



SITE 3 LICENCE CLASS FORMS

These forms are for Site 3 licence class applicants.

There are four parts to your Site 3 application:

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

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

Instructions for completing these forms

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

Use the *Notes for Site 3 licence class applicants* to help you.

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

PERSONAL DETAILS

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

Given names

Surname

Date of birth

day month year

Daytime phone number

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



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

Employed from to

Title/Position Location

Employer or Self-employed (includes labour only)

Size, type and complexity of buildings

Tasks/Responsibilities

Employed from to

Title/Position Location

Employer or Self-employed (includes labour only)

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Tasks/Responsibilities

Please read the *Notes for Site 3 licence class applicants* before you start filling in this form.

Project name

Address of project

Dates and times you were involved in the project

Project value

Client

Designer

Size, type and complexity of building

What the work involved

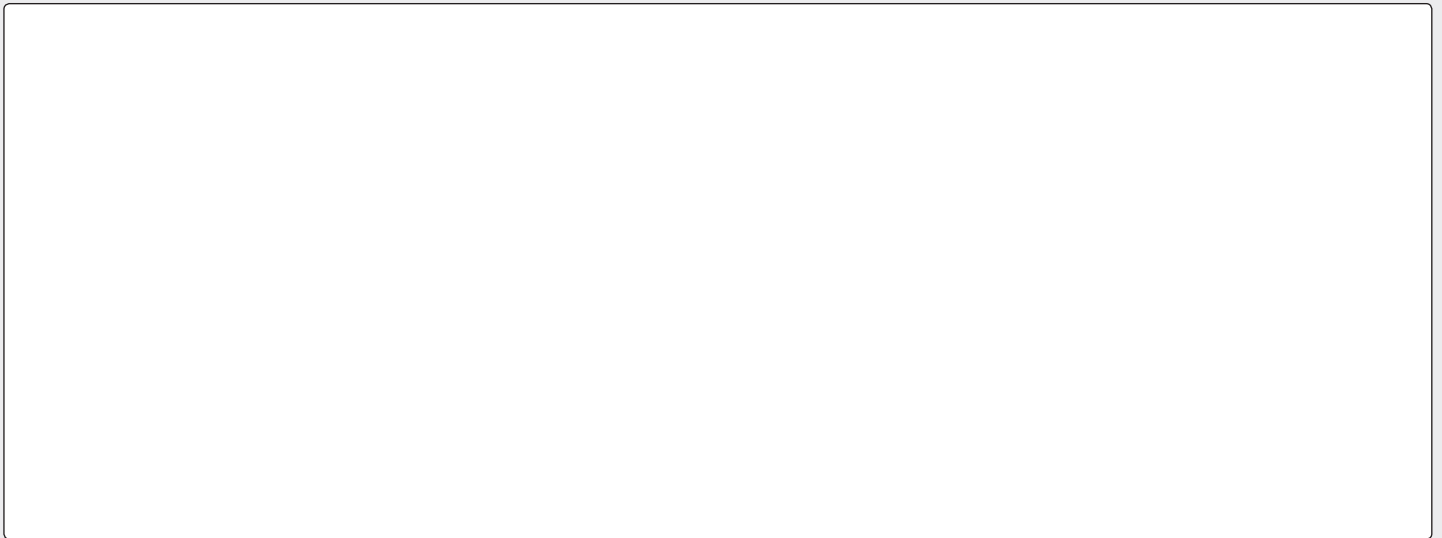
Types of subcontractors/consultants

Role you played in the project

What was the reporting structure for the project? (provide a diagram if preferred)



Describe the most challenging aspects of this project



Remember: At least one of your referees must be able to verify your competence on this project.

Please read the *Notes for Site 3 licence class applicants* before you start filling in this form.

