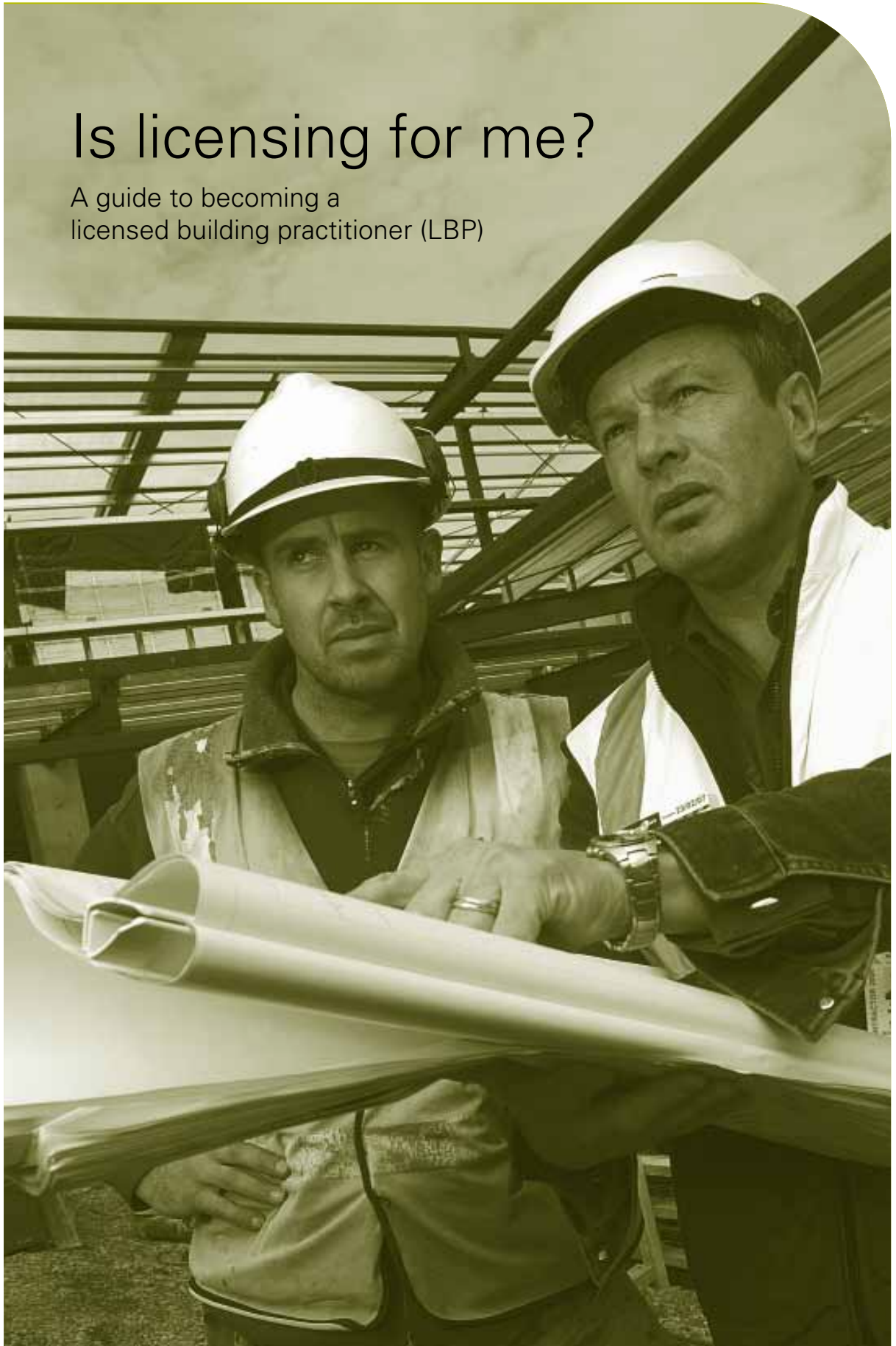




Department of
Building and Housing
Te Tari Kaupapa Whare

Is licensing for me?

A guide to becoming a
licensed building practitioner (LBP)



IS LICENSING FOR ME?

A GUIDE TO BECOMING A LICENSED BUILDING PRACTITIONER

This booklet is designed to help you decide whether to apply for a licensed building practitioner (LBP) licence.

It includes information about the LBP scheme, the competencies needed for each LBP licence class, and the application process.

Details of the LBP scheme change from time-to-time, so check the Department of Building and Housing's website www.dbh.govt.nz/LBP or call 0800 60 60 50 for information.

Disclaimer

We have tried to make this information as accurate as possible at the time of printing. Always refer to www.dbh.govt.nz for detail and information. Information provided by the Department is not legal advice.

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ABOUT THE LBP SCHEME

WHAT IS THE LBP SCHEME?

The licensed building practitioners (LBP) scheme promotes, recognises and supports professional skills and behaviour in the building construction industry. The Department of Building and Housing (the Department) administers the LBP scheme.

If your work is covered by one of the licences, this is your opportunity to have your skills and experience formally recognised.

WHAT ARE THE LICENCES?

There are seven licences in the LBP scheme:

Licence class	More information
Design	page 4
Site	page 10
Bricklaying and Blocklaying	page 14
Carpentry	page 16
External Plastering	page 18
Foundations	page 20
Roofing	page 22

You can apply to be licensed in more than one licence but you must be able to demonstrate that you are competent in each class you apply for.

The competencies for the licences were developed by industry working groups. They represent the skills and knowledge that a competent person with sound experience in the building construction industry should be able to demonstrate.

DO I HAVE TO BE LICENSED?

The LBP scheme is voluntary. Being licensed is a personal and business choice for people with the skills and experience that meet the relevant licence class competencies.

However, from March 2012, the Government has announced that restricted building work must be supervised or carried out by an LBP.

If you are thinking about applying to be licensed, look through the competencies for the licences—pages 4 to 22—to help you decide whether your qualifications, skills, knowledge and experience fit the requirements.

The LBP scheme is for competent individuals. Companies and commercial entities cannot be licensed, but the people they employ or subcontract can apply to be licensed.

HOW WILL I BENEFIT FROM BEING LICENSED?

LBPs receive many personal and business benefits. LBPs are:

- formally recognised as competent and experienced in their chosen field. This is similar to the recognition that plumbers, electrical workers, architects and chartered engineers already have through their registration systems
- able to use their LBP status as a personal 'mark of quality' in their work
- listed on a public register so clients or employers can see their licence status - see www.dbh.govt.nz/LBP-register
- supported by an active advertising and promotional programme to consumers.

The Government has announced that only LBPs will be able to carry out or supervise restricted building work after March 2012.

WHAT IS RESTRICTED BUILDING WORK?

Restricted building work is certain building work that is critical to the integrity of a building.

The Government will detail restricted building work before March 2012, but it is likely to include the:

- design and construction of a house or small-medium sized apartment's primary structure (eg, foundations and framing) – to ensure the building can withstand vertical and horizontal loads
- design and construction of a house or small-medium sized apartment's external envelope (eg, roofing and cladding) – to ensure the building is weathertight
- design of fire safety systems (eg, sprinklers, fire alarms) for small-medium sized apartments – to ensure people are adequately protected from the dangers of smoke and fire.

SITE LICENCE AND RESTRICTED BUILDING WORK

A Site LBP is recognised as a competent professional in their chosen field and receives the marketing and business benefits this brings – a Site licence is a valuable ‘quality mark’. However, Site LBPs are the only LBPs who will not be able to issue restricted building work memoranda or supervise restricted building work.

WHAT IF I AM QUALIFIED?

If you hold a qualification recognised under the LBP scheme, you can use the streamlined application process. See page 26 for more information.

Applicants with a recognised qualification must be able to demonstrate the same competencies as people without recognised qualifications.

DO I NEED TO BE QUALIFIED?

You do not need to have a qualification to be licensed.

