

Licensed Building Practitioners Rules 2007

Amended by the Licensed
Building Practitioners
Amendment Rules
2008, 2009, 2010 and (No 2) 2010



Licensed Building Practitioners Rules 2007

These are the Licensed Building Practitioners Rules 2007.

The Rules set out the standards of competence that building practitioners must meet in order to be licensed, and detail the procedures for assessing competence and issuing licence cards. The Schedule to the Rules describes the competencies for the Design, Site, Carpentry, Roofing, External Plastering, Bricklaying and Blocklaying, and Foundations licensing classes. The Rules also detail procedures for managing the suspension and cancellation of licensing.

The Rules are set out as follows.

- The initial section details the title, commencement date (1 November 2007), and interpretation of specific words used in the Rules.
- Part 1 describes the minimum standard of competence required for each licensing class by reference to the competencies set out in Schedule 1 to the Rules. Part 1 also details the licensing application and assessment process and sets out the information that must be provided with an application.
- Part 2 details the process of annual contact by the Registrar. Annual contact allows the Registrar to confirm that practitioners wish to continue to be licensed, to update the Register of Licensed Building Practitioners, and to collect levies and fees.
- Part 3 establishes processes for the ongoing assessment of practitioners' current competence, including describing the minimum standard for continued licensing, and providing for skills maintenance programmes.
- Part 4 details procedures for the suspension and cancellation of licensing.
- Part 5 details requirements relating to licensing identification cards.
- Part 6 covers miscellaneous matters, including notice requirements.
- Schedule 1 sets out the competencies that make up the minimum standard for each licensing class, and the performance indicators that the Registrar will have regard to when determining whether a competency has been met. These currently cover the Design, Site, Carpentry, Roofing, External Plastering, Bricklaying and Blocklaying, and Foundations licensing classes. Competencies for other trade and specialist licensing classes may be added in due course.
- Schedule 2 lists recognised qualifications for licensing in particular licensing classes (which are kinds of qualifications that reduce information and evidence that an applicant for licensing must provide, and simplify assessments of whether the applicant meets the minimum standards of competence).

Incorporating amendments:

Licensed Building Practitioner Amendment Rules 2008 - commenced 1 November 2008.

Licensed Building Practitioner Amendment Rules 2009 - commenced 15 February 2010.

Licensed Building Practitioner Amendment Rules 2010 - commenced 1 April 2010

Licensed Building Practitioner Amendment Rules (No 2) 2010 - commenced 1 October 2010

Licensed Building Practitioners Rules 2007

Pursuant to section 353 of the Building Act 2004, the Minister for Building and Construction makes the following rules.

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General

1 Title

These rules are the Licensed Building Practitioners Rules 2007.

2 Commencement

These rules come into force on 1 November 2007.

3 Interpretation

- (1) In these rules, unless the context otherwise requires,—

Act means the Building Act 2004

area of practice means a category of building work of the type set out in Schedule 2

area of practice information means information about every area of practice in respect of which a licensed building practitioner has demonstrated that he or she has met the minimum standards of competence for that licensing class

assessment means an assessment of whether or not an applicant meets —

- (a) the minimum standard for licensing; or
(b) the minimum standard for demonstrating current competence means the date fixed for assessment of current competence in accordance with rule 21

assessor means an assessor appointed under rule 10

class or classes of licence, for an application to be licensed, or licensing, means an application to be licensed, or licensing, in a licensing class

current competence has the meaning given to it under rule 19(1)

late charge means the late charge referred to under rule 14 and prescribed by regulations made under the Act

licensing class means a licensing class designated by the Building (Designation of Building Work Licensing Classes) Order 2010.

minimum standard of competence means the minimum standard set out in rule 4

minimum standard for demonstrating current competence means the minimum standard set out in rule 19(2)

person means a natural person

prescribed fee or fees means the applicable fee(s) and charge(s)

(including the part of those fees for which a refund applies) prescribed by regulations made under the Act

prescribed levy means the applicable annual levy for each class of licence prescribed by regulations made under the Act

recognised qualification, in relation to a licensing class, means a qualification of a kind listed in Schedule 2 as a recognised qualification for licensing in that licensing class.

