



Department of
Building and Housing
Te Tari Kaupapa Whare

Licensed Building Practitioner

Design application form



DESIGN APPLICATION FORM

This form is for Design applicants to apply for a Design licence under the Licensed Building Practitioner (LBP) scheme.

The *Is licensing for me?* booklet contains useful information on the competencies you need to demonstrate for each licence class when applying to be licensed, and on the LBP scheme and building categories.

If you are applying for more than one licence class, please return all the application forms together. You only need to complete the personal details on one of the forms. You only need to provide one set of certified qualifications, proof of identity and photos, and only need to pay the application and annual fees once.

If you are a Registered Architect you are already treated as if you are licensed in Design area of practice 3. You cannot apply to be licensed in Design. You can apply for other licence classes 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 apply to be licensed in Design or Site. You can apply for other licence classes if you wish.

For more information, call our helpline on 0800 60 60 50, between 8.30am and 5pm Monday to Friday, or email licensing@dbh.govt.nz

CONTENTS

- 1 Personal details
- 9 Work history
- 12 Project records
- 15 Evidence checklist
- 17 Referee details





PERSONAL DETAILS

(Print clearly in black or blue pen and complete all sections)

PRIVACY

You are required by the Building Act 2004 to provide the information requested in this application form. The information will be used to determine whether your application may be granted, and for any complaints and disciplinary processes. Personal information may be used in the public LBP register at www.dbh.govt.nz/LBP-register

Any personal information submitted will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the New Zealand Privacy Act 1993. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.

Given names

Surname

Alias

DATE OF BIRTH

Day

Month

Year

CONTACT DETAILS

Daytime

Evening

Mobile

Fax

Preferred number for the Register (please tick) Daytime Evening Mobile

Email address

Website address



DECLARATION

OTHER REGISTRATION OR LICENSING BODIES

Are you currently, or have you previously been, registered or licensed or otherwise recognised under any other legislation (including overseas) for any equivalent occupation?

- Yes. Name of registration or licensing authority
- No

If you answered yes to the above question, please answer the following questions.

i) Has your registration, licence or other recognition been suspended or cancelled because of a disciplinary matter at any time in the last 5 years?

- Yes. Name of registration or licensing authority
- No

ii) Are you the subject of any preliminary investigations or action that might lead to disciplinary proceedings relating to that registration, licence or recognition?

- Yes. Name of registration or licensing authority
- No

If you answered yes to any of these questions, the Registrar may contact you for further details.

GENERAL DECLARATION

I (full name of applicant),, declare that the information I have supplied in this application form and all associated documents is true and correct. I understand that it is an offence under the Building Act 2004 to intentionally provide incorrect or misleading information.

Applicant's signature Date

By signing the general declaration, you are confirming that all the information you have supplied is true and correct. This declaration covers all the information and documents you provide in your application.

FEES

You can only apply for one Design area of practice. The areas of practices align with the building categories (see page 8).
 Are you applying for two or more licence classes? Yes No
 If yes, you need to pay the assessment fee for each licence class you apply for. You only need to pay the application and annual fees once.

LICENCE CLASS FEES

Application fee		\$81.78
Design area of practice 1 assessment fee, or	\$776.89	
Design area of practice 2 assessment fee, or	\$894.44	
Design area of practice 3 assessment fee	\$1,012.00	
Annual fee		\$173.78
Total payable to the Department of Building and Housing, incl. GST		\$

PAYMENT

All payments must be made in NZ dollars. **Please tick method of payment.**

- Cheque. A cheque for \$ is enclosed.
 Credit card. Enter your credit card details below.

PAYMENT BY CREDIT CARD

- Visa MasterCard
 The amount to be charged to my credit card is \$

Credit card number

Expiry date (mm/yy)

Name on card

Cardholder's signature

A TAX INVOICE WILL BE SENT WITH YOUR APPLICATION OUTCOME

REFUNDS

In some circumstances you may be eligible for a refund of part of your fee. If applicable, the Department will refund any such amount into your bank account. Please fill in your bank account details below.