If you do not have a recognised qualification, you can use the standard application process. See page 24 for more information.

OTHER OCCUPATIONAL LICENSING SCHEMES

Some building practitioners, such as engineers, may already be licensed under an existing occupational licensing scheme. People registered to carry out building work under other statutory registration systems, are automatically treated as if they are licensed under the corresponding class in the LBP scheme for the purpose of carrying out restricted building work.

If you are a Chartered Professional Engineer, you are already treated as if you are licensed in Design and Site area of practice 3. You cannot be licensed in Design or Site.

If you are a Registered Architect, you are already treated as if you are licensed in Design area of practice 3. You cannot be licensed in Design.

If you are a licensed or certifying plumber or gasfitter, you are already treated as if you are licensed in Bricklaying and Blocklaying, External Plastering and Roofing. You cannot be licensed in these licences.

Being treated as if you are licensed in Bricklaying and Blocklaying, External Plastering, and Roofing recognises that licensed or certifying plumbers and gasfitters have the skills and knowledge to carry out and supervise fitting and sealing or flashing of pipework through exterior walls. It also recognises that licensed and certifying plumbers possess the skills and knowledge to carry out and supervise the installation of certain roofs and cladding, such as profiled metal roofs and cladding.

You can apply for other licences if you wish.

WHAT ARE THE BUILDING CATEGORIES?

The LBP scheme uses three building categories to identify how applicants should be assessed and provide scope for the licences.

The building categories are complexity based, ranging from simple low risk dwellings in category 1 to complex multi-storey commercial buildings in category 3.

Building category	Description
Category 1 buildings	Single household dwellings with low or medium-risk envelope design
Category 2 buildings	Single household dwellings with high-risk envelope design, or any other buildings with a building height* less than 10 m
Category 3 buildings	All buildings 10 m or greater in building height*, except single household dwellings

*Building height is the vertical distance between the floors of the building’s lowest and highest storeys.

For detailed information about the building categories, see page 33.

WHAT ARE AREAS OF PRACTICE?

Areas of practice relate to an LBP’s specific knowledge and skills within a licence class. For example, the Roofing licence class includes metal-tile roofing and torch-on membrane roofing as areas of practice, and Design includes three areas of practice based on the building categories.

The area of practice appears on the LBP ID card and the LBP register.

THE LICENCES

DESIGN



If you are a competent designer, you can apply to be licensed in Design. There are three areas of practice.

Which Design area of practice should I apply to be assessed in?

There are three areas of practice for the Design licence but you can only be assessed in one. You should have sound knowledge of and practical experience in designing the building categories that relate to the area of practice you are applying to be assessed in.

It is important that LBPs work within their competence, and should recognise when other skills are required. Of course you can try new things but you are expected to get support, training or supervision.

The Design areas of practice relate to the three categories of buildings.

Category of building	Design area of practice
Category 1 buildings	Design area of practice 1
Category 1 and 2 buildings	Design area of practice 2
Category 1, 2 and 3 buildings	Design area of practice 3

Building category	Description
Category 1 buildings	Single household dwellings with low or medium-risk envelope design
Category 2 buildings	Single household dwellings with high-risk envelope design, or any other buildings with a building height* less than 10 m
Category 3 buildings	All buildings 10 m or greater in building height*, except single household dwellings

*Building height is the vertical distance between the floors of the building's lowest and highest storeys.

The building categories, including definitions, are explained in more detail on pages 36 to 42.

DESIGN LICENCE IN AREA OF PRACTICE 1

If you design Category 1 buildings, then the Design licence in area of practice 1 is for you.

An LBP with a Design licence in area of practice 1 may also design category 2 and 3 buildings – you do not have to apply to be assessed in other areas of practice. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

What do I need to show to get my Design licence in area of practice 1?

The Design licence in area of practice 1 has four competencies – areas that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, skills and knowledge needed.

The following table shows the types of skills and knowledge you need for a Design licence in area of practice 1. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Understand and apply knowledge of the regulatory environment of the building construction industry	<p>Show your understanding of:</p> <ul style="list-style-type: none"> - and apply the Building Act and Regulations, the Building Code and Compliance Documents - the relevance of building-related legislation - contracts for engagement between the designer and the client, and construction contracts - the key features of the LBP scheme - the roles and responsibilities of key parties - the building and resource consent processes - the importance of operating within the scope of your competence and recognising when other expertise is needed. <p>Your application pack will include guidance about the regulatory environment.</p>
Establish design briefs and scope of work and prepare the preliminary design	<ul style="list-style-type: none"> • Work with your client to establish the brief and scope of work • Carry out site investigations • Understand design practice and methods, building elements and construction processes • Consider environmental and social impacts • Present preliminary design drawings, outline specifications, timelines and costs.
Develop, design and produce construction drawings and documentation	<ul style="list-style-type: none"> • Apply design standards, identify and produce design solutions • Work with specialist design inputs • Prepare developed design drawings and specifications • Update clients on timelines and costs • Understand conditions of contract • Produce detailed drawings, specifications and documentation for building consent and construction.
Manage the building design process	<ul style="list-style-type: none"> • Plan, schedule and organise design projects • Use quality assurance techniques.

Full details and examples of the competencies for Design are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

DESIGN LICENCE IN AREA OF PRACTICE 2

If you design Category 2 buildings, then the Design licence in area of practice 2 is for you.

An LBP with a Design licence in area of practice 2 may also design category 1 and 3 buildings – you do not have to apply to be assessed in other areas of practice. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

What do I need to show to get my Design licence in area of practice 2?

The Design licence in area of practice 2 has four competencies – areas that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, skills and knowledge needed.

The following table shows the types of skills and knowledge you need for a Design licence in area of practice 2. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Understand and apply knowledge of the regulatory environment of the building construction industry	Show your understanding of: <ul style="list-style-type: none"> - and apply the Building Act and Regulations, the Building Code and Compliance Documents - the relevance of building-related legislation - contracts for engagement between the designer and the client, and construction contracts - the key features of the LBP scheme - the roles and responsibilities of key parties - the building and resource consent processes - the importance of operating within the scope of your competence and recognising when other expertise is needed. Your application pack will include guidance about the regulatory environment.
Establish design briefs and scope of work and prepare the preliminary design	<ul style="list-style-type: none"> • Work with your client to establish the brief and scope of work • Carry out site investigations • Understand design practice and methods, building elements and construction processes • Document environmental and social impacts • Present preliminary design drawings, outline specifications, timelines and costs.
Develop, design and produce construction drawings and documentation	<ul style="list-style-type: none"> • Apply design standards, identify and produce design solutions • Apply building technology and performance knowledge • Work with specialist design inputs • Prepare developed design drawings and specifications • Update clients on timelines and costs • Understand conditions of contract and methods of procurement • Produce detailed drawings, specifications and documentation for building consent and construction.
Manage the building design process	<ul style="list-style-type: none"> • Plan, schedule and organise design projects • Use quality assurance techniques • Explain observing construction and administering contracts • Advise building owners on occupation requirements.

Full details and examples of the competencies for Design are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

DESIGN LICENCE IN AREA OF PRACTICE 3

If you design Category 3 buildings, then the Design licence in area of practice 3 is for you.

An LBP with a Design licence in area of practice 3 may also design Category 1 and 2 buildings – you do not have to apply to be assessed in all areas of practice. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

If you are a Registered Architect, you are already treated as if you are licensed in Design area of practice 3. You cannot be licensed in Design. You can apply for other licences if you wish.

If you are a Chartered Professional Engineer, you are already treated as if you are licensed in Design and Site area of practice 3. You cannot be licensed in Design or Site. You can apply for other licences if you wish.

More information, including where to find the Registered Architects and CPEng registers, is at www.dbh.govt.nz/LBP-register

What do I need to know to get my Design licence in area of practice 3?

The Design licence in area of practice 3 has four competencies – areas that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise - they want to see whether, overall, you can demonstrate the practical experience, skills and knowledge needed.

