GUIDE TO COMPLETING THE LICENSED BUILDING PRACTITIONER RECORD OF WORK FORM



BUILDING
CONSISTENCY
THROUGH
COLLABORATION

A Licensed Building Practitioner Record of Work form is used to outline what Restricted Building Work construction work was carried out or supervised on a building site, and who carried it out or supervised it.

How to Apply

Before you Apply

If your application is for a medium to complex project, we recommend that you seek professional advice, as these applications require a sound knowledge of the building code.

Applying using the Simpli Online Portal

An increasing number of councils are now using the Simpli online portal, making the application process quick and easy. This <u>link</u> will take you to the Simpli online portal, where you can see a list of councils currently offering this service.

To use the portal you will need to sign up as a customer, using a valid email address. You can sign up either as an individual, or as a company. Use this <u>link</u> to take you to the sign up page. Once you have signed-up, you can complete and submit your application online.

There are some useful video help guides on the portal site, <u>here</u>.

Applying using the Simpli forms

You'll find copies of the forms in a few locations:

- on the Simpli website, here
- on your council website
- at your local council office

Completing the application forms, if you're not using the portal

The forms can be completed electronically using the writeable pdf or printed to complete by hand.

If completing electronically using the writeable pdf:

fill out the form, including signatures and save the application to your computer.

If printing to complete by hand:

- please use black ink throughout and write clearly in BLOCK CAPITALS only.
- to correct a mistake on the form put a line through it and write the correction clearly to the right. If there is no space on the right, write the correction as close as possible.

Once you have completed your application form you may:

post your application form and supporting documents to the Council;



- deliver your application form and supporting documents to the Council
- some Councils may allow your application and supporting documentation to be emailed or
 uploaded to their system please check with your local Council's Building Consent team.
 Note: there may be restrictions on sizes of document and the types that can be sent.

Please make sure that all plans are provided in landscape format and are either A1, A2, A3 or A4 in size. They must be shown in black on white paper; and must be to the correct scale.

An incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

Help and advice

If you have any questions or just need advice, please call the Council for assistance.



Contents of the application form

The Licensed Building Practitioner Record of Work form contains five sections. These are briefly described below:

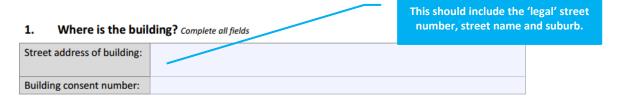
- **1 Where is the building?** This section requests the address of the building being worked on.
- **2 Who owns the building?** This section requests information about the owner of the building.
- **3 What work have you carried out / supervised?** This section requires you to outline what restricted building work you have either carried out or supervised on the build; and to outline the details of any waivers or modifications to the Building Code which were required.
- **4 What are your details?** This section requests your registration and contact information.
- **5 Declaration** Your application will not be valid if you have not signed the form.



Advice on filling out the form

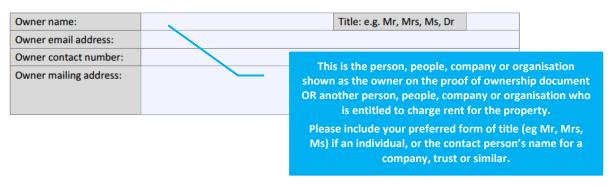
Additional detail on completing each section of the form is shown in the following pages.

1 - Where is the building?



2 – Who owns the building?

2. Who owns the building? Complete all fields, using N/A where not applicable

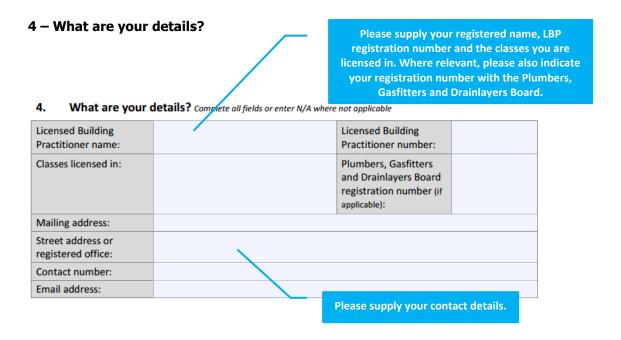




3 – What work have you carried out / supervised?

Tick all items that apply to the work you have carried out or supervised. Use N/A for any items where you were not involved on the build.											
I carried out/supervised the following design work that is restricted building work:											
Primary structure	Work that is restricted building work Tick all that apply			Description of restricted building work Carried out/ supervised Complete these fields if the previous column is ticked Yes				-			
Foundations/ subfloor framing	☐ Yes		N/A			_					
Walls	☐ Yes		N/A			Pleas	se indicate v	vhether yo	u carried out the		
Roof	☐ Yes		N/A			rest	tricted build	ing work,	or supervised it.		
	11 11 163		///						the fields where e first column.		
For all items that apply to the work you have carried out or supervised, please describe the restricted building work involved. More detail is better than less. You only need to complete the fields where you ticked the box in the first column. Complete all fields for each line, using N/A if a line is not tricted building work:											
	Work that is restricted			Description of restricted building work		VOIK	Carried out/ supervised		_		
Emergency warning systems, evacuation and fire service operation systems, suppression, control systems, or other Are waivers or modificati If Yes, please provide det		ne bu	uilding	Please indicate i	r any section	ns of th	ne Building	□ No			
Code. If yes, please specify parts you may attach an additional page							f the code;				





5 - Declaration

5. Declaration

l,		(name of Licensed Building	Practitioner) carried out or supervised the				
restricted building work recorded on this form.							
Signature:							
Date:							
You can add a digital signat	ture to this document, e	either using Adobe o	Your application will not be valid if you have not signed the application form.				

Once you have filled out the form, including signatures, please save the application to your computer. You can then submit the application with supporting documentation to your local council.

If you are unsure about what information to include in your application, a guidance document is available (click here).