- (2) Terms or expressions used and not defined in these rules but defined in the Act have the same meanings as they have in the Act.

Part 1

How to become licensed

Minimum standard of competence for licences

4 Minimum standard of competence for each class of licence

- (1) The minimum standard of competence for a class of licence is meeting all of the competencies set out for that class of licence in Schedule 1.
- (2) In determining whether a person meets a competency, regard must be had to the extent to which the person meets the performance indicators set out for that competency in Schedule 1.

Application for licence

5 Classes of licence that can be applied for

A person may apply to the Registrar for 1 or more classes of licence.

Amend 3
Apr 2010

Amend 3
Apr 2010

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Apr 2010

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Apr 2010

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Apr 2010

6 How to apply for a class or classes of licence

- (1) To apply for a class or classes of licence, a person must make an application to the Registrar.
- (2) The application must—
 - (a) be made in a form approved by the Registrar from time to time; and
 - (b) contain or be accompanied by—
 - (i) all of the information and evidence set out in rule 7; and
 - (ii) a statement signed by the applicant to the effect that all of the information in the application and accompanying documents is true and correct; and
 - (iii) the prescribed fees.

7 Information that must be provided for a licence application

- (1) An applicant must provide the following information and evidence in or with an application—
 - (a) the full name of the applicant (including any aliases); and
 - (b) the applicant's date of birth; and
 - (c) the applicant's current residential address and address for communication under the Act (if different from the residential address); and
 - (d) the applicant's contact details which may include phone numbers, fax numbers, and email and website addresses; and
 - (e) the name of any company or body corporate that is associated with the applicant including relevant contact details; and
 - (f) 2 recent passport-sized photographs of the applicant verified on the back of the photograph as the true likeness of the applicant by a person who—
 - (i) has known the applicant for at least 12 months or more; and
 - (ii) is not related or part of the family group or living at the same address, as the applicant; and
 - (g) a certified copy of the applicant's current passport, drivers licence or birth certificate; and
 - (h) proof of regulatory environment knowledge to the satisfaction of the Registrar; and
 - (i) a chronological summary of the applicant's relevant work history; and
 - (j) a record of recent work linking to the competencies required for the licence class applied for (including the name and contact details of the client(s) the work was completed for; and
 - (k) the contact details of 2 or more referees; and
 - (l) a statement confirming whether the applicant is currently or has previously been registered or licensed or otherwise recognised under any other enactment (including in an overseas jurisdiction) in respect of any substantially equivalent occupation, and if so, confirming whether:
 - (i) the applicant's registration, licence or other recognition has been suspended or cancelled in respect of a disciplinary matter at any time within the last five years;
 - (ii) the applicant is the subject of any preliminary investigations or action that might lead to disciplinary proceedings in relation to that registration, licence or recognition.
 - (m) evidence of the following (if applicable)—
 - (i) a certified copy of the applicant's academic, trade, technical and other relevant qualifications; and
 - (ii) a record of relevant recent learning activities attended; and
 - (iii) proof of membership of any relevant industry organisation.
- (2) Applicants with overseas qualifications must provide a NZQA Qualifications Assessment Report confirming the level of the qualification on the New Zealand Register of Quality Assured Qualifications for that qualification.
- (3) Certified copies must be stamped or endorsed as being true copies of the original by a person authorised by law to take statutory declarations in New Zealand.
- (4) An applicant who provides evidence of a qualification under subclause (1) (m) (i) that is a recognised qualification, need not provide the information and evidence required by subclause (1)(i),(j), and (m)(ii).

Amend 3
Apr 2010

Amend 3
Apr 2010

Amend 2
Feb 2010

8 Additional information and information missing from application

- (1) The Registrar may request an applicant to provide any information or evidence that was missing from the applicant's application, and any other information or evidence that the Registrar considers relevant in order to demonstrate that the applicant meets the minimum standard of competence.
- (2) The Registrar must give the applicant 20 working days (or such further time as the Registrar may allow upon request) from the date of notification to provide the requested information or evidence.
- (3) An application lapses if additional information or evidence is requested under subclause (1) and is not received by the Registrar within the time period given under subclause (2).