Account number

OFFICE USE ONLY

Type of payment	
Amount paid	\$
Date received	
Initials	

QUALIFICATIONS

Qualifications are good supporting evidence for your knowledge of building practices. However, you do not need to hold a qualification to obtain your licence.

If you do not have a qualification, tick here Not applicable

NEW ZEALAND QUALIFICATIONS

QUALIFICATION	EDUCATION PROVIDER /ITO	YEAR COMPLETED

OVERSEAS QUALIFICATIONS

If you want to list overseas qualifications to support your application, you will first need to have them evaluated by the New Zealand Qualification 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 with your application. You don't need to submit copies of the overseas qualifications.

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

QUALIFICATION	EDUCATION PROVIDER	COUNTRY	YEAR COMPLETED

Getting your qualification or NZQA report certified

A signature or official stamp from your certifier is required on each page of the qualification copy, with the name and title of the person shown clearly below it.

Examples of people who can certify your documents include:

- Justice of the Peace (JP) (see your local Yellow Pages)
- lawyer
- court official
- official of the organisation that issued the original document.

Do not send original documents with your application.

You can have your qualifications certified at the same time as your proof of identity.

MEMBERSHIP OF INDUSTRY ORGANISATIONS

If you are a member of an industry organisation, please provide your membership details. Membership of an industry organisation is not essential to obtain your licence.

Examples include:

- Architectural Designers New Zealand Inc (ADNZ)
- Design Association of New Zealand Inc (DANZ)
- Designers Institute of New Zealand INC (DINZ)
- New Zealand Institute of Architects (NZIA)

ORGANISATION	MEMBERSHIP NUMBER

RELEVANT RECENT LEARNING ACTIVITIES

List any industry-related activities you have taken part in. They are good evidence to show you are keeping up with industry developments. However, learning activities are not essential to obtain your licence.

Relevant recent learning activities include:

- attending seminars, conferences or trade events
- manufacturer or supplier training
- reading an industry publication
- training an apprentice.

ACTIVITY	PROVIDER	DATE

AREA OF PRACTICE

There are three areas of practice for the Design licence class. You can only apply for one Design area of practice. Tick the area of practice you wish to be assessed in.

- Design area of practice 1—category 1 buildings
- Design area of practice 2—category 1 and 2 buildings
- Design area of practice 3—category 1, 2, and 3 buildings

The areas of practice relate directly to the building categories outlined below.

BUILDING CATEGORIES

Building Categories:

Category 1

A category 1 building is a building where the:

- 1) use is SH* (single sleeping home); and
- 2) building envelope (whether the building is a new structure or an existing building) has a total risk score that does not exceed 12 for any external elevation (calculated under Part 4, Building [Designation of Building Work Licensing Classes] Order 2010).

Category 2

A category 2 building is a building that is:

- 1) neither a category 1 nor category 3 building

Category 3

A category 3 building is a building where the:

- 1) building height** exceeds 10 metres
- 2) use is not SH* (single sleeping home)

*SH (sleeping single home) use is determined using the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 and means: 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, and garages (whether detached or part of the same building) if primarily for storage of the occupants' vehicles, tools, and garden implements.

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

For information about the building categories please refer to *Is licensing for me?* at www.dbh.govt.co.nz/LBP

Work history

This section asks for a summary of your work experience in the building and construction industry. It should show your assessors what types of buildings you have worked on and the range of work and responsibilities you have undertaken. Start with your current or most recent employment and work backwards. Provide as much information as possible about your work and responsibilities. Use the examples below to help you.

If there are any gaps in your employment, please write in the dates and reasons (eg, travelling overseas, or worked in different type of occupation) in the 'Job title' box.

Please photocopy additional work history pages if needed.

