



DESIGN 3 LICENCE CLASS FORMS

These forms are for Design 3 licence class applicants.

There are four parts to your Design 3 application:

- Work history
- Project records and evidence checklist
- Referee reports
- Supporting evidence.

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

Instructions for completing these forms

Please read through **all** of the forms before you start filling them out. This will give you a clear idea of what you need to provide.

Use the *Notes for Design licence class applicants* to help you.

You must complete all forms. If you leave out any required information, or forget to attach any required documents, this will delay the processing and assessment of your application.

PERSONAL DETAILS

Please print clearly in black or blue pen and complete all sections.

Given names

Surname

Date of birth day month year

Daytime phone number

This information is to help us match your application form with your licence class forms.



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

Employed from to Range of work and responsibilities Categories of building

Job title

Employer or Self-employed

Location

Employed from to Range of work and responsibilities Categories of building

Job title

Employer or Self-employed

Location

Employed from to Range of work and responsibilities Categories of building

Job title

Employer or Self-employed

Location

Employed from to Range of work and responsibilities Categories of building

Job title

Employer or Self-employed

Location

Employed from to Range of work and responsibilities Categories of building

Job title

Employer or Self-employed

Location

Please read the *Notes for Design licence class applicants* and the evidence checklist before you start filling in this form.

Name of project

Address of project

Category of building: 1 2 3

Description of project

Complexity of project

Start and finish date of project: Start Finish

Time you were involved in this project:

Your role in the project:

Please read the *Notes for Design licence class applicants* and the evidence checklist before you start filling in this form.

Name of project

Address of project

Category of building: 1 2 3

Description of project

Complexity of project

Start and finish date of project: Start Finish

Time you were involved in this project:

Your role in the project:

Please read the *Notes for Design licence class applicants* and the evidence checklist before you start filling in this form.

Name of project

Address of project

Category of building: 1 2 3

Description of project

Complexity of project

Start and finish date of project: Start Finish

Time you were involved in this project:

Your role in the project:

EVIDENCE CHECKLIST

Please read the *Notes for Design licence class applicants* before you start filling in this form.

NOTE:

- In total your selected projects should cover all the evidence requirements listed below.
- The evidence marked with an asterisk (*) should be provided for **each** of those projects.
- Tick the boxes to show which evidence relates to which project.
- Send the completed checklist back with your application.
- Keep a copy, together with the evidence (portfolio of work) for each project, for reference during your face-to-face assessment.

Evidence required	Project 1	Project 2	Project 3 (optional)
* Client brief and updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Design process including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Design programme ■ Quality assurance procedures ■ Reporting and methods of communication ■ Consultant integration 			
Site investigation, may include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Site levels ■ Services plan ■ Certificate of title ■ Consultant reports ■ Communication with territorial authorities ■ PIM (Project Information Memorandum) 			
Note: Greater detail is required for more complex buildings			
Resource consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* One of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Council pre-lodgement checklists ■ Territorial authority/Code compliance certificate (CCC) checklists ■ Quality assurance checklists 			
* Cost estimates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Concept drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: Greater detail is required for more complex buildings, eg workshops			
* Construction documentation, including drawings and specifications (includes specific detailing, eg envelope junctions, structural junctions and weathertightness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Integration of consultant documentation (eg acoustics, mechanical, environmental reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building consent (with specialist reports according to the complexity of the project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documented alternative solutions (eg BRANZ appraisal, DBH determination, product testing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Relevant contract administration documentation. This may include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ■ Amendment to building consent or issue of new consent(s) ■ Site book/notes and minutes ■ TA application for amendment ■ Payment approval ■ As-built drawings ■ Schedule of defects ■ Code compliance certificate (CCC) ■ Contracts, including insurances, bonds, liquidations 			

You will be aware that the person asking you to complete this report is applying for a Design 3 licence under the Licensed Building Practitioner Scheme.

He/she is required to supply referee reports confirming his/her competence in the project named below. Please tick the relevant boxes on the next page if you believe that, from your personal experience, this person was competent in these tasks on this project.

Please fill in the **Comments** section as well. This will give the assessor a broader picture of the applicant's skills and knowledge.

Name of applicant

Project name

Project address

Referee details

Name of referee

Relationship to applicant

(Please note that a family member may not complete this form)

Address

Phone

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Best time to contact

Email

I, , acting as referee for the above licensed building practitioner applicant, hereby declare that the information I have provided about the applicant's competence in this project is true and accurate.

Referee's signature and date

___/___/___
day month year

Please tick the boxes below that apply to this project, and where the applicant performed the tasks competently.

The applicant competently:

- established an agreed design brief and scope of work
- prepared and presented preliminary design drawings
- communicated design ideas clearly and effectively
- discussed and advised on suggested design changes
- discussed and advised on any environmental or social impacts that may have affected the design
- discussed and advised on any regulatory requirements, eg consents
- produced detailed drawings, specifications and documentation suitable for construction
- provided information on timelines and costs
- discussed and/or advised on any conditions of contract and methods of procurement
- provided construction observation and contract administration to the required level
- discussed and advised on any occupancy requirements.

