building projects.
- **Manage project team and personnel.** This includes the management of the project team and personnel at the worksite, relevant to large and/or highly complex building projects.
- **Manage and direct technical supervision personnel.** This includes managing and directing technical supervision personnel who are supervising such areas as: sourcing plans, drawings, compliance documentation etc; site excavation requirements; installation of structural elements and the external envelope; junction and interface coordination and building component integration, relevant to large and/or highly complex building projects.

The full details of the standard for the Site 3 class are on the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing.

DESIGN 1, 2 AND 3

You can apply to be licensed in one of these three classes (Design 1, 2 and 3) if you work as a competent designer in the building and construction industry.

Each of the Design classes relates to one of three categories of buildings. The building categories are explained on pages 11, 12 and 13, and in the booklet, *Understanding the building categories*, at the back of this guide. You can also download a copy from our website at www.dbh.govt.nz/occupational-licensing

The standards for the Design classes cover the skills, knowledge and experience expected of a competent designer. You should have a sound knowledge and practical experience in the building categories that relate to the class you are applying to be licensed in.

You should apply to be licensed in the Design class that best represents the work you typically do. Your assessor will be looking for broad evidence of your competence – they will consider whether your application demonstrates, on the whole, the practical experience, skills and knowledge to meet the standard of competence required for the relevant class.

What do I need to know?

The standard for each of the Design classes is made up of a number of 'competencies' – areas that reflect the depth and breadth of experience and knowledge required by a competent person to be licensed in the class they apply for.

The standards for the Design 1, 2 and 3 classes are explained on pages 11 to 13.

Design 1 class

If you design Category 1 buildings, this is the class you should apply to be licensed in.

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. *(See the accompanying booklet **Understanding the building categories** for details.)*

You must work within the scope of your own competence, and recognise when other design skills are required.

Design 1 standard

The skills and knowledge required to be licensed in this class include but are not limited to the following:

- **Comprehend and apply knowledge of the regulatory environment of the building construction industry.** This includes understanding of the purposes of: the Building Act, Building Code and Regulations; Code compliance documents; building-related legislation; building and resource consent processes; contracts; the Licensed Building Practitioner Scheme; key roles in the design and building process; and the importance of operating within your own competence.

Note: Your application pack will include a booklet that includes guidance about the regulatory environment.

- **Manage the building design process.** This includes such areas as: planning and organising design projects; and using quality assurance techniques, relevant to Category 1 buildings.
- **Establish design briefs and scope of work and prepare the preliminary design.** This includes such areas as: brief and scope of work; site investigations, existing conditions; design practice and methods, building elements and construction processes; environmental and social impacts; design drawings and outline specification; and information on timelines and costs, relevant to Category 1 buildings.
- **Develop, design and produce construction drawings and documentation.** This includes such areas as: design standards, specific design solutions; principles of building technology and performance; specialist design input coordination; developed design drawings and specifications; conditions of contract; detailed drawings, specifications and documentation, relevant to Category 1 buildings.

The full details of the standard for the Design 1 class are on the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing.

Design 2 class

If you design Category 1 or 2 buildings, this is the class you should apply to be licensed in.

Category 2 buildings are of moderate complexity for residential or commercial use. *(See the accompanying booklet **Understanding the building categories for details.**)*

Note: A person licensed in Design 2 may also design Category 1 buildings – you do not have to apply to be licensed in both classes. However, you must work within the scope of your own competence, and recognise when other design skills are required.

Design 2 standard

The skills and knowledge required to be licensed in this class include but are not limited to the following:

- **Comprehend and apply knowledge of the regulatory environment of the building construction industry.** This includes understanding of the purposes of: the Building Act, Building Code and Regulations; Code compliance documents; New Zealand Standards; building-related legislation; building and resource consent processes; contracts; the Licensed Building Practitioner Scheme; key roles in the design and building process; and the importance of operating within your own competence.
- **Manage the building design process.** This includes such areas as: planning and organising design projects; and using quality assurance techniques, relevant to Category 1 and 2 buildings.

Note: Your application pack will include a booklet that includes guidance about the regulatory environment.

