

# MEMORANDUM FROM LICENSED BUILDING PRACTITIONER – RECORD OF BUILDING WORK (FORM 6A)

Section 88, Building Act 2004

## WHAT IS A CERTIFICATE OF DESIGN WORK?

Licensed Building Practitioners (LBPs) must provide Certificates of Design Work or Records of Building Work. These documents include detail of all aspects of restricted building work carried out or supervised by each LBP.

The LBP's Certificate of Design Work and any Records of Building Work need to be submitted to your council at the following stages of the project:

- a Certificate of Design Work is submitted with the consent application
- a Records of Work is submitted with the application for a code compliance certificate at the end of the project.

Your council will put the Certificate of Design Work and any Records of Building Work on the property file. This provides a publicly available record of which LBPs did restricted building work to the property.

Without the right paperwork, your insurance or finances could be affected, and it could pose problems when it's time to sell.

The rules about restricted building work are considered so important, if you don't follow them, you could get an instant fine or face a court fine of up to \$20,000.

If you know of a tradesperson who is carrying out or supervising restricted building work without a licence or with the wrong licence class, you can make a complaint against them.

## HOW TO SUBMIT THIS MEMORANDUM

Check with the relevant Council/ Territorial Authority (TA) for more information on how to submit this memorandum. Electronic submissions may be available with the applicable Council / TA on the [simpli.govt.nz](http://simpli.govt.nz) website.

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Official Use Only

## 1. PROPERTY INFORMATION

<b>Street address of the building</b> <i>For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection</i>

## 2. OWNER

<b>Name of Owner:</b>		<b>Contact person:</b> <i>If the owner is not an individual</i>	
<b>Email:</b>			
<b>Mobile:</b>		<b>Alternative Phone:</b>	
<b>Street address:</b>			
<b>Mailing Address:</b>			

## 3. IDENTIFICATION OF WORK THAT IS RESTRICTED BUILDING WORK (RBW)

List building consents issued for this project:	Consent Number:	Issued by:

Tick if the work is RBW	Description of RBW	Carried out	Supervised
<b>Primary Structure: B1</b>			
<input type="checkbox"/> Foundations and subfloor framing		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Walls		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Roof		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Columns and beams		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bracing		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other		<input type="checkbox"/>	<input type="checkbox"/>
<b>External Moisture Management Systems: E2</b>			
<input type="checkbox"/> Damp proofing		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Roof cladding or roof cladding system		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ventilation system <i>(e.g. subfloor or cavity)</i>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wall cladding or wall cladding system		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Waterproofing		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other		<input type="checkbox"/>	<input type="checkbox"/>

#### 4. ISSUED BY:

Name and contact details of the licensed building practitioner who is licensed to carry out or supervise restricted building work.

<b>Name:</b>		<b>Entity or Company:</b>	
<b>Licensing class/ Role:</b>		<b>LBP or Registration number:</b>	
<b>Email:</b>			
<b>Street Address:</b>		<b>Mailing Address:</b> <i>If different from street address</i>	
<b>Contact numbers</b>	<b>Mobile:</b>		<b>Other:</b>

#### 5. ACKNOWLEDGEMENTS

The information you have provided on this form is required so that your application or the building consent it relates to can be processed under the Building Act 2004. The Council, Territorial Authority (TA) or Building Consent Authority (BCA) collates statistics relating to building work and has a statutory obligation to provide information to third parties. The information is stored on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 2020, you have the right to see and correct personal information the Council, TA and BCA hold about you.

In providing this information, you agree to your details being used for customer surveys carried out by the Council, TA or BCA.

All the information contained in the application is, to the best of my knowledge, true and correct.

I carried out or supervised the restricted building work recorded on this form.

<b>Full Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	