The following table shows the types of skills and knowledge you need for a Design licence in area of practice 3. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Understand and apply knowledge of the regulatory environment of the building construction industry	Show your understanding of: <ul style="list-style-type: none"> - and apply the Building Act and Regulations, the Building Code and Compliance Documents - the relevance of building-related legislation - contracts for engagement between the designer and the client, and construction contracts - the key features of the LBP scheme - the roles and responsibilities of key parties - the building and resource consent processes - the importance of operating within the scope of your competence and recognising when other expertise is needed. Your application pack will include guidance about the regulatory environment.
Establish design briefs and scope of work and prepare the preliminary design	<ul style="list-style-type: none"> • Work with your client to establish the brief and scope of your work • Carry out site investigations • Understand design practice and methods, building elements and construction processes • Document environmental and social impacts • Present preliminary design drawings, outline specifications, timelines and costs.
Develop, design and produce construction drawings and documentation	<ul style="list-style-type: none"> • Apply design standards, identify and produce design solutions • Apply building science, building technology and performance knowledge • Work with specialist design inputs • Prepare developed design drawings and specifications • Update clients on timelines and costs • Understand conditions of contract and alternative methods of procurement • Manage and produce detailed drawings, specifications and documentation for building consent and construction.
Manage the building design process	<ul style="list-style-type: none"> • Plan, schedule and organise design projects • Use quality assurance techniques • Observe construction and administer contracts • Advise building owners on occupation requirements.

Full details and examples of the competencies for Design are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

SITE



If you are a competent builder, site supervisor or construction manager, responsible for coordinating, overseeing or managing building work, this licence is for you. There are three areas of practice.

Which Site area of practice should I apply to be assessed in?

There are three areas of practice for the Site licence but you can only be assessed in one.

You should apply for the area of practice that best reflects the category of building you coordinate or manage. You should have sound knowledge and practical experience in the building categories for your area of practice.

If you you should apply for this area of practice
Coordinate and oversee the construction or alteration of category 1 buildings	Site area of practice 1
Coordinate and oversee the construction or alteration of category 1, 2 and 3 buildings	Site area of practice 2
Manage some or all of the construction or alteration of category 1, 2 and 3 buildings (you may have Site LBPs in area of practice 1 and 2 working for you on site).	Site area of practice 3

How does Site fit in with restricted building work?

A Site LBP is recognised as a competent professional in their chosen field and receives the benefits this brings. However, often a Site LBP's role involves managing a building project, and the Government does not intend to regulate project management. Site LBPs are the only LBPs who will not be issuing restricted building work memoranda or be able to supervise restricted building work. Regulations to finalise restricted building work details are expected before 2012.

Building category	Description
Category 1 buildings	Single household dwellings with low or medium-risk envelope design
Category 2 buildings	Single household dwellings with high-risk envelope design, or any other buildings with a building height* less than 10 m
Category 3 buildings	All buildings 10 m or greater in building height*, except single household dwellings

*Building height is the vertical distance between the floors of the building's lowest and highest storeys.

The building categories are explained in more detail on pages 33 to 39.

SITE LICENCE IN AREA OF PRACTICE 1

If you coordinate and oversee the construction or alteration of category 1 buildings, then the Site licence in area of practice 1 is for you.

An LBP with a Site licence in area of practice 1 may coordinate and oversee the construction or alteration of any of the three building categories. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

What do I need to know to get my Site licence in area of practice 1?

The Site licence in area of practice 1 has five competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise - they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed.

The following table shows the types of skills and knowledge you need for a Site licence in area of practice 1. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Understand and apply knowledge of the regulatory environment of the building construction industry	<p>Show your understanding of:</p> <ul style="list-style-type: none"> - the purpose of the Building Act and the Building Code - how to interpret information from Compliance Documents - the relevance of building-related legislation - the key features of the LBP scheme - the roles, responsibilities and work of key parties - the building consent process - the importance of operating within the scope of your competence and recognising when other expertise is needed. <p>Your application pack will include guidance on the regulatory environment.</p>
Apply technical knowledge of construction methods and practice	<ul style="list-style-type: none"> • Apply technical knowledge of construction methods and practice.
Organise and manage building projects	<ul style="list-style-type: none"> • Interpret working drawings, specifications, schedules and quantity lists • Work with design lead • Establish, manage and monitor building site.
Manage personnel	<ul style="list-style-type: none"> • Supervise personnel.
Provide technical supervision	<ul style="list-style-type: none"> • Obtain site plans, design details and working drawings • Recognise non-standard building sites, eg where site excavation is required • Supervise the installation of structural elements, external envelope, including roofing, windows, cladding systems and sub-floors • Coordinate junctions, interfaces and penetrations • Monitor the integration of building work by trades people • Obtain documentation required by the owner to confirm compliance with the building consent.

Full details and examples of the competencies for Site are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

SITE LICENCE IN AREA OF PRACTICE 2

If you coordinate and oversee the construction or alteration of category 1, 2, and 3 buildings, then the Site licence in area of practice 2 is for you.

It is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

What do I need to show to get my Site licence in area of practice 2?

The Site licence in area of practice 2 has five competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed.

The following table shows the types of skills and knowledge you need for a Site licence in area of practice 2. You will not need to show your skill and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Understand and apply knowledge of the regulatory environment of the building construction industry	<p>Show your understanding of:</p> <ul style="list-style-type: none"> - the purpose of the Building Act and the Building Code - how to interpret Compliance Documents - the relevance of building-related legislation - the key features of the LBP scheme - the roles, responsibilities and work of key parties - the building and resource consent processes - the importance of operating in the scope of your competence and recognising when other expertise is needed. <p>Your application pack will include guidance about the regulatory environment.</p>
Apply technical knowledge of construction methods and practice	<ul style="list-style-type: none"> • Apply technical knowledge of construction methods and practice.
Organise and manage building projects	<ul style="list-style-type: none"> • Interpret working drawings, specifications, schedules and quantity lists • Work with design lead • Implement safety plans • Establish, manage and monitor building site.
Manage personnel	<ul style="list-style-type: none"> • Supervise personnel.
Provide technical supervision	<ul style="list-style-type: none"> • Obtain site plans, design details and working drawings • Understand site survey requirements and topography • Understand and monitor building site excavation • Supervise the installation of structural elements, and the external envelope, including roofing, windows, cladding systems and sub-floors • Coordinate junctions, interfaces and penetrations • Monitor the integration of building work by tradespeople • Obtain documentation required by the owner to confirm compliance with the building consent.

Full details and examples of the competencies for Site are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

SITE LICENCE IN AREA OF PRACTICE 3

If you manage some or all of the construction or alteration of category 1, 2 and 3 buildings, then the Site licence in area of practice 3 is for you.

It is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

If you are a Chartered Professional Engineer, you are already treated as if you are licensed in Design and Site area of practice 3. You cannot be licensed in Design or Site. You can apply for other licences if you wish.

What do I need to show to get my Site licence in area of practice 3?

The Site licence in area of practice 3 has five competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed.

The following table shows the types of skills and knowledge you need for a Site licence in area of practice 3. You will not need to show your skill and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Understand and apply knowledge of the regulatory environment of the building construction industry	Show your understanding of: <ul style="list-style-type: none"> - the purpose of the Building Act and the Building Code - how to interpret Compliance Documents - the relevance of building-related legislation - the key features of the LBP scheme - the roles, responsibilities and work of key parties - the building and resource consent processes - the importance of operating within the scope of your competence and recognising when other expertise is needed. Your application pack will include guidance about the regulatory environment.
Apply technical knowledge of construction methods and practice	<ul style="list-style-type: none"> • Apply technical knowledge of construction methods and practice.
Organise and manage building projects	<ul style="list-style-type: none"> • Interpret contract documents • Understand procurement models • Work with design lead • Manage administration • Manage the establishment of building site and ongoing operations • Manage development of and implement site procedures, control and direct site performance.
Manage personnel	<ul style="list-style-type: none"> • Manage project team and personnel.
Provide technical supervision	<ul style="list-style-type: none"> • Manage and direct technical supervision personnel • Obtain documentation required by the owner to confirm compliance with the building consent.