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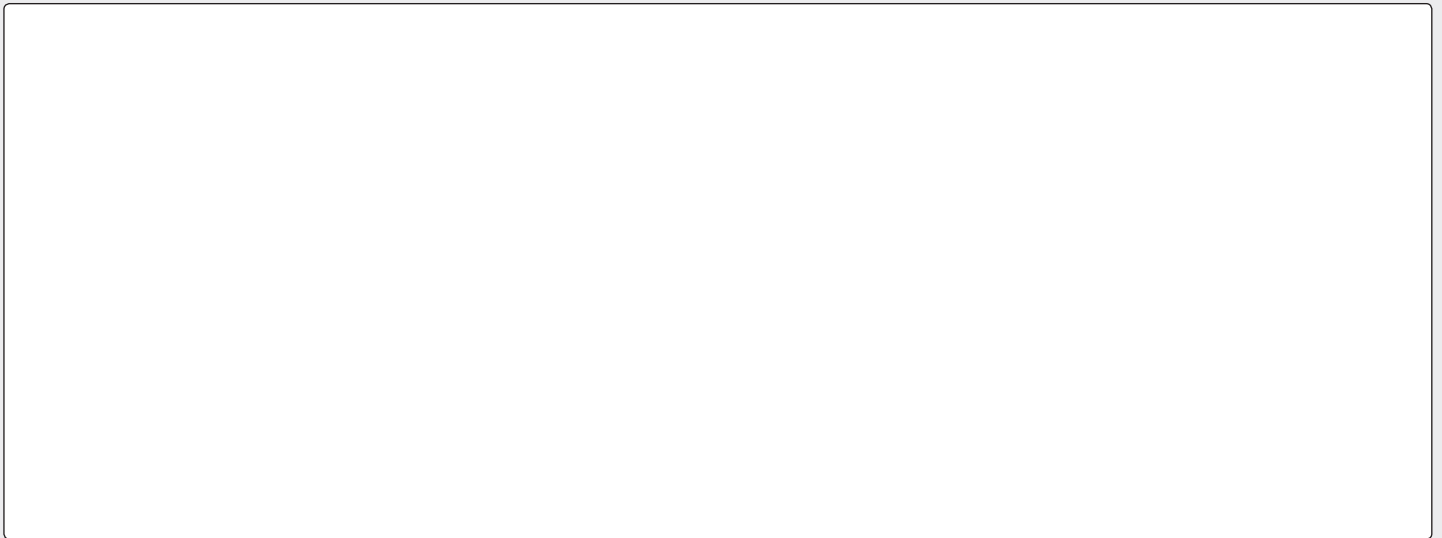
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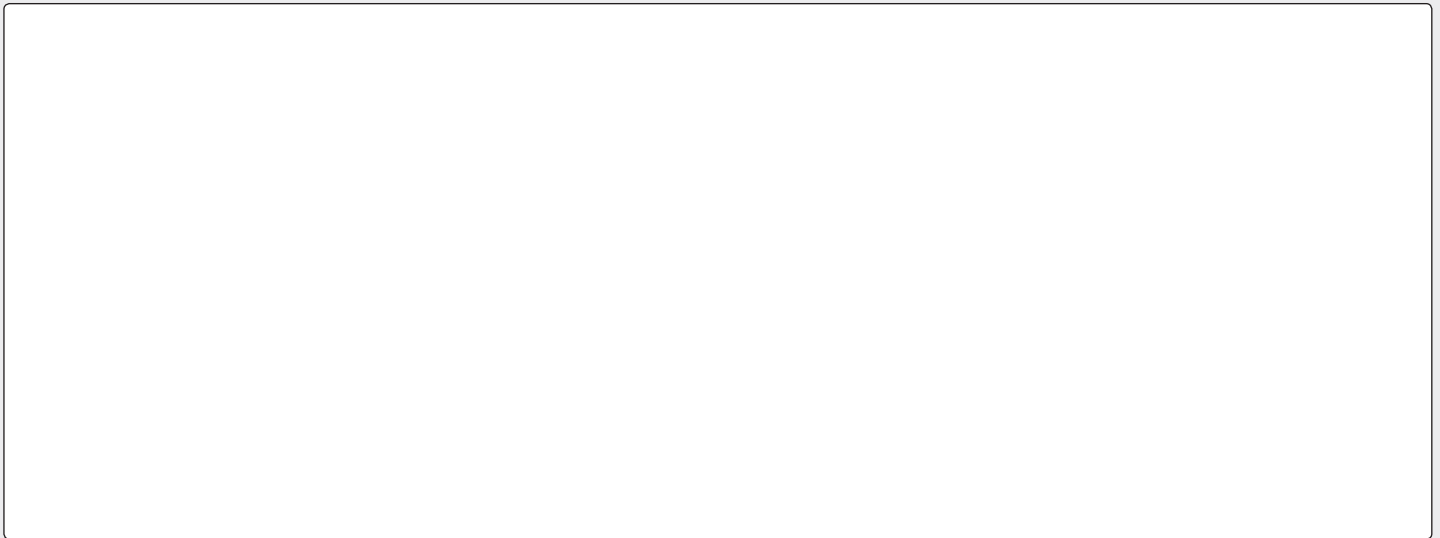
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What was the reporting structure for the project? (provide a diagram if preferred)