- **Establish design briefs and scope of work and prepare the preliminary design.** This includes such areas as: brief and scope; site investigations, existing conditions; design practice and methods, building elements and construction processes; environmental and social impacts; design drawings and outline specification; and information on timelines and costs, relevant to Category 1 and 2 buildings.
- **Develop, design and produce construction drawings and documentation.** This includes such areas as: design standards; specific design solutions; building technology and performance; specialist design input coordination; developed design drawings and specifications; conditions of contract; procurement methods; and detailed drawings, specifications and documentation, relevant to Category 1 and 2 buildings.
- **Explain the processes of construction observation and contract administration.** This includes such areas as: construction observation; contract administration; and occupation requirements, relevant to Category 1 and 2 buildings.

The full details of the standard for the Design 2 class are on the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing.

Design 3 class

If you design Category 1, 2 or 3 buildings, this is the class you should apply to be licensed in.

Category 3 buildings pose a high risk to occupants, or are of high community importance, or have been assigned Category 1 status under the Historic Places Act 1993. (See the accompanying booklet *Understanding the building categories* for details.)

Note: A person licensed in Design 3 may also design Category 1 and 2 buildings – you do not have to apply to be licensed in the other classes. However, you must work within the scope of your own competence, and recognise when other design skills are required.

Important note: If you are a Registered Architect or a Chartered Professional Engineer you are already treated as if you are licensed in the Design 3 class because of your existing registration.

The Department of Building and Housing will ensure consumers are aware of this provision and know where to find the Registered Architects and CPEng registers. Their websites are www.nzrab.org.nz and www.ipenz.org.nz.

Further, Registered Architects and Chartered Professional Engineers are not allowed to apply to be licensed in the Design 3 class because they are not allowed to duplicate their registration.

Design 3 standard

The skills and knowledge required to be licensed in this class include but are not limited to the following:

- **Comprehend and apply knowledge of the regulatory environment of the building construction industry.** This includes understanding of the purposes of: the Building Act, Building Code and Regulations; Code compliance documents; New Zealand Standards; building-related legislation; building and resource consent processes; contracts; the Licensed Building Practitioner Scheme; key roles in the design and building process; and the importance of operating within the scope of your own competence.

Note: Your application pack will include a booklet that includes guidance about the regulatory environment.

- **Manage the building design process.** This includes such areas as: planning and organising design projects; and using quality assurance techniques, relevant to Category 1, 2 and 3 buildings.
- **Establish design briefs and scope of work and prepare the preliminary design.** This includes such areas as: brief and scope; site investigations, existing conditions; design practice and methods, building elements and construction processes; environmental and social impacts; design drawings and outline specification; and information on timelines and costs, relevant to Category 1, 2 and 3 buildings.
- **Develop, design and produce construction drawings and documentation.** This includes such areas as: design standards, specific design solutions; building science, technology and building performance; specialist design input coordination; developed design drawings and specifications; conditions of contract; procurement methods; and detailed drawings, specifications and documentation, relevant to Category 1, 2 and 3 buildings.
- **Provide construction observation and contract administration.** This includes such areas as: construction observation; contract administration; and occupation requirements, relevant to Category 1, 2 and 3 buildings.

The full details of the standard for the Design 3 class are on the Department of Building and Housing website at www.dbh.govt.nz/occupational-licensing.

The Licensed Building Practitioner Scheme is based strongly on practical skills, knowledge and experience – that is, evidence that you do competent work to legal and industry requirements.

Part 2

HOW DO I APPLY?

Application packs for the Carpentry, Site and Design classes are available through:

- the Department of Building and Housing's Contact Centre (freephone **0800 60 60 50**)
- the Department's website at www.dbh.govt.nz/occupational-licensing
- events around the country organised by the Department.

You will need to specify which class(es) you are applying for so that you get the right application pack. You can use this booklet to help you select the most appropriate class(es) to apply for.

The packs contain an application form that covers all classes, plus forms for each specific class. The accompanying guidance notes will help you provide the right information.

You can apply to be licensed in more than one class, but you must be able to show that you can meet the standard of competence of each class you apply for.

HOW CAN I SHOW MY COMPETENCE?

The Licensed Building Practitioner Scheme is based strongly on practical skills, knowledge and experience – that is, evidence that you do competent work to legal and industry requirements.

Your application pack will ask for two types of information:

1. **Essential evidence**, which you must supply to demonstrate your work in the industry and your competence in the class(es) you are applying to be licensed in, and
2. **Supporting evidence**, where applicable, which will support your application.

The essential evidence will be:

- your work history (like a CV) showing the work you have done through your career in the building industry
- a record of selected projects (and a portfolio of work for Design applicants) that demonstrate your competence and the type of work you do
- contact details of clients and technical referees who can verify your competence in the projects you have selected, and statements from these referees where required (this will depend on the class you are applying to be licensed in).