Full details and examples of the competencies for Site are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

BRICKLAYING AND BLOCKLAYING



If you lay bricks or blocks for category 1, 2 or 3 buildings, then this is the licence for you. See page 33 for a description of building categories.

There are two areas of practice for the Bricklaying and Blocklaying licence:

Bricklaying and Blocklaying 1: Brick / masonry veneer

Bricklaying and Blocklaying 2: Structural masonry.

You can apply to be assessed for a Bricklaying and Blocklaying licence in one or both areas of practice if you have the required competencies.

You do not have to be assessed in both areas of practice. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

Bricklaying and Blocklaying LBPs can construct concrete foundation walls without a Foundations licence.

If you are a licensed or certifying plumber or gasfitter, you are already treated as if you are licensed in the bricklaying and blocklaying, roofing, and external plastering licences. You cannot be licensed in these licences. You can apply for other licences if you wish.

Being treated as if you are licensed in bricklaying and blocklaying, roofing, and external plastering recognises that licensed and certifying plumbers and gasfitters possess the skills and knowledge to carry out and supervise the fitting and sealing or flashing of pipework through exterior walls. It also recognises that licensed and certifying plumbers possess the skills and knowledge to carry out and supervise the installation of certain roofs and cladding, such as profiled metal roofs and cladding.

What do I need to show to get my Bricklaying and Blocklaying licence?

The Bricklaying and Blocklaying licence class has four competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed.

The following table shows the types of skills and knowledge you need to become licensed in Bricklaying and Blocklaying. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Demonstrate knowledge of the regulatory environment of the building construction industry	Show your understanding of: <ul style="list-style-type: none"> - the purpose of the Building Act, the Building Code, the Health and Safety in Employment Act, and the Resource Management Act - the key features of the LBP scheme - the roles, responsibilities and work of key parties - how bricklaying and blocklaying fit in the building consent process - the importance of operating within the scope of your competence and recognising when other expertise is needed. Your application pack will include guidance on the regulatory environment.
Demonstrate knowledge of current bricklaying and blocklaying practice	Show your understanding of: <ul style="list-style-type: none"> - bricklaying and blocklaying terms and construction methods - veneer and structural masonry installation methods and practice - how to find and interpret technical information - working with other trades on-site - safe working practices and environmental issues - preliminary site set-up requirements.
Plan masonry work	<ul style="list-style-type: none"> • Interpret working drawings, specifications, programming, and schedules of quantities • Carry out building calculations, order and coordinate material supply.
Carry out masonry work	<ul style="list-style-type: none"> • Work safely at all times • Manage environmental issues • Prepare, lay, complete and finish units appropriate for the area of practice you are applying to be assessed in.

Full details and examples of the competencies for Bricklaying and Blocklaying are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

CARPENTRY



If you work as a carpenter on category 1, 2 or 3 buildings, then this is the licence for you. See page 33 for a description of building categories.

What do I need to show to get my Carpentry licence?

The Carpentry licence class has four competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Carpentry LBPs can:

- construct foundations without a Foundations licence
- install lightweight profiled metal roofing without a Roofing licence.

It is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed to meet the licence class competencies.

The following table shows the types of skills and knowledge you need to become licensed in Carpentry. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Demonstrate knowledge of the regulatory environment of the building construction industry	Show your understanding of: <ul style="list-style-type: none"> - the purpose of the Building Act and the Building Code - the key features of the LBP scheme - the roles, responsibilities and work of key parties - the process for work that needs a building consent - the importance of operating within the scope of your competence and recognising when other expertise is needed. Your application pack will include guidance on the regulatory environment.
Demonstrate knowledge of current building and trade practice	Show your understanding of: <ul style="list-style-type: none"> - construction terms and methods - carpentry methods and practice - how to find and interpret technical information - working with other trades on-site - safe working practices on site and environmental issues - preliminary site set-up requirements.
Plan and schedule carpentry work	<ul style="list-style-type: none"> • Interpret working drawings, specifications, programme schedules and quantity lists • Order materials.
Carry out carpentry work	<ul style="list-style-type: none"> • Prepare site, and construct, install and make weathertight works relevant to carpentry work, including: foundations, framing, lightweight profiled metal roofing, stairs, decks and insulation systems.

Full details and examples of the competencies for Carpentry are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

EXTERNAL PLASTERING



If you apply external solid plaster, or proprietary plaster cladding systems (PPCS) to category 1, 2 or 3 buildings, then this is the licence for you. See page 33 for a description of building categories.

There are two areas of practice for the External Plastering licence:

External Plastering 1: Solid plastering

External Plastering 2: Proprietary plaster cladding systems (PPCS).

You can apply to be assessed for an External Plastering licence in one or both areas of practice if you have the required competencies.

You do not have to be assessed in both areas of practice. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

If you are a licensed or certifying plumber or gasfitter, you are already treated as if you are licensed in the external plastering, roofing, and bricklaying and blocklaying licences. You cannot be licensed in these licences. You can apply for other licences if you wish.

Being treated as if you are licensed in external plastering, roofing, and bricklaying and blocklaying recognises that licensed and certifying plumbers and gasfitters possess the skills and knowledge to carry out and supervise the fitting and sealing or flashing of pipework through exterior walls. It also recognises that licensed and certifying plumbers possess the skills and knowledge to carry out and supervise the installation of certain roofs and cladding, such as profiled metal roofs and cladding.

What do I need to show to get my External Plastering licence?

The External Plastering licence class has four competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed.

The following table shows the types of skills and knowledge you need to become licensed in External Plastering. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Demonstrate knowledge of the regulatory environment of the building construction industry	Show your understanding of: <ul style="list-style-type: none"> - the purpose of the Building Act, the Building Code, the Health and Safety in Employment Act, and the Resource Management Act - the key features of the LBP scheme - the roles, responsibilities and work of key parties - how external plastering fits in the building consent process - the importance of operating within the scope of your competence and recognising when other expertise is needed. Your application pack will include guidance on the regulatory environment.
Demonstrate knowledge of current external plastering practice	Show your understanding of: <ul style="list-style-type: none"> - external plastering terms, methods and practice - how to find and interpret technical information - working with other trades on-site - safe working practices on site and environmental issues - preliminary site set-up requirements.
Plan external plastering work	<ul style="list-style-type: none"> • Interpret working drawings, specifications, programme schedules and quantity lists • Order materials.
Carry out external plastering work	<ul style="list-style-type: none"> • Work safely at all times • Manage environmental issues • Comply with New Zealand Standards or current PPCS specifications at all times • Check, prepare, apply and finish plastering work appropriate for the area of practice you are applying for.

Full details and examples of the competencies for External Plastering are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

FOUNDATIONS



If you construct or alter foundations for category 1 or 2 buildings, then the Foundations licence is for you. See page 33 for details of building categories.

There are two areas of practice for the Foundations licence:

Foundations 1: Concrete foundation walls and concrete slab-on-ground

Foundations 2: Concrete or timber pile foundations.

You can apply to be assessed for a Foundations licence in one or both areas of practice if you have the required competencies.

You do not need to apply to be assessed in both areas of practice. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

What do I need to show to get my Foundations licence?

The Foundations licence class has four competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed.