Way in which application for licence must be evaluated and decisions made and implemented

9 Registrar must evaluate each application

- (1) The Registrar must evaluate each application for a licence by assessing whether the applicant:
 - (a) meets the applicable minimum standard for the class or classes of licence applied for; and
 - (b) has been precluded from holding a licence because of any action taken by the Board under section 318 of the Act; and
 - (c) has had his or her registration, licence or other recognition under another enactment (including overseas jurisdictions) in respect of any substantially equivalent occupation suspended or cancelled in respect of a disciplinary matter at any time within the last 5 years.
- (2) The Registrar need not undertake any further assessment if satisfied that an application should be declined under subclause (1)(b) or (c).

10 Assessor to assess minimum standard of competence for Registrar

- (1) The Registrar must appoint an assessor to assess whether an applicant meets the minimum standard of competence for each class of licence applied for.
- (2) An assessor must—
 - (a) be a licensed building practitioner; or
 - (b) have experience and/or qualifications relevant to the licence class(es) he or she is appointed to assess; and
 - (c) meet the Registrar's criteria for appointment as an assessor for the relevant licence class(es).
- (3) The Registrar may, at any time, replace an assessor with another assessor.
- (4) This rule is subject to section 312 of the Act and does not limit the Registrar's power to perform any of his or her functions, duties or powers him or herself.

11 Way in which minimum standard must be assessed

- (1) An assessor must assess whether an applicant meets the minimum standard of competence by using methods prescribed by the Registrar to—
 - (a) carry out an evaluation of the information provided in or with the application; and
 - (b) to carry out an interview with the applicant if—
 - (i) the application is one to be licensed in the licencing class called design; or
 - (ii) the application is one to be licensed in 1 or more licencing classes (other than design) in relation to which the applicant has not provided evidence that he or she has a recognised qualification, and the assessor thinks it necessary to carry out an interview with the applicant.
- (2) A different assessor may be appointed by the Registrar to carry out either the evaluation of information or the interview.
- (3) The assessor completing the evaluation or the interview required by subclause (1) must make a recommendation to the Registrar as to whether the applicant meets the minimum standard of competence for each class of licence applied for.
- (4) Where an applicant has applied to be licensed in a licencing class in respect of a particular area(s) of practice, the assessor may recommend to the Registrar that the applicant should be licensed in respect of a different or additional area(s) of practice.

Amend 3
Apr 2010

Amend 3
Apr 2010

12 Registrar must make decision on application

- (1) The Registrar must decide in accordance with section 286 of the Act whether an applicant is entitled to be licensed as a licensed building practitioner and for what licence class(es).
- (2) The Registrar's decision under subclause (1) must be made after taking into consideration—
 - (a) the assessor's recommendation under rule 11 (if available); and
 - (b) any information relevant to section 286 of the Act.

13 Registrar must notify applicant and implement decision

- (1) The Registrar must notify the applicant of the decision made under rule 12.
- (2) If the Registrar is satisfied that the applicant is entitled to be licensed, the Registrar must—
 - (a) enter the applicant's name in the register; and
 - (b) issue him or her with a licence number; and
 - (c) issue him or her with a licence identification card in accordance with Part 5; and
 - (d) without limiting section 292 of the Act, inform the applicant when his or her next assessment date for current competence falls due; and
 - (e) return to the applicant any part of the prescribed fees for which a refund applies (if not already refunded).
- (3) If the Registrar is not satisfied that the applicant is entitled to be licensed, the Registrar must—
 - (a) notify the applicant of the reasons for the decision; and
 - (b) notify the applicant of his or her right of appeal against the decision to the Board under section 330 of the Act; and
 - (c) inform the applicant that he or she may reapply for a licence at any time when he or she believes he or she has met the minimum standard of competence (if appropriate); and
 - (d) return to the applicant any part of the prescribed fees paid for which a refund applies (if not already refunded).

