



## Change of details

You must notify the Registrar within 10 working days of any change to any of the information you have provided that is contained in the Register. 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      /      /
Information that has changed	
I wish to change the following details held about me on the Licensed Building Practitioners Register:	
<input type="checkbox"/> <b>New last name</b>	
My name as it appears on the card and on the register of licensed building practitioners has changed.	<b>My new name is</b> _____
<b>Note</b> that you must send in certified proof of this change of name and complete a <i>Replacement Licence Identification Card</i> form. The registrar will then issue a new licence identification card with your new name on it. This form is available on the Department's website <a href="http://www.dbh.govt.nz">www.dbh.govt.nz</a>	
<input type="checkbox"/> <b>New residential address</b>	
Street address _____	Suburb _____
Town/City _____	Postcode _____
<input type="checkbox"/> <b>New postal address</b>	
Street address _____	Suburb _____
Town/City _____	Postcode _____
<input type="checkbox"/> <b>New contact number</b>	
Daytime      (      ) _____	Home      (      ) _____
Mobile      (      ) _____	
<b>Number to appear on the register</b>	<input type="checkbox"/> Daytime <input type="checkbox"/> Evening <input type="checkbox"/> Mobile
<input type="checkbox"/> <b>New email address</b>	_____
<input type="checkbox"/> <b>New website address</b>	_____
<input type="checkbox"/> <b>New body corporate</b>	_____
<b>Declaration</b>	
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 intentionally provide incorrect or misleading information.	
	Date      /      /
<b>Applicant's signature</b> _____	
<b>Privacy notice:</b> 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 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.	