



Department of
Building and Housing
Te Tari Kaupapa Whare

Notes for DESIGN LICENCE CLASS applicants



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Introduction

These notes will help you work through the forms for your Design licence class application. Please read through them carefully before you start filling in the relevant forms.

Your total application is made up of these completed licence class forms, plus:

- the application form
- any documents and supporting evidence that the forms ask for and
- the total fees for your application.

Please note: If you are not sure whether you have the right application pack, go to the Department's website at www.dbh.govt.nz/occupational-licensing or phone the Licensed Building Practitioner Helpline on **0800 60 60 50** for advice on the three Design licence classes.

There are four parts to your Design licence class application:

1. Work history
2. Project records and evidence checklist
3. Referee reports
4. Supporting evidence.

Each part must be completed before you send your whole application back.

Work history

This form asks for details of your career related to your design work in the building and construction industry.

It should show the types of buildings you have designed or contributed to, and the range of responsibilities you have undertaken in your career to date. This will show the assessor your progression through the industry. The example below shows the type of information you should provide.

Start with your current or most recent position and work backwards. If there are any gaps in your employment, write in the dates and put the reasons in the job title box (eg travelling overseas, or worked in different type of occupation).

Example: Work history

Please provide your relevant work history, starting with your current or most recent position and working backwards.

Employed from	<input type="text" value="2003"/>	to	<input type="text" value="Current"/>	Range of work and responsibilities	Categories of building	<input type="text" value="2"/>
Job title	<input type="text" value="Designer"/>			Range of new buildings, alterations and renovations as lead designer.		
Employer	<input type="text"/>	or Self-employed	<input checked="" type="checkbox"/>			
Location	<input type="text" value="Auckland"/>					
Employed from	<input type="text" value="1986"/>	to	<input type="text" value="2003"/>	Range of work and responsibilities	Categories of building	<input type="text" value="1-2"/>
Job title	<input type="text" value="Designer"/>			In-house design, mainly for residential new builds, alterations and renovations. Responsible for the majority of design concept and documentation work but occasionally acted as a contributing designer.		
Employer	<input type="text" value="ABC Design Ltd"/>	or Self-employed	<input type="checkbox"/>			
Location	<input type="text" value="Auckland"/>					
Employed from	<input type="text" value="1985"/>	to	<input type="text" value="1985"/>	Range of work and responsibilities	Categories of building	<input type="text"/>
Job title	<input type="text" value="Overseas travel/working holiday"/>					
Employer	<input type="text"/>	or Self-employed	<input type="checkbox"/>			
Location	<input type="text"/>					
Employed from	<input type="text" value="1981"/>	to	<input type="text" value="1984"/>	Range of work and responsibilities	Categories of building	<input type="text" value="1"/>
Job title	<input type="text" value="Work placements while studying"/>			Assisted designer. Did alterations design and design documentation under supervision.		
Employer	<input type="text" value="DEF Design"/>	or Self-employed	<input type="checkbox"/>			
Location	<input type="text" value="Tauranga"/>					
Employed from	<input type="text"/>	to	<input type="text"/>	Range of work and responsibilities	Categories of building	<input type="text"/>
Job title	<input type="text"/>					
Employer	<input type="text"/>	or Self-employed	<input type="checkbox"/>			
Location	<input type="text"/>					

Project records and evidence checklist

The Project record forms describe the projects that make up the portfolio of work you will discuss with your assessor at your face-to-face assessment.

HOW TO CHOOSE APPROPRIATE PROJECTS

You must choose at least two (but no more than three) recent projects you have worked on, relevant to the design licence class you are applying for. At least one project must have been worked on in the last 2–3 years and at least one must have already been built. **Note:** You may have contributed to or led these projects.

The Evidence checklist (see below) sets out all of the evidence you should be able to provide for the projects you select. The evidence marked with an asterisk (*) should be provided for each project. The other evidence should be provided for at least one project.

The number of projects you choose will depend on whether you can provide enough evidence from two projects to cover everything asked for.

Hint: Where you have been working on a very large project for a long time, particularly if you are applying for Design 3, you may want to divide the project into stages and use each stage as a separate project. Make sure you can cover all the evidence requirements, and clearly show your responsibilities in each project.

Example:

Evidence required	Project 1	Project 2
* Client brief and updates – brief description of scope	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site investigation evidence: <input type="checkbox"/> Site levels <input type="checkbox"/> Services plan <input type="checkbox"/> Certificate of title	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Concept drawings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Building consent (with specialist reports according to the complexity of the project)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
* Construction documentation, including specifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Once you have selected your projects:

- Tick the boxes in the Evidence checklist to show which evidence relates to which project. Send one copy of the completed checklist back with your application and keep another copy for reference during your face-to-face assessment
- Describe these projects using the Project record forms.

Gather up your evidence into a portfolio of work. DO NOT send the portfolio back with your application – keep it in hard copy at your workplace, so it is ready to discuss with your assessor at the face-to-face assessment.

Project records

Each project record form asks for the:

Name of project: This may be the name of a particular building (eg Pennzal House) or the name a project is known by (eg Brown's beach house Peka Point).

Address of project: Give the physical address (eg street or lot number) for the project.

Category of building: State the category of each building (Category 1, 2 or 3). You can use the Department's booklet *Understanding the building categories for the Licensed Building Practitioner Scheme* to familiarise yourself with the building categories.