Note: Technical referees may be your employer, a subcontractor or a consultant, for example. They must be able to confirm that you competently carried out the work outlined in your selected projects. A client may be the building owner, for example, or the person you directly worked for.

Supporting evidence, where applicable, may be:

- relevant qualifications
- industry organisation membership
- recent learning (such as having attended trade supplier events, industry seminars/conferences or trade shows).

Qualifications

If you have a relevant qualification, such as a trade certificate, technical or academic qualification, this will be good supporting evidence for your application.

If you have started a relevant qualification or apprenticeship within the last 5 years, but are still on the way to completing it, you can provide those details. If you are currently undergoing relevant training, you should carry on and complete your course or programme – it will be an important part of your total knowledge and skills.

If you have just completed a qualification or apprenticeship, you will also need to be able to demonstrate sound industry experience in your application – a qualification on its own will not be enough for you to be licensed.

To be accepted as supporting evidence, overseas qualifications must have been verified by the New Zealand Qualifications Authority (NZQA) **before** you apply to be licensed. Information about how to do this is on the NZQA website at www.nzqa.govt.nz.

Regulatory environment

Applicants in every class will also need to demonstrate relevant knowledge of the regulatory environment in which the building and construction industry operates.

Your application pack contains a booklet covering all the information you need to meet this requirement for your class(es).

You will be asked to read the booklet. When your assessor is reviewing your application they will ask you some questions about this information.

Note: The information contained in the booklet merely provides brief summaries of certain pieces of building-related legislation. The booklet does not attempt to provide comprehensive information about each Act and is not a substitute for you obtaining your own legal advice on how to comply with the requirements of each Act.

It is important that you make sure your application is completed fully.

- Read the guidance notes and forms carefully before you start filling in your application.
- Complete all the relevant forms.
- Ensure your referees are happy to be contacted and to supply statements if required.
- Prepare your work history and project records in a way that clearly demonstrates your competence in the class(es) you are applying to be licensed in.

This will make it easier for the assessor to evaluate your application.

HOW WILL I BE ASSESSED?

A team of experienced and credible people with design and building industry backgrounds will assess the applications.

Your application will be assessed by someone who has extensive knowledge relating to your class(es).

The assessor will consider whether your application demonstrates, on the whole, that you have the practical experience, skills and knowledge to meet the standard of competence for the class you are applying to be licensed in.

For Carpentry and Site class applicants:

The assessor will:

- review your work history and selected project records
- contact your referees to confirm that the work in your selected projects was done competently
- contact you and ask some questions about the regulatory environment
- where required, ask you for more information.

Note: The assessor will request a face-to-face assessment if they do not have enough evidence to make a recommendation about your application from the process above. You will be contacted to arrange this. The assessor will come to you on site.

There will be a separate charge for face-to-face assessments, so it is important that you think carefully about the information you are providing in your application before you send it in. You can phone the Licensed Building Practitioner Helpline on 0800 60 60 50 for help with your application.

For Design class applicants:

The assessor will:

- review your work history and selected project records
- contact your referees to confirm that the work in your selected projects was done competently
- contact you and arrange for a face-to-face assessment to discuss your portfolio of work
- where required, ask you for more information.

WHAT IF THERE'S A CONFLICT OF INTEREST?

The assessors will be asked to declare whether there is any conflict of interest with every application they are assessing, such as where the person is personally known to them or is in direct business or professional competition.

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

After considering all the information, the assessor will recommend to the Registrar of the Licensed Building Practitioner Scheme whether you meet the relevant class standard.

If the Registrar is satisfied that you should be licensed, they will:

- send you a letter stating you are now licensed plus a 'welcome' pack that includes information on the requirements for continued licensing
- issue your ID card, which includes your photograph, your unique LPB number and details of the class(es) in which you are licensed
- enter your name and details in the register of licensed building practitioners.

WHAT IF MY APPLICATION IS DECLINED?