Describe the most challenging aspects of this project



Remember: At least one of your referees must be able to verify your competence on this project.

Please read the *Notes for Site licence 3 class applicants* before you start filling in this form.

Choose one of your projects for each topic. Tick which project you are describing.

1. Managing the building site

Project: 1 2 3 (tick one)

Describe what you did to ensure the site set-up was properly managed and monitored. (Please provide detailed information.)

Which of the following were you responsible for? (Please tick)

Site set-up	<input type="checkbox"/>	Security	<input type="checkbox"/>	Temporary services	<input type="checkbox"/>	Other	<input type="checkbox"/>
Site signage	<input type="checkbox"/>	Site access	<input type="checkbox"/>	Temporary works and roading	<input type="checkbox"/>	<input style="width: 150px;" type="text"/>	

Describe what involvement, if any, you had in the consent application process.

What were your responsibilities in setting up and organising the construction programme?

- What specific programmes / management tools did you use to do this? ■ Who did you consult with and why?

How did you manage the site set-up, taking the following into account:

- Site survey requirements ■ Topography ■ Building site excavation ■ Installation of support systems

Why were these important for this project?

What was your role in obtaining and managing contract documentation (eg specifications, drawings, revisions)?

- This includes:
- documentation from the client to you
 - documentation sign-off for construction
 - documentation from you to the sub-contractor/staff
 - documentation to/from the site supervisor(s).

How did this help your planning?

Who was responsible for procurement of contracts, plant and materials?

How did you procure resources (plant and equipment, resources, subcontractors) for your project?

2. Controlling and directing the building project

Project: 1 2 3 (tick one)

Describe what you personally did in organising and managing this project.

Describe the administration processes and procedures that you put in place and managed to keep track of work on site.

How did you control and direct the construction programme to meet deadlines?

How did you or the company manage the consent and compliance process (including Resource Consent, Building Consent or Building Code or standards)?

What was your role in obtaining documentation to confirm compliance with the building consent?

How did you communicate changes in plans or work to the appropriate people?

Were there any specifications or design elements that were unusual? How did you handle these?

What processes did you have in place to co-ordinate staff and subcontractors on site?

If you were to do a similar project again, how would you control and direct it differently?

3. Managing the project team and personnelProject: 1 2 3 (tick one)

What were your management responsibilities for staff and subcontractors?

When the work of one trade or supplier impacted negatively on the work of another trade or supplier, how did you deal with it?
Give a specific example, along with the strategy you used to solve the problem.

How did you make sure that information and instructions were understood correctly?

If you were to manage the same staff and consultants/ subcontractors in another project, is there anything you would do differently?

4. Directing technical supervisorsProject: 1 2 3 (tick one)

What was your role in overseeing the technical supervision of various architectural, design, structural and service elements of the project? Please give details.

How did you make sure all work was integrated and carried out to the standard required?

What problems did you face from elements not being installed to the standard required?

In hindsight, is there anything you would have done differently in directing technical supervisors?

5. Health and safetyProject: 1 2 3 (tick one)

How did you ensure that all visitors and site personnel were kept safe during establishment and construction (eg site safety plans, hazard identification, toolbox meetings, individual responsibility)?