Part 2

Annual contact by Registrar with licensed building practitioners

14 Registrar must contact licensed building practitioner annually

- (1) The Registrar must contact each licensed building practitioner annually, in accordance with section 303 of the Act, by sending a notice in writing to the licensed building practitioner at least 30 working days before the expiry of the licensed building practitioner's licence identification card.
- (2) The notice must—
 - (a) ask the licensed building practitioner whether he or she wishes to continue to be licensed for the class or classes of licences held by him or her; and
 - (b) ask the licensed building practitioner whether the information shown on the register in respect of him or her is correct; and
 - (c) request the licensed building practitioner to pay the prescribed levy and any relevant prescribed fees; and
 - (d) inform the licensed building practitioner of—
 - (i) the time period by which the information and payments must be received by the Registrar; and
 - (ii) the consequences of not providing the information and payments; and
 - (iii) the late charge payable for late replies.

15 Licensed building practitioner must reply

A licensed building practitioner must reply to a notice under rule 14 within 20 working days of notification by—

- (a) providing the required information; and

- (b) paying the prescribed levy and prescribed fees payable in respect of the class or classes of licence held.

16 Issue of new licence identification card

- (1) The Registrar must as soon as practicable after receipt of the relevant information and payments under rule 15 issue a new licence identification card to the licensed building practitioner.
- (2) A licensed building practitioner's current licence identification card continues in force until the new licence identification card is issued, if the requirements under rule 15 have been met but a new licence identification card has not yet been issued.

17 Failure to reply

- (1) The Registrar must, in writing, contact a licensed building practitioner who fails to comply with the requirements referred to in rule 15, and notify him or her that—
 - (a) he or she must comply with the requirements and pay the late charge; and
 - (b) that unless he or she complies with the requirements, and pays the late charge—
 - (i) his or her licence will automatically be suspended 20 working days after the date of the notice; and
 - (ii) unless he or she complies with the requirements within 12 months from the date of notice, his or her licence will be cancelled.
- (2) If the requirements under rule 15 have not been complied with within 20 days after the date of the notice under subclause (1), the Registrar must suspend the licensed building practitioner's licence (and comply with rule 31(1)(a) to (c)) and record the suspension in the register.
- (3) If the requirements under rule 15 have not been complied with within 12 months from the date of the notice under subclause (1), the Registrar must cancel the licence in accordance with rule 30 and remove the person's name from the register.
- (4) The Registrar must only cancel a licence in accordance with Part 4.

Amend 3
Apr 2010

18 Revival of a licence suspended for failure to reply

- (1) A person whose licence is suspended under rule 17(2) may have the licence that has been suspended revived within 12 months of the date of notice under rule 17(1) by—
 - (a) complying with the requirements under rule 15; and
 - (b) paying the late charge.
- (2) The Registrar must revive the person's licence upon the person complying with the requirements under subclause (1) and issue him or her with a new licence identification card.
- (3) A revival under this rule is effective from the date of issue of the new licence identification card from the Registrar.
- (4) A new licence identification card issued under this rule must have the expiry date that would have applied had the person complied with rule 15.

Part 3

Continued licensing

Minimum standard for continued licensing and frequency of assessment of current competence for continued licensing

19 Minimum standard for continued licensing as a licensed building practitioner

- (1) For continued licensing, a licensed building practitioner must continue to meet the minimum standard of competence, and may demonstrate his or her current competence by following the process in subclause (2).
- (2) The minimum standard for demonstrating current competence for each class of licence is:
 - (a) the licensed building practitioner has continued to practice in an area related to the building industry and relevant to the class of licence held by him or her; and
 - (b) the licensed building practitioner has taken such steps set by the Registrar from time to time to

maintain the currency of his or her skills and knowledge since the last assessment.

- (3) The Registrar may, at his or her own discretion, or on written application from a licensed building practitioner, exempt any licensed building practitioner from any of the requirements set out in subclause (2) because of exceptional circumstances.