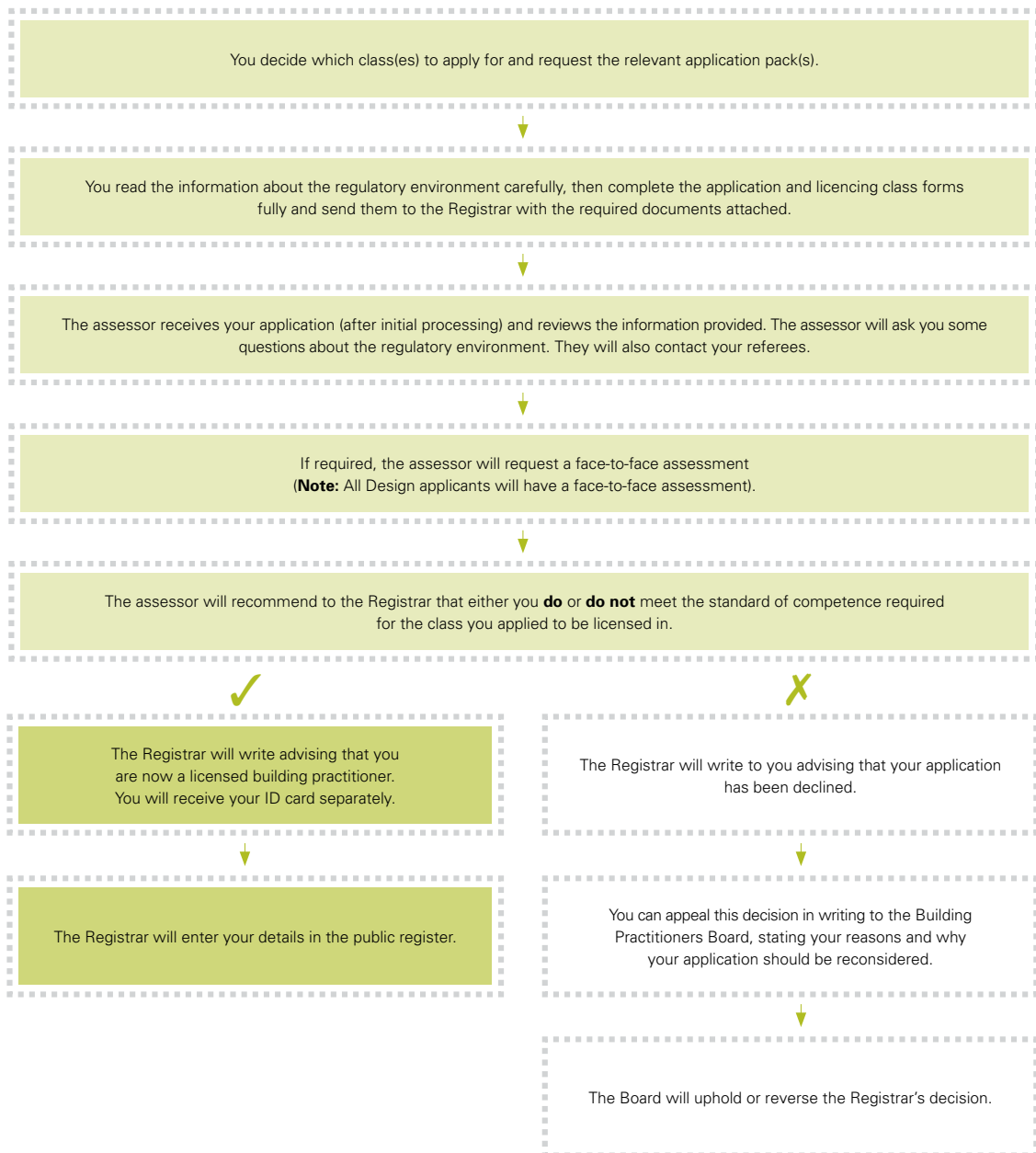
If, at the end of the assessment, the assessor recommends to the Registrar that you do not meet the relevant class standard, the Registrar may decide not to license you.

You will receive a letter explaining why your application was declined, and how you can appeal in writing against this decision to the Building Practitioners Board (freephone 0800 60 60 50).

Even if the Board upholds the Registrar's decision, you can apply again at any time when you feel that you can demonstrate that you meet the relevant standard of competence required for the relevant class.

Note: The Registrar can decline your application, without an assessment taking place, if you have been suspended or cancelled for disciplinary reasons under the Building Act or from any other substantially equivalent occupational registration scheme.

Your licensing application – how the assessment works



HOW MUCH WILL IT COST?

Your costs for licensing will comprise:

- a one-off fee for your initial application and assessment

plus

- an annual fee for each year that you continue to be licensed.