The following table shows the types of skills and knowledge you need to become licensed in Foundations. You will not need to show your skill and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Demonstrate knowledge of the regulatory environment of the building construction industry	Show your understanding of: <ul style="list-style-type: none"> - the purpose of the Building Act, the Building Code, and the Health and Safety in Employment Act - the key features of the LBP scheme - the roles, responsibilities and work of key parties - how foundation work fits in the building consent process - building compliance documentation about constructing foundations - the importance of operating within the scope of your competence and recognising when other expertise is needed. Your application pack will include guidance on the regulatory environment.
Demonstrate knowledge of current foundation trade practice	Show your understanding of: <ul style="list-style-type: none"> - foundation terms and construction methods - how to use foundation fixings - working with other trades, professions, and regulatory authorities - safe working practices and environmental issues - preliminary site set-up requirements.
Plan foundation work	<ul style="list-style-type: none"> • Interpret approved consent documentation • Plan and programme foundation construction • Order and coordinate material, labour, plant and equipment supply.
Carry out foundation work	<ul style="list-style-type: none"> • Work safely at all times • Manage environmental issues • Construct foundations, including excavation and pile construction, and complete each stage of foundation work appropriate for the area of practice you are applying for. • Arrange additional inspections when required.

Full details and examples of the competencies for Foundations are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

ROOFING



If you install roofs, or roof materials, for category 1, 2 or 3 buildings, then this is the licence class for you. See page 33 for a description of building categories.

There are seven areas of practice for the Roofing licence:

- Roofing 1: Concrete or clay tile roof
- Roofing 2: Profiled metal roof and wall cladding
- Roofing 3: Metal tile roof
- Roofing 4: Roof membrane
- Roofing 5: Torch on roof membrane
- Roofing 6: Liquid membrane roof
- Roofing 7: Shingle or slate roof.

You can apply to be assessed for a Roofing licence in one or more areas of practice if you have the required competencies.

You do not have to be assessed in every area of practice. However, it is important that LBPs work within their competence, and should recognise when other skills are required. Of course, you can try new things but you are expected to get support, training or supervision.

If you are a licensed or certifying plumber or gasfitter, you are already treated as if you are licensed in the roofing, external plastering, and bricklaying and blocklaying licences. You cannot be licensed in these licences. You can apply for other licences if you wish.

Being treated as if you are licensed in roofing, external plastering, and bricklaying and blocklaying recognises that licensed and certifying plumbers and gasfitters possess the skills and knowledge to carry out and supervise the fitting and sealing or flashing of pipework through exterior walls. It also recognises that licensed and certifying plumbers possess the skills and knowledge to carry out and supervise the installation of certain roofs and cladding, such as profiled metal roofs and cladding.

What do I need to show to get my Roofing licence?

The Roofing licence class has four competencies that reflect the skills and knowledge required by a competent person to be licensed in this class.

Your assessor will look for broad evidence of your competence. It is not a tick the box exercise – they want to see whether, overall, you can demonstrate the practical experience, qualifications, skills and knowledge needed.

The following table shows the types of skills and knowledge you need to become licensed in Roofing. You will not need to show your skills and knowledge in all these areas – remember your assessor is looking for broad evidence of your competence.

Competency	Examples of skills and knowledge
Demonstrate knowledge of the regulatory environment of the building construction industry	<p>Show your understanding of:</p> <ul style="list-style-type: none"> - the purpose of the Building Act, the Building Code, the Health and Safety in Employment Act, and the Resource Management Act - the key features of the LBP scheme - the roles, responsibilities and work of key parties - how roofing fits in with the building consent process - the importance of operating in the scope of your competence and recognising when other expertise is needed. <p>Your application pack will include guidance on the regulatory environment.</p>
Demonstrate knowledge of current roofing trade practice	<p>Show your understanding of:</p> <ul style="list-style-type: none"> - technical roof terms and construction methods - roof installation methods and practice - how to find and interpret technical information - working with other trades on-site - safe working practices, including working at heights and personal protective equipment (PPE) - environmental issues - preliminary site set-up requirements.
Plan roof work	<ul style="list-style-type: none"> • Interpret working drawings, specifications, programming, and schedules of quantities • Prepare and confirm availability of safety plan • Confirm roof materials supply and delivery, and arrange equipment.
Carry out roof work	<ul style="list-style-type: none"> • Work safely at all times • Manage environmental issues • Confirm structure is prepared for work, and prepare, carry out, complete and finish installation of roof appropriate for the area of practice you are applying to be assessed in.

Full details and examples of the competencies for Roofing are at www.dbh.govt.nz/LBP-rules-2007

Skip to page 24 for information on how to apply for your licence.

APPLYING TO BE AN LBP

YOU WILL NEED AN APPLICATION PACK

There are two ways you can apply to become an LBP:

1. Standard application pack, or
2. Qualified application pack.

Your application pack contains:

- an application form, and
- the *Understanding the Regulatory Environment* booklet

The application form will ask for evidence that demonstrates your work in the industry and your competence in the class you are applying to be licensed in.

STANDARD APPLICATION FORM

You do not need to be qualified to apply to be licensed.

If you do not have a recognised qualification, you will need to obtain a Standard application form. This form asks for:

- your work history (like a CV) showing the work you have done in the industry
- a record of selected jobs (and a portfolio of work for Design applicants) that demonstrates your competence and the type of work you do
- other supporting evidence, which may include industry organisation membership and recent learning you have undertaken.
- contact details of technical referees who can verify your competence in the jobs you have selected

You also need to read the *Understanding the Regulatory Environment* booklet included in your application pack.

QUALIFIED APPLICATION FORM

If you have a recognised qualification, you can apply using the qualified application form for Site and trade licences. This is easier and cheaper than the Standard application process.

Applicants with a recognised qualification will need to:

- provide a certified copy of their qualification
- supply details of technical referees who can confirm recent work experience and technical skills relevant to the licence class you are applying for
- Demonstrate current regulatory knowledge.

You also need to read the *Understanding the Regulatory Environment* booklet included in your application pack.

HOW TO GET AN APPLICATION PACK

You can get an application pack by:

- calling the Department on 0800 60 60 50
- visiting www.dbh.govt.nz/LBP

You will need to say whether you are qualified and which licence you are applying for, so that you get the right application pack.

You can apply to be assessed for more than one licence and more than one area of practice (except Site and Design licences in which you can only have one area of practice).

UNDERSTANDING THE REGULATORY ENVIRONMENT

You must read the *Understanding the Regulatory Environment* booklet that comes with your application pack. An assessor will call you and ask questions about it.

RECOGNISED QUALIFICATIONS

The following qualifications are recognised as at October 2010. These are reviewed yearly, so check www.dbh.govt.nz/LBP or call the Department on 0800 60 60 50 for an list of qualifications.

Licence class	Area of practice	Recognised qualification
Site	Site area of practice 1	<ul style="list-style-type: none"> • National Certificate in Construction (Leading Hand) (Level 4) • New Zealand Certificate in Building • Advanced Trade Certificate in Carpentry • National Certificate in Carpentry (Advanced) (Level 4) • National Diploma in Construction Management (Level 5) • National Diploma in Construction Management (Level 6) • Bachelor of Construction (Construction Management) • Bachelor of Construction Management • Bachelor of Building Science
	Site area of practice 2	<ul style="list-style-type: none"> • New Zealand Certificate in Building • Advanced Trade Certificate in Carpentry • National Certificate in Carpentry (Advanced) (Level 4) • National Certificate in Construction (Supervisor) (Level 5) • National Diploma in Construction Management (Level 5) • National Diploma in Construction Management (Level 6) • Bachelor of Construction (Construction Management) • Bachelor of Construction Management • Bachelor of Building Science
	Site area of practice 3	<ul style="list-style-type: none"> • New Zealand Certificate in Building • National Diploma in Construction Management (Level 5) • National Diploma in Construction Management (Level 6) • Bachelor of Construction (Construction Management) • Bachelor of Construction Management • Bachelor of Building Science • Bachelor of Engineering • Bachelor of Engineering Technology • New Zealand Diploma in Engineering (Civil) (Level 6) • National Diploma in Civil Engineering (Level 6) • National Diploma in Engineering (Civil) (Level 6) • New Zealand Certificate in Engineering