20 Registrar to set or recognise programme for skills maintenance

- (1) For the purpose of rule 19(2)(b), the Registrar must from time to time set or recognise a programme or programmes for skills maintenance.
- (2) A programme for skills maintenance may be made to apply generally in respect of—
 - (a) all licensed building practitioners; or
 - (b) a specified class or classes of licence; or
 - (c) a specified licensed building practitioner.
- (3) A programme for skills maintenance may require a licensed building practitioner to engage in any 1 or more of the following:
 - (a) self-directed learning;
 - (b) reading materials provided by the Registrar;
 - (c) receiving formal instruction;
 - (d) attending an information session;
 - (e) any other activity considered by the Registrar to be relevant.
- (4) The Registrar may replace a programme for skills maintenance with another programme.

21 Frequency at which assessment of current competence must be carried out

- (1) The Registrar must assess a licensed building practitioner for current competence for each class of licence held by him or her at the frequency specified for that class of licence in Schedule 1.
- (2) The Registrar, where practical, may conduct concurrent assessments of current competence for all classes of licence held by a licensed building practitioner, even though—
 - (a) the last assessment dates for those licence classes may be different; or
 - (b) the last assessment for any of those licence classes took place at a time earlier than the period specified in subclause (1).
- (3) This rule does not limit the Registrar's power under section 292 of the Act to carry out an assessment at any time.

Assessment of current competence for continued licensing

22 Registrar must notify licensed building practitioner of assessment

Before undertaking an assessment of a licensed building practitioner's current competence, the Registrar must notify the licensed building practitioner in writing, at least 20 working days before the assessment date—

- (a) that his or her assessment date for current competence is upcoming and that the Registrar intends to carry out the assessment; and
- (b) that the licensed building practitioner must provide the information required under rule 23 by the date specified in the notice; and
- (c) that the licensed building practitioner will be considered not to have demonstrated current competence if the required information is not provided by the date specified in the notice, and his or her licence will be suspended.

23 Information that must be provided to demonstrate current competence

- (1) Each licensed building practitioner who receives a notice under rule 22 must provide to the Registrar by the date specified in the notice—
 - (a) evidence that he or she has continued to practice in an area related to the building industry and relevant to the class of licence held by him or her; and
 - (b) evidence that he or she has taken such steps set by the Registrar to maintain the currency of his or her skills and knowledge since his or her last assessment; and

- (c) a statement signed by the licensed building practitioner to the effect that all the information and statements given are true and correct.
- (2) The Registrar may, from time to time, audit the information given by a licensed building practitioner under subclause (1) by requiring him or her to submit any supporting documents, evidence, and referee(s) the Registrar considers necessary.

Way in which current competence for continued licensing must be evaluated and decisions made and implemented

24 Way in which current competence must be evaluated

- (1) The Registrar must evaluate each licensed building practitioner for current competence by carrying out an evaluation of the information provided under rule 23 and considering whether the licensed building practitioner has met the requirements set out in rule 19(2).
- (2) The Registrar may require the licensed building practitioner to produce within a specified period any additional documents, evidence and information the Registrar considers necessary to complete an evaluation.
- (3) In evaluating the information provided under rule 23, the Registrar may have regard to any information held by the Registrar in relation to the licensed building practitioner’s completion of a programme or programmes for skills maintenance.

25 Registrar must make decision on continued licensing and notify and implement decision

- (1) The Registrar must decide whether a licensed building practitioner has met the requirements set out in rule 19(2) and is entitled to the continuation of his or her licence and notify the licensed building practitioner of the decision.
- (2) If the licensed building practitioner has met the requirements set out in rule 19(2), the Registrar must—
 - (a) continue to license the licensed building practitioner; and
 - (b) without limiting section 292 of the Act, inform the licensed building practitioner when his or her next assessment date for current competence falls due.
- (3) If the licensed building practitioner has not met the requirements set out in rule 19(2), the Registrar must—
 - (a) suspend the licensed building practitioner’s licence in accordance with rule 30 and record that suspension in the register; and
 - (b) advise the licensed building practitioner—
 - (i) of the suspension and the reasons for that decision; and
 - (ii) that his or her licence may be revived should he or she, within 12 months of the date on which his or her licence was suspended, or any further period that the Registrar may determine, apply under rule 26 to revive the licence by demonstrating to the Registrar that he or she meets the minimum standard for demonstrating current competence; and
 - (iii) that unless he or she can satisfy the Registrar that he or she meets the minimum standard for demonstrating current competence within 12 months of the date on which his or her licence was suspended (or such further period that the Registrar may determine), his or her licence will be cancelled; and
 - (iv) of his or her right of appeal to the Board against the suspension.
- (4) If the requirements set out in rule 19(2) have not been met within 12 months of the suspension (or such further period that the Registrar may determine), the Registrar must cancel the licence in accordance with rule 30 and remove the person’s name from the register.
- (5) The Registrar must only suspend or cancel a licence in accordance with Part 4.