Note: You can download a copy of this booklet from www.dbh.govt.nz/occupational-licensing or phone the Licensed Building Practitioner Helpline on 0800 60 60 50 for a free hard copy.

Description of project: Briefly state the name of the client, the type of building (eg residential, commercial, historic place), the elements used (eg type of cladding, framing, roofing), the approximate building size and overall value of the project.

Complexity of project: Briefly describe the complexity of the project, including the types of consultants and subcontractors, and the building and other consents (eg resource management), that were required for the project.

Start and finish date of project: Give the overall timeframe for the project (ie from project brief to completion of building work).

Time you were involved on the project: At what stages of the project were you involved, and for how long?

Your role in the project: The work you describe here should reflect the activities you were involved in, and your level of responsibility in the project.

Referee reports

You must provide three referee reports, with at least one for each project. If you have selected two projects, this means there will be two referee reports for one of the projects.

The reports must be completed by

1. a client or employer (the person who commissioned you to do the work; this may be the building owner or your employer, depending on your role)
2. a contractor (preferably the builder) and
3. a consultant who contributed to the project.

The people you select must know you and understand the work you did on the relevant project, and be able to confirm the competence of your work.

Your referees cannot be members of your own family.

Ask each referee to complete the relevant report and return it to you. Include all these reports with your application.



Supporting evidence

Supporting evidence is optional. It includes any relevant:

- qualifications
- membership of industry organisations
- recent learning activities.

Provide this information on the Supporting evidence form.

Note: Even if you do not have any supporting evidence, you must return the form with your application, with the NOT APPLICABLE boxes ticked.

Qualifications

You do not have to have a relevant qualification to become licensed, but if you do it will be good supporting evidence of your knowledge of building design.

New Zealand qualifications

You must have received your qualification from a recognised education provider such as a registered New Zealand industry training organisation (ITO), polytechnic, university or private training establishment.

Some examples of relevant qualifications for the Design licence classes include the

- National Diploma in Architectural Technology
- New Zealand Certificate in Architectural Draughting
- New Zealand Certificate in Engineering
- Bachelor of Architectural Studies
- Bachelor of Architecture.

There is no time limit for when you gained your qualification.

You must attach a certified copy of each qualification with your application. The Department of Building and Housing will only accept certified copies of qualifications.

Please do not send original documents with your application.

Getting your qualifications certified

A certified copy is a photocopy of an original document that has been endorsed by an official of the issuing authority (such as the relevant training organisation, polytechnic or university) or a person authorised by law to certify documents. These include Justices of the Peace (JP), lawyers and court officials. A signature is required on each page of the copy, with the name and title of the official shown legibly below their signature.

Overseas qualifications

If you want to list qualifications earned overseas to support your application, you will first need to have them evaluated by the New Zealand Qualifications Authority (NZQA). NZQA's Qualification Recognition Service will send you a report telling you whether your international qualification is comparable to a New Zealand qualification. You must attach a certified copy of this report to your application.

For more information, please go to the NZQA website at www.nzqa.govt.nz and follow the links to the International section, or phone NZQA on (04) 463 3000.

Industry organisation membership

You do not have to be a member of any industry organisation to be licensed. However, if you are, provide the relevant details on the supporting evidence form.

Some examples of relevant organisations include the Architectural Designers (NZ) Inc (ADNZ), Design Association of New Zealand Inc (DANZ), Designers Institute of New Zealand Inc (DINZ), Earth Building Association of New Zealand (EBANZ), New Zealand Green Building Council or New Zealand Institute of Building (NZIOB).

Recent relevant learning activities

You do not have to have undertaken any of the types of activities mentioned below but, if you have, they will be good evidence to demonstrate how you have kept up with industry developments.

Relevant learning activities may include:

- attending seminars, conferences, trade events and/or supplier training days
- reading an industry publication on a regular basis
- mentoring a graduate.

List any activities like this that you have done during the past 3 years.

For any seminars, conferences, etc attended, please show each activity, who it was run by and when it occurred. Otherwise, provide some information about mentoring you have provided yourself, or industry publications you read regularly.

The assessment process

Once you have completed your application and sent it in to the Registrar of the Licensed Building Practitioner Scheme, you will be assigned an assessor who is experienced in the industry and trained to assess applications.

The assessor will:

- review your work history, project records and evidence checklist, referee reports and any supporting evidence
- contact you to arrange a face-to-face assessment to discuss your portfolio of work (the evidence you have collected about your projects).

At the face-to-face assessment you will be asked to talk through this portfolio of work.

Note: The assessor will also ask you some questions about the regulatory environment relevant to your type of work, based on the information in the *Understanding the regulatory environment* booklet in your application pack. Make sure you have read and understood the booklet before your assessment.

Your assessor will be looking at your application, including your portfolio of work, for broad evidence of your competence and whether it demonstrates, on the whole, the practical experience, skills and knowledge to meet the licence class standard.

After the assessment, the assessor may contact your referees to confirm that the work in your selected projects was done competently.

The assessor will then recommend to the Registrar whether you meet the relevant licence class standard.

What if there's a conflict of interest?

The assessors will be asked to declare whether there is a conflict of interest with any 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.

New Zealand Government

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This document is also available on the Department's website: www.dbh.govt.nz

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