Licence class	Area of practice	Recognised qualification
Foundations	Concrete foundation walls and concrete slab-on-ground	<ul style="list-style-type: none"> • Trade Certificate in Carpentry • Advanced Trade Certificate in Carpentry • Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery) • National Certificate in Carpentry (Level 4) • National Certificate in Carpentry (Advanced) (Level 4) • National Certificate in Construction (Leading Hand) (Level 4) • National Certificate in Construction (Supervisor) (Level 5) • New Zealand Certificate in Building • Certificate in Concrete Technology (Level 4) • National Certificate in Concrete Construction (Specialist) Sitework (Level 3)
	Concrete or timber pile foundation	<ul style="list-style-type: none"> • Trade Certificate in Carpentry • Advanced Trade Certificate in Carpentry • Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery) • National Certificate in Carpentry (Level 4) • National Certificate in Carpentry (Advanced) (Level 4) • National Certificate in Construction (Leading Hand) (Level 4) • National Certificate in Construction (Supervisor) (Level 5) • New Zealand Certificate in Building
Roofing	Concrete or Clay Tile Roof	<ul style="list-style-type: none"> • National Certificate in Roofing (Installer) (Level 4) - Concrete Roof Tiles
	Profiled Metal Roof and Wall Cladding	<ul style="list-style-type: none"> • National Certificate in Roofing (Installer) (Level 4) - Metal Roof and Wall Cladding • National Certificate in Plumbing
	Metal Tile Roof	<ul style="list-style-type: none"> • National Certificate in Roofing (Installer) (Level 4) - Metal Roof Tiles
	Roof Membrane	<ul style="list-style-type: none"> • National Certificate in Roofing (Installer) (Level 4) - Roof Membrane
	Torch on Roof Membrane	<ul style="list-style-type: none"> • National Certificate in Roofing (Installer) (Level 4) - Torch on Roof Membrane
	Liquid Membrane Roof	<ul style="list-style-type: none"> • National Certificate in Roofing (Installer) (Level 4) - Liquid Roof Membrane
	Shingle or Slate Roof	<ul style="list-style-type: none"> • National Certificate in Roofing (Installer) (Level 4) - Roof Shingle

Licence class	Area of practice	Recognised qualification
Carpentry		<ul style="list-style-type: none"> • Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery) • National Certificate in Carpentry (Level 4) • National Certificate in Carpentry (Advanced) (Level 4) • Trade Certificate in Carpentry • Advanced Trade Certificate in Carpentry • New Zealand Certificate in Building • National Certificate in Construction (Leading Hand) (Level 4) • National Certificate in Construction (Supervisor) (Level 5)
Bricklaying and Blocklaying	Veneer	<ul style="list-style-type: none"> • National Certificate in Brick and Block Laying (Level 4) • Trade Certificate in Bricklaying • Advanced Trade Certificate in Bricklaying • Certificate of Due Completion of Apprenticeship (Bricklaying) • National Certificate in Masonry (Bricklaying) (Level 3) - Brick and Block Laying
	Structural Masonry	<ul style="list-style-type: none"> • National Certificate in Brick and Block Laying (Level 4) • National Certificate in Masonry (Bricklaying) (Level 3) - Brick and Block Laying
External Plastering	Solid Plastering	<ul style="list-style-type: none"> • National Certificate in Solid Plastering (Level 4) • Trade Certificate in Solid Plastering • Advanced Trade Certificate in Solid Plastering • Certificate of Due Completion of Apprenticeship (Solid Plastering)
	Proprietary Plaster Cladding Systems	<ul style="list-style-type: none"> • National Certificate in Proprietary Plastering Cladding Systems (Level 4) - Rebated Fibre Cement • National Certificate in Proprietary Plastering Cladding Systems (Level 4) - Lightweight Fibre Cement • National Certificate in Proprietary Plastering Cladding Systems (Level 4) - External Insulation Finishing Systems (EIFS)

The streamlined qualification process is not available for design applicants because they need face-to-face interviews.

OVERSEAS QUALIFICATIONS

You will need a New Zealand Qualifications Authority (NZQA) report confirming that your overseas qualification is specifically equivalent to one recognised under the LBP scheme.

The NZQA report, called an International Qualification Assessment, must specifically name the New Zealand equivalent qualification and its level for it to be acceptable under the LBP scheme.

If you don't have an NZQA report, contact NZQA directly. See www.nzqa.govt.nz and follow the links to the International section, or phone (04) 463 3000. NZQA charge \$748.25 for the report.

You may find it cheaper and more convenient to use the standard application process.

HOW WILL I BE ASSESSED?

A team of experienced assessors with design and building industry backgrounds assess applications. Your application will be assessed by someone with extensive knowledge of your licence class.

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 licence class and area of practice you are applying to be assessed in.

WHAT IF THERE IS A CONFLICT OF INTEREST?

Assessors are asked to declare any conflict of interest for each application they assess. A conflict of interest could arise, for example, if the assessor knows you or is in direct business or professional competition with you.

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

NON QUALIFIED TRADE AND SITE APPLICANTS:

The assessor will:

- review your work history and selected project records
- contact your referees to confirm the work in your selected projects was done competently
- contact you and ask some questions about the regulatory environment.

The assessor will recommend a face-to-face interview if they do not have enough evidence to make a recommendation about your application. You will be contacted, and an assessor will come to you on site.

There is a separate charge for this face-to-face interview, so think carefully about the information you provide in your application before you submit it. You can phone the contact centre on 0800 60 60 50 for help.

QUALIFIED TRADE AND SITE APPLICANTS:

The assessor will:

- contact your referees to confirm the work in your selected projects was done competently
- contact you and ask some questions about the regulatory environment.

DESIGN APPLICANTS:

The assessor will:

- review your work history and selected project records
- contact your referees to confirm the work in your selected projects was done competently
- contact you to arrange a face-to-face interview to discuss your portfolio of work.

ASSESSOR'S RECOMMENDATIONS

After considering all the information, the assessor will make a recommendation to the Registrar of Licensed Building Practitioners about whether you meet the minimum standard of competence.

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 with information about continued licensing
- issue your ID card, which includes your photograph, your unique LBP number and your licence class and areas of practice
- include your name and details in the register of licensed building practitioners at www.dbh.govt.nz/LBP-register

HOW MUCH WILL MY LICENCE COST?

To become an LBP, you will need to pay the following on application:

- an application fee of \$81.78
- an annual administration fee of \$173.78 (refunded if application declined)
- plus assessment fee, or fees if you apply for more than one licence (see table below)
- a face-to-face interview fee is only payable if your written application does not demonstrate that your skills and experience meet the relevant competencies (Refer note 2 below).

And each following year an annual fee of \$199.34, which includes Board levy of \$25.56 and administration fee \$173.78.

All fees and the levy are 15% GST inclusive.

Licence class	Assessment fee (1 area of practice)	Assessment fee (2 or more areas of practice)	Assessment fee if Qualified
Design area of practice 1	\$776.89	na	na
Design area of practice 2	\$894.44	na	na
Design area of practice 3	\$1,012.00	na	na
Site area of practice 1	\$281.11	na	\$127.78
Site area of practice 2	\$311.78	na	\$158.44
Site area of practice 3	\$322.00	na	\$204.44
Carpentry and Site 1 combined	\$337.33	na	na
Carpentry	\$281.11	na	\$127.78
Bricklaying and Blocklaying	\$281.11	\$337.33	\$127.78
External Plastering	\$281.11	\$337.33	\$127.78
Foundations	\$281.11	\$337.33	\$127.78
Roofing	\$281.11	\$337.33	\$127.78

Notes

- Applicants with recognised qualifications:
 - assessment fees include one or more areas of practice.
- Applicants without recognised qualifications:
 - the combined Carpentry and Site area of practice 1 fee covers both licences. There is an application pack specifically for this combination.
 - Bricklaying and Blocklaying, External Plastering, Foundations and Roofing applicants can choose to be assessed in more than one area of practice for an additional fee of \$56.22.
 - you may be asked for a face-to-face interview if the evidence in your written application does not demonstrate that your skills and experience meet the relevant competencies. If so, this will cost \$495.78 for Site area of practice 2, \$511.11 for Site area of practice 3, and \$480.44 for any other licences.
- Design applicants will be assessed through a face-to-face interview that includes discussing your portfolio of work. This cost is built into the assessment fee.