Comments

Please provide any specific examples of how the applicant demonstrated their competence in the tasks you have ticked above.

Would you recommend this designer for a similar project? Please explain why or why not.

Please note: An assessor may contact you to discuss this report further. By asking you to complete this form the applicant is giving his or her permission for this to take place.

You will be aware that the person asking you to complete this report is applying for a Design 3 licence under the Licensed Building Practitioner Scheme.

He/she is required to supply referee reports confirming his/her competence in the project named below. Please tick the relevant boxes on the next page if you believe that, from your personal experience, this person was competent in these tasks on this project.

Please fill in the **Comments** section as well. This will give the assessor a broader picture of the applicant's skills and knowledge.

Name of applicant

Project name

Project address

Referee details

Name of referee

Relationship to applicant

(Please note that a family member may not complete this form)

Address

Phone

Best time to contact

Email

I, , acting as referee for the above licensed building practitioner applicant, hereby declare that the information I have provided about the applicant's competence in this project is true and accurate.

Referee's signature and date

___/___/___
day month year

Please tick the boxes below that apply to this project, and where the applicant performed the tasks competently.

The applicant competently:

- produced detailed drawings, specifications and documentation suitable for construction
- coordinated and integrated consultant design input as required
- communicated design and construction requirements effectively
- documented and communicated variations as required
- prepared contract documentation as required
- provided and documented construction observation and contract administration
- provided as-built documentation as required.

Comments

Please provide any specific examples of how the applicant demonstrated their competence in the tasks you have ticked above.

Would you be happy to work with this designer again on a similar project? Please explain why or why not.

Please note: An assessor may contact you to discuss this report further. By asking you to complete this form the applicant is giving his or her permission for this to take place.

You will be aware that the person asking you to complete this report is applying for a Design 3 licence under the Licensed Building Practitioner Scheme.

He/she is required to supply referee reports confirming his/her competence in the project named below. Please tick the relevant boxes on the next page if you believe that, from your personal experience, this person was competent in these tasks on this project.

Please fill in the **Comments** section as well. This will give the assessor a broader picture of the applicant's skills and knowledge.

Name of applicant

Project name

Project address

Referee details

Name of referee

Relationship to applicant

(Please note that a family member may not complete this form)

Address

Phone

Best time to contact

Email

I, , acting as referee for the above licensed building practitioner applicant, hereby declare that the information I have provided about the applicant's competence in this project is true and accurate.

Referee's signature and date

___/___/___
day month year

Please tick the boxes below that apply to this project, and where the applicant performed the tasks competently.

The applicant competently:

- established a consultant’s scope of work
- carried out preliminary project research and provided relevant information on the findings
- discussed and advised on suggested changes
- provided detailed construction documentation
- coordinated and integrated consultant design input as required
- updated and advised on timelines as required
- communicated design requirements effectively with all parties
- discussed and advised on any regulatory requirements and social or environmental issues relating to the project
- provided construction observation and contract administration to the level agreed.

Comments

Please provide any specific examples of how the applicant demonstrated their competence in the tasks you have ticked above.

Would you be happy to work with this designer again on a similar project? Please explain why or why not.

Please note: An assessor may contact you to discuss this report further. By asking you to complete this form the applicant is giving his or her permission for this to take place.

1. Qualifications

You do not have to have a qualification to be licensed. Read the *Notes* for more details about qualifications and how to provide certified copies of any qualifications you do have.

If you have not completed a relevant qualification or cannot provide a copy of it, tick the 'Not applicable' box.

New Zealand qualifications *(please attach a certified copy of each qualification)*

Not applicable

Qualification

Education provider

Year started Year completed

Qualification

Education provider

Year started Year completed

Qualification

Education provider

Year started Year completed

Overseas qualifications *(please attach the NZQA assessment report)*

Not applicable

Qualification

Education provider

Country Year completed NZQA assessment attached

Qualification

Education provider

Country Year completed NZQA assessment attached

Qualification

Education provider

Country Year completed NZQA assessment attached

Do not send original certificates. The Department of Building and Housing takes no responsibility for lost or damaged original certificates.

2. Industry organisation membership

You do not have to be a member of any industry organisation to be licensed. However, if you are, provide the details below. See the *Notes* for more details about relevant organisations.

If you do not belong to any industry organisations, tick the 'Not applicable' box.

Not applicable

Organisation

Membership number

Organisation

Membership number

Organisation

Membership number

3. Recent relevant learning activities

List any industry-related activities you have taken part in during the past 3 years. See the *Notes* for more details about relevant activities.

If you have not completed any relevant learning activities in the past 3 years, tick the 'Not applicable' box.

Not applicable

Activity

Provider (if applicable)

Date (if applicable)

Activity

Provider (if applicable)

Date (if applicable)

Activity

Provider (if applicable)

Date (if applicable)

Activity

Provider (if applicable)

Date (if applicable)