How did you ensure that public safety was maintained during establishment and construction?

In hindsight, are there any areas of health and safety that could have been managed more effectively?

6. Quality assuranceProject: 1 2 3 (tick one)

How did you make sure all personnel were working to the standards required throughout the construction process?

How did you make sure that installation of the structural elements met the requirements specified by the design engineer?

How did you ensure the quality of workmanship and material was kept high throughout the building process?

What quality assurance systems did you make use of to achieve final building integrity?

How were remedial issues handled at the end of the project?

On reflection, were there other quality assurance systems that might have been useful?

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

He/she is required to supply referee reports confirming his/her competence in managing building construction in the project named below.

Please tick the relevant boxes on the next page if you believe that, from your personal experience, this person was competent in these tasks on this project. If you are unsure or have no information on a specific question, mark it 'Not Applicable'.

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

Name of applicant

Project name

Project address

Referee details

Name of referee

Relationship to applicant

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

Address

Phone

Best time to contact

Email

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

Referee's signature and date

___/___/_____
day month year

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

The applicant competently:

- was able to access and interpret technical knowledge of current building and trade practices
- ensured that the site was properly set up prior to starting construction
- dealt with all problems and issues that occurred during construction (or ensured that the problems were dealt with by the appropriate people)
- ensured that an acceptable standard of quality was maintained
- passed on any changes in design to the appropriate staff and subcontractors
- ensured that the trades worked together (made sure that the work of one trade did not compromise the work of another)
- communicated effectively with me on areas where the construction needed to be adjusted due to site conditions or changes in design
- obtained additional input or clarification on areas of possible misunderstanding
- ensured the safety of all visitors, staff and subcontractors throughout construction
- ensured that construction met the needs you had communicated at the outset.

Comments

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

Would you recommend the applicant's work to others? Please explain why or why not.

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

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Referee's signature and date

___/___/_____
day month year

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

The applicant competently:

- was able to access and interpret technical knowledge of current building and trade practices
- ensured that the site was properly set up prior to starting construction
- organised and supervised the building project appropriately
- ensured that staff and subcontractors used generally accepted methods of construction throughout the process
- ensured that an acceptable standard of quality was maintained
- supervised personnel and monitored their performance
- ensured construction complied with plans, working drawings and design requirements
- complied with building consent requirements
- ensured that the trades worked together (made sure that the work of one trade did not compromise the work of another)
- ensured the safety of all visitors and site personnel throughout construction.

Comments

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

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Referee's signature and date

___/___/_____
day month year

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

The applicant competently:

- was able to access and interpret technical knowledge of current building and trade practices
- ensured that the site was properly set up prior to starting construction
- correctly interpreted the working drawings, specifications and schedules for construction
- ensured that staff and subcontractors used generally accepted methods of construction throughout the process
- ensured that an acceptable standard of quality was maintained
- passed on changes in design to the appropriate staff and subcontractors
- complied with building consent requirements
- ensured that the trades worked together (made sure that the work of one trade did not compromise the work of another)
- communicated effectively with you on areas where changes needed to be made due to adjustments in design or site conditions
- obtained additional input or clarification on areas of possible misunderstanding
- ensured the safety of all visitors, staff and subcontractors throughout construction
- ensured final construction complied with plans, working drawings and design requirements.

Comments

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

Would you recommend the applicant's work to others? Please explain why or why not.

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1. Qualifications

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

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

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

Not applicable

Qualification

Education provider

Year started Year completed

Qualification

Education provider

Year started Year completed

Qualification

Education provider

Year started Year completed

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

Not applicable

Qualification

Education provider

Country Year completed NZQA assessment attached

Qualification

Education provider

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Education provider

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

2. Industry organisation membership

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

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

Organisation

Membership number

Organisation

Membership number

Organisation

Membership number

3. Recent relevant learning activities

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

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

Activity

Provider (if applicable)

Date (if applicable)

Activity

Provider (if applicable)

Date (if applicable)

Activity

Provider (if applicable)

Date (if applicable)

Activity

Provider (if applicable)

Date (if applicable)