



What it means to be a licensed building practitioner

Congratulations on becoming a licensed building practitioner. This information will give you an overview of your rights and responsibilities under the Licensed Building Practitioner Scheme.

More details and any forms you need can be found on the Department website at www.dbh.govt.nz/occupational-licensing

The Register of licensed practitioners

All practitioners who are licensed are listed on a public register so consumers can identify them as licensed.

The register is being promoted to the New Zealand public as the best method of finding competent and licensed practitioners. The register is searchable and is available on the Department of Building and Housing's website.

Working within your skills and experience

Now you have been licensed, it is expected you will work within the areas that you know and are experienced in. This does not mean you cannot try new things. But it does mean you will be expected to get appropriate support and possibly training before doing work outside the scope of your experience and skills.

Annual contact with Registrar

Once you are licensed, you will be contacted once a year by the Registrar to make sure you are still working in the industry and wish to remain licensed. If so, the Registrar will encourage you to send in your record of skills maintenance, ask you to confirm your details, and pay your annual fee. You will then be issued with a new licensing card that is valid for 12 months.

Changing your details

If your personal details change you need to let us know so we can update our records. Changes that need to be updated include:

- name
- address(es)
- contact details
- any new companies or bodies corporate you may be associated with
- if your appearance changes significantly.

Skills maintenance

Being licensed means that you are required to do activities that ensure your skills and knowledge are current. This is known as skills maintenance. The activities you choose need to inform you about things such as changes in the building code, building materials and design technologies.

Full details are included in the welcome pack.

Disciplinary system

The Scheme includes a disciplinary system that will allow people to make a complaint about the quality of your work. Complaints can only be laid about work done when you were licensed. All complaints will be investigated by the Building Practitioners Board. The Board has a range of disciplinary actions they can take if they uphold a complaint. Full details of these actions are on the Department website.

Lost your licensing ID card?

If you lose or damage your licensing ID card, or your appearance significantly changes, you need to let the Registrar know immediately and order a new one. New licensing ID cards will cost \$30. The request form is on the Department website.

Taking a break from the industry?

If you wish to take a break from the industry, for example by going overseas for a time, you can voluntarily suspend your licensing by advising the Registrar. On your return to New Zealand, you will need to contact the Registrar and request reinstatement of your licensing card. There may need to be an assessment before you get your licensing card back, depending on the length of time you have been off work. This will ensure you are still on top of your game.

Showing your licensing ID card

If anyone asks to see evidence that you are licensed, you must show them your licensing ID card.

Alerting others to non-compliant building work

As a licensed building practitioner, you are required to let your council, and the building owner, know if you believe that building work does not comply with a building consent.

In the future

From 1 March 2012 work that has been defined as restricted building work will only be able to be undertaken or supervised by someone licensed as competent in that work. The definition of restricted building work (eg, foundations, framing, roofing, external cladding and fire systems) is available at www.dbh.govt.nz/UserFiles/File/Publications/Licensing/pdf/restricted-building-work.pdf

Details of the availability to owner-builders (DIYers) of an exemption to restricted building work are available at <http://www.dbh.govt.nz/userfiles/file/publications/licensing/pdf/restricted-building-work.pdf>.

For further information, please contact the Department of Building and Housing on info@dbh.govt.nz, by phoning 0800 60 60 50 or by checking the website on www.dbh.govt.nz/occupational-licensing