

GUIDE TO COMPLETING THE LICENSED BUILDING PRACTITIONER RECORD OF WORK FORM



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

An application form is available from the Council's offices or website. To help you complete your application, these guidance notes are available on the Council's website.

Once you have completed your application you may:

- post your application form and supporting documents to the Council;
- deliver your application form and supporting documents to the Council in person; or
- email your application form and supporting documents to the Council's Building Consent team.

Notes to completing the form

This form can be completed by hand or electronically.

If completing the writeable pdf:

- fill out the form, including signatures and save the application to your computer.
- Email the application form to the Council, or print off and post or deliver it to the Council.

If completing 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.

The following guidance notes provide information covering every section of the form. In addition, the form itself includes prompts to help you fill out each section.

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?

1. Where is the building? *Complete all fields*

This should include the 'legal' street number, street name and suburb.

| | |
|-----------------------------|--|
| Street address of building: | |
| Building consent number: | |

2 – Who owns the building?

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

| | | | |
|------------------------|--|-----------------------------|--|
| Owner name: | | Title: e.g. Mr, Mrs, Ms, Dr | |
| Owner email address: | | | |
| Owner contact number: | | | |
| Owner mailing address: | | | |

This is the person, people, company or organisation shown as the owner on the proof of ownership document OR another person, people, company or organisation who is entitled to charge rent for the property.

Please include your preferred form of title (eg Mr, Mrs, Ms) if an individual, or the contact person's name for a company, trust or similar.

3 – What work have you carried out / supervised?

3. What work have you carried out/supervised?
applicable

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:

| | Work that is restricted building work <i>Tick all that apply</i> | Description of restricted building work | Carried out/supervised |
|----------------------------------|---|---|------------------------|
| | | <i>Complete these fields if the previous column is ticked Yes</i> | |
| Primary structure | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | |
| Foundations/ subfloor framing | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | |
| Walls | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | |
| Roof | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | |

Please indicate whether you carried out the restricted building work, or supervised it. You only need to complete the fields where you ticked the box in the 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.

3. What work have you carried out/supervised?
applicable

Complete all fields for each line, using N/A if a line is not applicable

I carried out/supervised the following design work that is restricted building work:

| | Work that is restricted building work | Description of restricted building work | Carried out/supervised |
|--|---|---|------------------------|
| Emergency warning systems, evacuation and fire service operation systems, suppression, control systems, or other | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | |

| | | | |
|--|---|--|--|
| Emergency warning systems, evacuation and fire service operation systems, suppression, control systems, or other | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | | |
| Are waivers or modifications of the building code required? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes, please provide details | | | |
| | | | |

Please indicate if any waivers or modifications are required for any sections of the Building Code. If yes, please specify parts of the code; you may attach an additional page if necessary.

4 – What are your details?

Please supply your registered name, LBP registration number and the classes you are licensed in. Where relevant, please also indicate your registration number with the Plumbers, Gasfitters and Drainlayers Board.

4. What are your details? *Complete all fields or enter N/A where not applicable*

| | | | |
|--------------------------------------|--|---|--|
| Licensed Building Practitioner name: | | Licensed Building Practitioner number: | |
| Classes licensed in: | | Plumbers, Gasfitters and Drainlayers Board registration number (if applicable): | |
| Mailing address: | | | |
| Street address or registered office: | | | |
| Contact number: | | | |
| Email address: | | | |

Please supply your contact details.

5 – Declaration

5. Declaration

I, (name of Licensed Building Practitioner) carried out or supervised the restricted building work recorded on this form.

| | |
|------------|--|
| Signature: | |
| Date: | |

Your application will not be valid if you have not signed the application form.

You can add a digital signature to this document, either using Adobe or a compatible software.

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](#)).