The fees and levy go towards:

- processing and assessing applications
- maintaining the public register of LBPs
- production of your ID card
- providing a free phone service for LBPs and applicants
- a fair and impartial complaints and appeals process
- keeping records and administering the scheme.

WHAT IF MY APPLICATION IS DECLINED?

If the assessor recommends to the Registrar that you do not meet the relevant standard, the Registrar may decide not to licence you.

Your assessor may however recommend to the Registrar that you be licensed in a different or additional area of practice. For example, if you applied to be assessed in Site area of practice 2, but the assessor determined your competencies were more aligned to Site area of practice 1.

You will receive a letter explaining why your application was declined, and how you can appeal to the Building Practitioners Board.

If the Board upholds the Registrar's decision, you can still re-apply when you feel you can demonstrate that you meet the relevant standard of competence. You may also apply to the District Court if you are dissatisfied with the Board's decision.

The Registrar can decline your application without an assessment if your registration or licence has been suspended or cancelled for disciplinary reasons under the Building Act or from any other similar occupational registration schemes.

LBP ID CARD AND THE LBP REGISTER

Once you are licensed, the Registrar will issue you with an LBP identification card. This card will show your licence class and areas of practice. This information will also be displayed on the LBP register at www.dbh.govt.nz/LBP-register

BEING AN LBP

WHAT ARE MY RESPONSIBILITIES AS AN LBP?

Once you are licensed, you must:

- not act incompetently or negligently
- keep your details on the LBP register up-to-date
- have a current identification card
- reply to the Registrar's annual contact with you
- pay the annual fee and board levy
- demonstrate your current competence by:
 - continuing to practise in a relevant field, and
 - undertaking skills maintenance to keep your skills and knowledge current.

CONTINUING TO PRACTISE IN THE INDUSTRY

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

You may ask the Registrar to suspend your licence 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 two-yearly skills maintenance requirements.

COMPLAINTS

Once you become an LBP, complaints about you can be made to the Building Practitioners Board. The Board will consider the information about the complaint, including talking with you, and then decide whether to investigate further, for example, by holding a hearing.

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

SKILLS MAINTENANCE

To remain licensed, you will need to show you are keeping up with changes in the building construction sector.

You choose the type and style of activities that best suit your needs and the requirements of your licence class. The activities you choose need to inform you about things such as changes in the Building Code, building materials and design technologies, for example:

- reading specific information
- attending short courses
- trade sessions or conferences
- on-the-job training
- formal study
- supervising an apprentice or trainee.

To help with your skills maintenance the Registrar has approved a list of activities that gain points. Visit www.dbh.govt.nz/LBP-approved-activities-by-registrar

See www.dbh.govt.nz/LBP-skills-maintenance for more information about the skills maintenance requirements and how to record your activities.

THE BUILDING PRACTITIONERS BOARD

Members of the Building Practitioners Board are appointed by the Governor-General on the recommendation of the Minister for Building and Construction. The Board:

- submits the LBP Rules to the Minister for approval
- hears appeals against certain decisions of the Registrar (eg, where a licence application has been declined)
- receives, investigates and hears complaints about LBPs, and disciplines them where necessary.

More information on the Board is at www.dbh.govt.nz/LBP-practitioners-board

WHAT SHOULD I DO NEXT?

GET YOUR APPLICATION PACK BY:

- calling us on 0800 60 60 50 for more information, or
- visiting www.dbh.govt.nz/LBP

LICENSING UPDATE

The Department's free newsletter focuses on LBP developments. You can read it online or subscribe to it as an email at www.dbh.govt.nz/licensing-update

THE RULES AND THE LICENCE CLASS STANDARDS

You can read the Licensed Building Practitioner Rules 2007 containing the full competencies for each licence at www.dbh.govt.nz/LBP-rules

BUILDING CATEGORIES

BUILDING CATEGORIES

The LBP scheme uses three building categories to identify how applicants should be assessed and provide scope for licences.

The building categories are complexity based, ranging from simple low risk dwellings in category 1 to complex multi-storey commercial in category 3. The definition excludes ancillary and outbuildings.

The building categories are defined in the Building (*Designation of Building Work Licences*) Order 2010 at www.legislation.govt.nz (choose regulations)

Buildings are categorised using a combination of three variables:

Variable	Definition
Use (SH or other)	SH means sleeping single home. SH use includes detached dwellings where people live as a single household or family, including attached self-contained spaces such as granny flats when occupied by a member of the same family.
Risk score	Risk score is based on the E2/AS1 risk matrix (see page 41), which scores risk according to a building's: <ul style="list-style-type: none"> • wind zone • number of storeys • roof/wall intersections • eaves width • envelope complexity • deck designs.
Building height	Building height is the vertical distance between the floors of the building's lowest and highest storeys.

Building category	Description
Category 1 buildings	Single household dwellings with low or medium-risk envelope design
Category 2 buildings	Single household dwellings with high-risk envelope design, or any other buildings with a building height* of less than 10 m
Category 3 buildings	All buildings 10 m or greater in building height*, except single household dwellings.

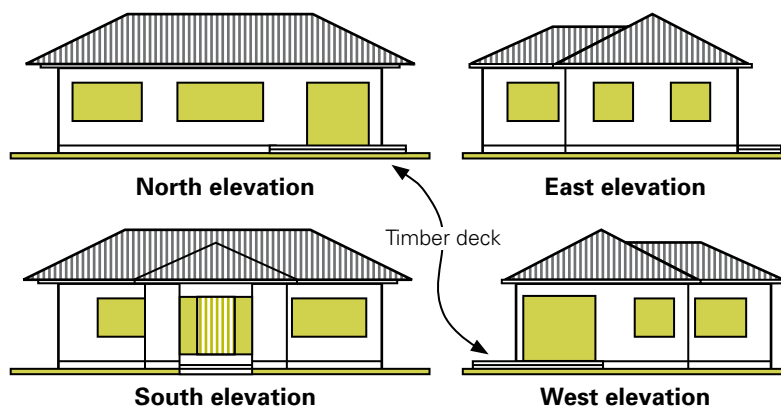
*Building height is the vertical distance between the floors of the building's lowest and highest storeys.

CATEGORY 1

Category 1 buildings are single household dwellings with low- or medium-risk envelope design. Specifically:

- SH use, and
- risk score of 12 or less for any external elevation.

Example 1



Use: The house is a single household dwelling (SH)

Risk score: The house has a risk matrix score of 0 based on E2/AS1 on all elevations shown, based on:

- medium wind zone (assumed)
- single storey
- low-risk roof/wall intersections
- 600 mm eaves
- simple design with brick veneer claddings
- low-risk deck.

A Category 1 building is defined as SH use, with a maximum of 12 risk score on any elevation. Therefore, this building is Category 1.