EXAMPLE 1	
Employed from/to <i>2006 – Current</i>	
Job title <i>Designer</i>	
Employer/self-employed <i>Self employed</i>	
Location <i>Auckland</i>	
Size and type of buildings <i>1 to 10 storey apartments and commercial buildings</i>	
Range of work and responsibilities <i>Range of new buildings, alterations and renovations as lead designer</i>	Building categories you worked on <input checked="" type="checkbox"/> Category 1 <input checked="" type="checkbox"/> Category 2 <input checked="" type="checkbox"/> Category 3
EXAMPLE 2	
Employed from/to <i>1990 to 2006</i>	
Job title <i>Designer</i>	
Employer/self-employed <i>ABC Design Ltd</i>	
Location <i>Auckland</i>	
Size and type of buildings <i>standard residential houses</i>	
Range of work and responsibilities <i>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.</i>	Building categories you worked on <input checked="" type="checkbox"/> Category 1 <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3
EXAMPLE 3	
Employed from/to <i>1986 – 1990</i>	
Job title <i>Work placements while studying</i>	
Employer/self-employed <i>DEF Design</i>	
Location <i>Tauranga</i>	
Size and type of buildings <i>houses and commercial buildings</i>	
Range of work and responsibilities <i>Assisted designer. Did alterations design and design documentation under supervision.</i>	Building categories you worked on <input checked="" type="checkbox"/> Category 1 <input checked="" type="checkbox"/> Category 2 <input checked="" type="checkbox"/> Category 3

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Building categories you worked on

- Category 1
- Category 2
- Category 3

WORK HISTORY

Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Building categories you worked on

- Category 1
- Category 2
- Category 3

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Employed from/to

Job title

Employer/self-employed

Location

Size and type of buildings

Range of work and responsibilities

Building categories you worked on

- Category 1
- Category 2
- Category 3

Project records

You must complete two project records. At least one project must have been worked on in the last three years and both should have been completed in the last five years. If you have not worked on projects in the last five years, provide information on your most recent projects. You may have contributed to, or led these projects.

Evidence required

Gather information and paperwork that relate to the projects you choose. Use the evidence checklists (pages 15 or 16) to help you gather this.

This portfolio must be shown to the assessor at your face-to-face interview. Do not send this portfolio in with your completed application.

How to choose appropriate projects

Choose projects that you have evidence for and that meet the conditions below.

Your projects must be for the relevant building category for the Design area of practice you are applying for:

- Design area of practice 1 – category 1 buildings

- Design area of practice 2 – category 2 buildings

- Design area of practice 3 – category 3 buildings

PROJECT 1

Project name

Name of client

Physical address of project (name of the particular building or project, and site address)

Size and type of building

What is the building classified as? Residential Commercial Industrial

Describe the materials used eg, foundations, roofing, cladding

Number of storeys Approximate area of buildingm² Building category

Construction cost/estimate of building \$

Describe elements used on project (eg, type of cladding, framing, roofing)

Describe the complexity of the project, including the types of consultants and subcontractors, and any consents required

Start and finish date (from project brief to completion of building work)

Time you were involved on this project. At what stage of the project were you involved and for how long?

Your role in the project. Describe the activities you were involved in, and your level of responsibility in the project

PROJECT 2

Project name

Name of client

Physical address of project (name of the particular building or project, and site address)

Size and type of building

What is the building classified as? Residential Commercial Industrial

Describe the materials used eg, foundations, roofing, cladding

Number of storeys

Approximate area of buildingm²

Building category

Construction cost/estimate of building \$

Describe elements used on project (eg, type of cladding, framing, roofing)

Describe the complexity of the project, including the types of consultants and subcontractors, and any consents required

Start and finish date (from project brief to completion of building work)

Time you were involved on this project. At what stage of the project were you involved and for how long?

Your role in the project. Describe the activities you were involved in, and your level of responsibility in the project

Evidence checklist

The evidence checklists are a guide to the information that you will need to discuss with your assessor at your face-to-face interview. Your assessor will assess the evidence provided and ask you questions about the Design area of practice you are applying for. You can demonstrate your knowledge through discussion with your assessor.

Do not send this evidence in with your application. Keep it for your face-to-face interview.

