



# What it means to be a licensed building practitioner

Congratulations on becoming a licensed building practitioner. The following information has been put together to give you an overview of your rights and responsibilities under the Licensed Building Practitioner Scheme.

More details and any forms you need to use can be found on the Department website at [www.dbh.govt.nz/occupational-licensing](http://www.dbh.govt.nz/occupational-licensing)

## The Register of licensed practitioners

All practitioners who are licensed will be listed on a public register so consumers can identify them as a licensed building practitioner.

The register will be promoted to the New Zealand public as the best method of finding competent and licensed practitioners. The register will be searchable and available on the Department of Building and Housing's website.

## Working within your skills and experience

Now you have your licence, there is an expectation that you will work within the areas that you know, and are experienced in. This does not mean you cannot try new things, but it does mean you will be expected to get appropriate support and possibly training before doing work that is outside the scope of your experience and skills.

## Annual contact with Registrar

Once you are licensed you will be contacted once a year by the Registrar to make sure you are still working in the industry, and wish to remain licensed. If so, the Registrar will encourage you to send in your record of skills maintenance, ask you to confirm your details, and pay your annual fee. You will then be issued with a new licence card that is valid for 12 months.

## Changing your details

If your personal details change you need to let us know so we can update our records. The types of changes that need to be updated are:

- Name
- Address(es)
- Contact details
- Any new companies or bodies corporate you may be associated with
- If your appearance changes significantly.

## Skills maintenance

Holding a licence requires you to do activities that ensure your skills and knowledge are current. This is known as skills maintenance. The activities you choose need to inform you about things such as changes in the building code, building materials and design technologies.

Full details are included in the welcome pack.

## **Disciplinary system**

The Scheme includes a disciplinary system that will allow people to make a complaint about the quality of your work. Complaints can only be laid about work done when you were licensed. All complaints will be investigated by the Building Practitioners Board. The Board has a range of disciplinary actions they can take if they uphold a complaint. Full details of these actions are on the Department website.

## **Lost your licence?**

If you lose or damage your licence identification card, or your appearance significantly changes, you need to let the Registrar know immediately and order a new one. New licence cards will cost \$30. The request form is on the Department website.

## **Taking a break from the industry?**

If you wish to take a break from the industry, for example by going overseas for a time, you can voluntarily suspend your licence by advising the Registrar. On your return to New Zealand you will need to contact the Registrar and request reinstatement of your licence. There may need to be an assessment before you get your licence back, depending on the length of time you have been off work. This will ensure you are still on top of your game.

## **Showing your licence card**

If anyone asks to see evidence that you are licensed, you must show them your licence card.

## **Alerting others to non-compliant building work**

As a licensed building practitioner, you are required to let your council, and the building owner, know if you believe that building work does not comply with a building consent.

## **In the future**

From late 2010, it is intended that certain 'restricted work' (design and build) will only be able to be undertaken or supervised by someone with the correct licence.

After this date, you are expected to provide a record of any restricted work you do.

The Department of Building and Housing will be consulting with industry to define restricted work and will keep you informed via the Department website.

If you require any further information, please contact the Department of Building and Housing on [info@dbh.govt.nz](mailto:info@dbh.govt.nz), by phoning 0800 60 60 50 or by checking the website on [www.dbh.govt.nz/occupational-licensing](http://www.dbh.govt.nz/occupational-licensing)