CATEGORY 2

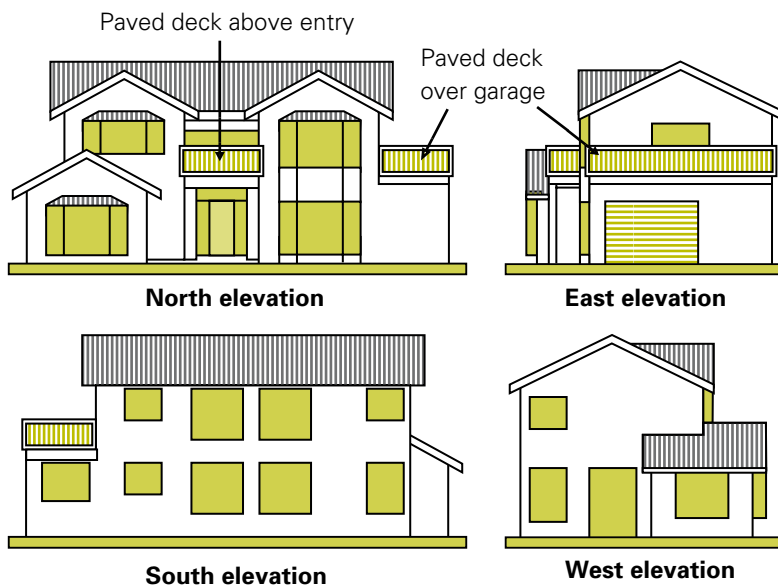
Category 2 buildings are single household dwellings with high-risk envelope design, or other buildings with a building height of 10 m or less. Specifically:

- SH use, and
- risk score greater than 12 for any external elevation.

OR

- not SH use, and
- building height less than 10 m.

Example 2



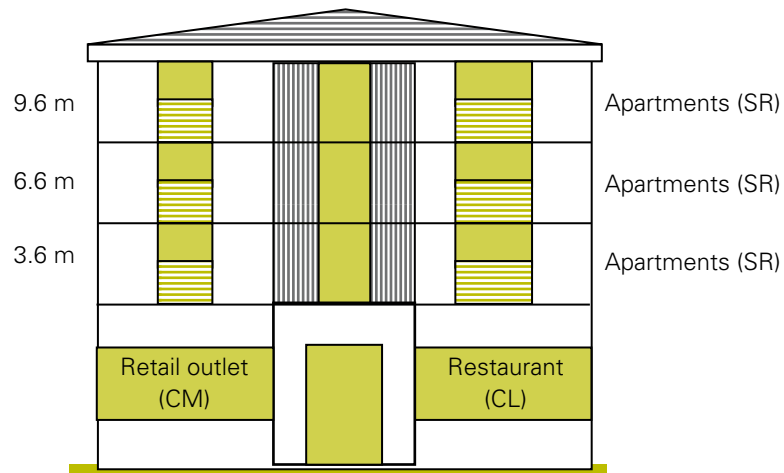
Use: The house is a single household dwelling – SH use.

Risk score: The house has elevation risk scores greater than 12, based on E2/AS1 factors:

- high wind zone (assumed)
- 2 storeys
- high-risk roof/wall intersections
- 600 mm eaves, but at two storeys this is a medium risk
- high or very high envelope complexity depending on the elevation
- high-risk roof decks.

This building is SH use, so it cannot be a Category 3. It has a risk score greater than 12, so it cannot be Category 1. Therefore, it must be Category 2.

Example 3



This is a four-storey, mixed-use commercial building with a building height of 9.6 m.

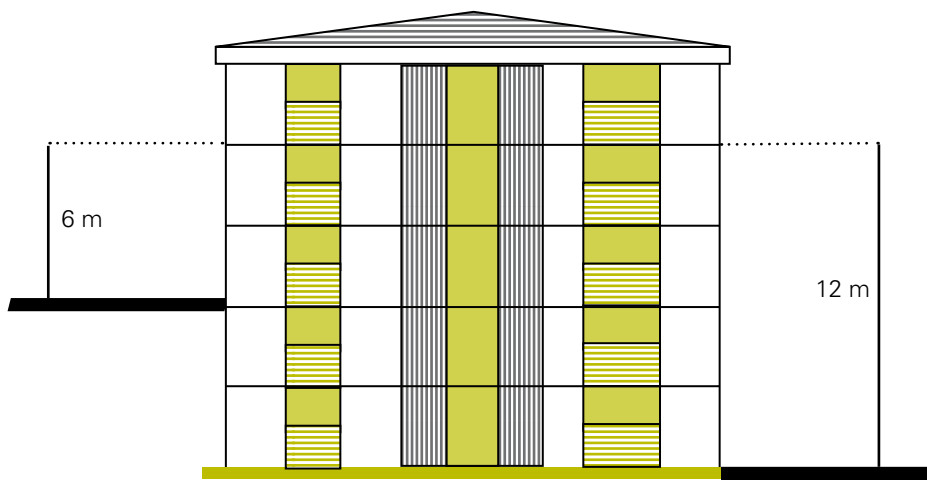
The building's use is not SH, so it could be Category 2 or 3, but the building height is less than 10 m, therefore, it is a Category 2 building.

CATEGORY 3

Category 3 buildings are buildings 10 m or greater in building height, except single household dwellings. Specifically:

- not SH use, and
- building height 10 m or greater.

Example 4



This is a five-storey apartment building (SR use). It sits between two ground levels. The height from the floor level of the highest storey to the upper ground level is 6 m, and 12 m to the lowest ground level.

Use: The building is not SH use because it is not a single household dwelling.

Height: The building height is 12 m.

A Category 3 building is defined as not SH use, where the building height is greater than 10 m. Therefore, this is a Category 3 building.

TOTAL RISK SCORE

A total risk score for an external elevation on the building envelope of a building is calculated by using the calculation and definitions of risk table below.

Elevation	Risk severity				Subtotal
Risk factor	Low	Medium	High	Very high	
Wind zone	0	0	1	2	
Number of storeys	0	1	2	4	
Roof/elevation intersection design	0	1	3	5	
Eaves width	0	1	2	5	
Envelope complexity	0	1	3	6	
Deck design	0	2	4	6	
	Total risk score				

DEFINITIONS OF RISK TABLE (E2/AS1)

Wind zone	Low risk	Low wind zone as described by NZS 3604:2011
	Medium risk	Medium wind zone as described by NZS 3604:2011
	High risk	High wind zone as described by NZS 3604:2011
	Very high risk	Very high wind zone as described by NZS 3604:2011
Number of storeys	Low risk	One storey
	Medium risk	Two storeys in part
	High risk	Two storeys
	Very high risk	More than 2 storeys
Roof/elevation intersection design	Low risk	Roof-to-elevation intersection fully protected (eg, hip and gable roof with eaves)
	Medium risk	Roof-to-elevation intersection partly exposed (eg, hip and gable roof with no eaves)
	High risk	Roof-to-elevation intersection fully exposed (eg, parapets, enclosed balustrades, or eaves at > 90° to vertical with soffit lining)
	Very high risk	Roof elements finishing within the boundaries formed by the external elevations (eg, lower ends of aprons, chimneys, dormers)
Eaves width	Low risk	> 600 mm for single storey
	Medium risk	451–600 mm for single storey, or > 600 mm for 2 storey
	High risk	101–450 mm for single storey, or 451–600 mm for 2 storey, or > 600 mm above 2 storey
	Very high risk	0–100 mm for single storey, or 0–450 mm for 2 storey, or 600 mm or less above 2 Storey
Envelope complexity	Low risk	Simple rectangular, L, T, or boomerang shape, with single cladding type
	Medium risk	Moderately complex, angular, or curved shapes (eg, Y or arrowhead) with no more than 2 cladding types
	High risk	Complex, angular, or curved shapes (eg, Y or arrowhead) with multiple cladding types
	Very high risk	As for high risk, but with junctions not covered in the rows of this table about roof/elevation intersection design and deck design (eg, box windows, pergolas, or multi-storey re-entrant shapes)
Deck design	Low risk	None, timber slat deck or porch at ground-floor level
	Medium risk	Fully covered in plan by roof, or timber slat deck attached at first- or second-floor level
	High risk	Enclosed deck exposed in plan or cantilevered at first-floor level
	Very high risk	Enclosed deck exposed in plan or cantilevered at second- floor level or above

The Department's free publication *External moisture – a guide to using the risk matrix* can be used with E2/AS1 to help you understand risk assessment. You can download it at www.dbh.govt.nz or phone 0800 60 60 50.



NOTES:

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