



Application for voluntary suspension of licensing class

You may request that a licensing class or classes be suspended for a period for up to two years. At anytime before the end of the suspension period you may revive that licensing class or classes. If during that period you miss your assessment date for current competence, the Registrar may assess you for current competence after your licensing class or classes has been revived. In completing this form please type in the boxes or print clearly in blue or black pen. Send the completed form to:

The Registrar
Licensed Building Practitioner Scheme
Department of Building and Housing
PO Box 50041
Porirua

Licensed Building Practitioner details	
Given names	_____
Surname	_____
BP number	_____ Or Date of Birth / /
Postal address	
Street address	Suburb _____
Town/City	Postcode _____
Contact numbers	
Daytime ()	Home ()
Mobile ()	_____
Email address _____	
Suspension details	
I wish to suspend my licensing class(es) from / / (date) to / /	
Please note that this suspension can only be for up to two years and you must give at least 10 working days notice from the time the application is received. The licensing class(es) I wish to suspend are:	
Site 1 <input type="checkbox"/>	Design 1 <input type="checkbox"/> Carpentry <input type="checkbox"/>
Site 2 <input type="checkbox"/>	Design 2 <input type="checkbox"/>
Site 3 <input type="checkbox"/>	Design 3 <input type="checkbox"/>
Reason (this information is optional; it will be used for statistical purposes only).	
<input type="checkbox"/> Travelling overseas <input type="checkbox"/> Working in another occupation <input type="checkbox"/> Other (please specify) _____	
<input type="checkbox"/> My current identification card is attached	<input type="checkbox"/> I have destroyed my identification card
Payment	
I wish to pay for my licensing class(es) suspension fee by (please tick one):	
<input type="checkbox"/> Cheque – please find my cheque for \$50 made out to the ‘Department of Building and Housing’ attached.	
<input type="checkbox"/> Credit card – please charge my credit card \$50 using the attached form	
Declaration	
I have read and understand the conditions outlined above. I declare that the information that I have supplied in this form is true and correct. I understand that it is an offence under the Building Act 2004 to provide incorrect or misleading information.	
Applicant's signature _____	Date / / _____
Privacy notice: Any personal information submitted in this application will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the New Zealand Privacy Act 1993. Personal information will be used for determining whether applicants for initial and continued licensing may be granted, and in connection with complaints and disciplinary processes. Personal Information will also be used for the maintenance and administration of the Licensed Building Practitioners Register. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.	