DESIGN 1

FROM BOTH PROJECTS

Client brief and updates – brief description of scope

Concept drawings

Construction documentation, including drawings and specifications

FROM AT LEAST ONE PROJECT

Site investigation

- Site levels
- Service plans

Building consent (provide copy of completed BCA application form)

Quality assurance procedures

DESIGN 2

FROM BOTH PROJECTS

Client brief and updates

Design process including

- Design programme/time activity plan
- Quality assurance procedures
- Reporting and methods of communication

Site investigation including (in detail)

- Site levels
- Services plan

Concept drawings

Construction documentation, including drawings and specifications (includes specific detailing, eg, envelope junctions, structural junctions and weathertightness)

Integration of consultant documentation (eg, geotech, survey, structural, fire reports)

FROM AT LEAST ONE PROJECT

Cost estimates by Registered Quantity Surveyor

Building consent (with specialist reports according to the complexity of the project)

Resource consent

OTHER EVIDENCE THAT MAY BE INCLUDED

Knowledge of administration documentation

- Amendment to or issue of new building consents
- Site book/notes and minutes
- Territorial authority application for amendment
- Payment approval
- As-built drawings
- Schedule of defects
- Code Compliance Certificate (CCC)
- Contracts, including insurances, bonds, liquidations

DESIGN 3

FROM BOTH PROJECTS

Client brief and updates

Design process including;

- Design programme/time activity plan
- Quality assurance procedures
- Reporting and methods of communication
- Consultant integration

Cost estimates by Registered Quantity Surveyor

Concept drawings (in detail)

Construction documentation, including drawings and specifications (includes specific detailing, eg, envelope junctions, structural junctions and weathertightness)

Integration of consultant documentation (eg, coustics, mechanical, environmental reports)

Relevant contract administration documentation. This may include;

- Amendment to or issue of new consent
- Site book/notes and minutes
- Territorial Authority application for amendment
- Payment approval
- As-built drawings
- Schedule of defects
- Code Compliance Certificate (CCC)
- Contracts, including insurances, bond, liquidations

FROM AT LEAST ONE PROJECT

Site investigation including (in detail)

- Site levels
- Services plan
- Consultant reports
- Communication with territorial authorities

Resource consent

Building consent (with specialist reports according to the complexity of the project)

Documented alternative solutions (eg, BRANZ appraisal, DBH determination, product testing)

Do not send this evidence in with your application. Keep it for your face-to-face assessment.

CHECKLIST

Have you:

- completed this form
- provided certified copies of your qualifications
- provided certified proof of identity
- provided two verified ID photos
- provided referee details
- provided information about two different design projects
- included your application fee?

**Read the 'Understanding the Regulatory Environment' booklet included in your application pack.
An assessor will call you and ask you questions from it.**

SENDING IN YOUR APPLICATION

Post your completed application form, verified photos, certified copies of your proof of identity and qualifications, and your payment

By mail to

The Registrar, Licensed Building Practitioner scheme
Department of Building and Housing
PO Box 50041
Porirua 5240

By courier to

The Registrar, Licensed Building Practitioner scheme
Department of Building and Housing Services Centre
Level 1, 1 Walton-Leigh Avenue
Porirua 5240

Keep a copy of this application form for your records and to work through with your assessor.

ASSESSMENT PROCESS

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

The assessor will review your application including work history, project records, any supporting evidence and your responses to the questions.

The assessor will contact you to arrange your face-to-face assessment. At the face-to-face assessment the assessor will:

- ask you some questions from the *Understanding the Regulatory Environment* booklet in your application pack
- ask you about any information in your application that is unclear
- discuss your portfolio of work (the evidence you have collected about your projects). You will be asked to talk through this portfolio.

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 licence class standard.

CONFLICT OF INTEREST

The assessors will declare any conflict of interest with an application they are assessing, for example, if the applicant is 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 can't specify which assessor you want, but you will be given a list of available assessors so you can identify any conflicts.

Notes:

Published in March 2011 by
Department of Building and Housing
PO Box 10-729
Wellington
New Zealand

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

New Zealand Government