The fees will go towards:

- processing and assessing your application
- maintaining the public register of LBPs
- producing your identification card
- providing a freephone service to help LBPs and people wishing to be licensed
- promoting the Register to the public
- running a fair and impartial complaints and appeals process for licensed building practitioners.

Application and assessment: Carpentry and Site classes

The application and assessment fee is \$355 (including GST) for the Carpentry and \$355 for the Site 1 class.

It is expected that many people will wish to be licensed in both the Carpentry and Site 1 classes. There will be a combined application package available for this, at a fee of \$410. The application and assessment fee will be \$385 for the Site 2 and \$395 for the Site 3 classes.

Note: These fees cover processing of your application and the desktop review by the assessor.

There will be an extra charge if the assessor does not have enough evidence from your written application to recommend that you be licensed, and requires a face-to-face assessment. It is therefore very important that you complete your application forms carefully.

Application and assessment: Design classes

The application and assessment fee for the Design classes is \$840 for Design 1, \$955 for Design 2, and \$1070 for Design 3.

Note: All Design applications will require a face-to-face assessment. This process is covered in the fees outlined above.

The annual fee

The annual fee for all licensed building practitioners will be \$170, regardless of how many classes you are licensed in.

The full fees are listed on the Department's website at www.dbh.govt.nz/occupational-licensing

STAYING LICENSED

What will my responsibilities be?

Once you are licensed you must:

- work within the scope of your class and your own competence
- ensure your details on the register of licensed building practitioners are up to date
- have a current identification card
- reply to the Registrar's annual contact with you
- pay the annual fee
- demonstrate your current competence by:
 - continuing to practise in a field relevant to your class

and

 - undertaking a skills maintenance programme(s) relevant to your class(es) every two years, to ensure your skills and knowledge remain current.

What is 'current competence'?

Continuing to practise in the industry

The Registrar will contact you each year to confirm that you are still working in a role relevant to your class and that you want to remain licensed.

Note: You may ask the Registrar to suspend your licensing for a period if you are not currently working in the industry. The Registrar may need to assess your current competence when you want to revive your licensing if you have missed the normal 2-yearly skills maintenance requirements.

Note: Once you become a licensed building practitioner, complaints about your competence can be made to the Building Practitioners Board. If that occurs the Board will consider the information relating to the complaint, including talking with you, and then decide whether to investigate further by holding a hearing.



Completing a relevant skills maintenance programme

The skills maintenance requirements will be specific to each class and could include but are not limited to, for example: reading specific information; attending short courses, trade sessions or conferences; on-the-job training; formal study or supervising an apprentice or trainee.

Depending on your class, your skills maintenance programme may have some compulsory elements or allow you to develop your own programme, or be a combination of both.

If a complaint against you is upheld, the Board has a range of penalties available to it, including censure, fines, suspension, cancellation, or limiting the scope of your licensing. You must abide by any disciplinary measures if you want to remain licensed.

WHAT SHOULD I DO NEXT?

Application packs for the Carpentry, Site and Design classes are available now.

To help you decide whether to apply, and to find out more about the Scheme, these resources will help:

- **Industry events run by the Department of Building and Housing**

These will take place around the country. They will help you understand how to complete the application forms and what documents you need to provide. Keep an eye on the Department's website at www.dbh.govt.nz/occupational-licensing for dates and venues.

The website also contains information to help you in the lead-up to licensing.

- **Licensing Update**

This is the Department's free electronic newsletter focusing on developments in the licensing scheme. You can read it online or subscribe to have it emailed to you at www.dbh.govt.nz/licensing-updates

- **The Rules and the licensing class standards**

You can read the *Licensed Building Practitioner Rules 2007* and the full standards for each of the Carpentry, Site and Design classes on the Department's website.

THE BUILDING PRACTITIONERS BOARD

The Building Practitioners Board is appointed by the Minister for Building and Construction to:

- recommend the Rules of the Licensed Building Practitioner Scheme, for approval by the Minister
- hear appeals against certain decisions of the Registrar (for example, where a licensing application has been declined)
- receive, investigate, hear complaints about, and discipline licensed building practitioners.

The Board must have at least six members but not more than eight. The current Board members have significant industry experience, as well as legal expertise.

The Board can be contacted on: Department of Building and Housing, PO Box 10-729, Wellington, Attn: Building Practitioners Board, Freephone 0800 60 60 50, www.dbh.govt.nz/occupational-licensing-practitioners-board.

New Zealand Government

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