



Voluntary Suspension of Licence Form

You may request your licence be suspended for a period up to two years. At anytime before the end of the suspension period you may revive your licence. If during that period you miss your assessment date for current competence, the Registrar may assess you for current competence after your licence has been revived. Print clearly in blue or black pen. Send the completed form to:

The Registrar
Licensed Building Practitioner Scheme
Department of Building and Housing
PO Box 50041
Porirua

Licensed Building Practitioner details	
Given names	
Surname	
BP number	Date of Birth / /
Postal address	
Street address	Suburb
Town/City	Postcode
Contact numbers	
Daytime ()	Home ()
Mobile ()	
Email address	
Suspension details	
I wish to suspend my licence from / / date to / /	
Please note that this suspension can only be for up to two years and you must give at least 10 working days notice from the time the application is received. The licence class(es) I wish to suspend are:	
<input type="checkbox"/> Site	<input type="checkbox"/> Foundations
<input type="checkbox"/> Design	<input type="checkbox"/> Roofing
<input type="checkbox"/> Carpentry	<input type="checkbox"/> External Plastering
<input type="checkbox"/> Bricklaying and Blocklaying	
Reason (this information is optional; it will be used for statistical purposes only).	
<input type="checkbox"/> Travelling overseas	<input type="checkbox"/> Working in another occupation
<input type="checkbox"/> My current identification card is attached	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> I have destroyed my identification card	
Payment	
I wish to pay for my licence suspension fee of \$51.11 by (please tick one):	
<input type="checkbox"/> Cheque – please find my cheque for \$51.11 made out to the 'Department of Building and Housing' attached.	
<input type="checkbox"/> Credit card – please charge my credit card \$51.11 (complete the credit card details over the page)	