Amend 1
Nov 2008

Application to revive suspended licence

26 Revival of a licence suspended for failure to meet minimum standard

- (1) A person whose licence is suspended may apply to the Registrar to have a licence that has been suspended under rule 25 revived within 12 months of the suspension of the licence, or any further period that the

Registrar may determine.

- (2) The application must—
 - (a) be made in a form approved by the Registrar from time to time; and
 - (b) contain and be accompanied by the information set out in rule 23.
- (3) The application for revival must be assessed by the Registrar in accordance with rules 24 to 25 as if it were an assessment for current competence.
- (4) The Registrar must revive the licence if the Registrar determines that the person applying for revival has met the requirements under rule 19(2).
- (5) A revival under this rule is effective from the date of issue of a notice of revival from the Registrar.
- (6) Upon revival of the licence, the person's next assessment date for current competence will be the same as the date that would have applied had the person's licence been continued under rule 25(2) in the first instance.

Application for extension of assessment date for current competence

27 Extension of assessment date for current competence

- (1) A licensed building practitioner may apply to the Registrar for an extension of the assessment date for current competence that would otherwise apply to him or her on the grounds that there are exceptional reasons why he or she cannot demonstrate current competence by that date.
- (2) The application for extension must be filed with the Registrar no later than 5 working days before the assessment date for current competence.

28 Application for extension of assessment date for current competence

An application under rule 27 must state—

- (a) the exceptional reasons why the licensed building practitioner cannot demonstrate current competence by the assessment date; and
- (b) the requested period of extension and the steps the licensed building practitioner will take to demonstrate current competence within that period.

29 Registrar must make decision on application for extension of assessment date for current competence

- (1) The Registrar must assess each application for extension and decide whether an extension should be granted; and if an extension is granted—
 - (a) the period of the extension (such period not being more than 6 months after the assessment date for current competence); and
 - (b) the requirements that have to be met by the licensed building practitioner within the period of extension (if any).
- (2) The decision of the Registrar to extend the assessment date for current competence under this rule does not change the date of the licensed building practitioner's next assessment for current competence.

Part 4

Suspension and cancellation of licence for other non-disciplinary reasons, including voluntary suspension and cancellation

Way in which suspension or cancellation of licence for other non-disciplinary reasons must be decided on and implemented

30 Registrar must give person opportunity to respond

- (1) If the Registrar proposes to suspend or cancel a licensed building practitioner's class or classes of licence under rules 17(3), 25(3) and 25(4), the Registrar must give at least 20 working days notice of his or her intention to do so before suspending or cancelling the licence.
- (2) The notice must—
 - (a) contain the reasons on which the decision to suspend or cancel is based; and
 - (b) give the licensed building practitioner a reasonable opportunity to make written submissions on the matter.

31 Registrar to notify suspension or cancellation decision

- (1) Where the Registrar suspends a licence under rule 17(2), he or she must—
 - (a) notify the licensed building practitioner of the suspension and the reasons for it; and
 - (b) notify the licensed building practitioner of his or her right of appeal to the Board against the suspension; and
 - (c) inform the licensed building practitioner that he or she may apply to the Registrar for a revival of his or her licence when the necessary requirements are met.
- (2) Where the Registrar cancels a licence, he or she must—
 - (a) notify the licensed building practitioner of the cancellation and the reasons for it; and
 - (b) notify the licensed building practitioner of his or her right of appeal to the Board against the cancellation.

Voluntary suspension of licence

32 How to voluntarily suspend licence

A licensed building practitioner may request that the licence held by him or her be suspended by completing a form approved by the Registrar that—

- (a) states the requested period of suspension; and
- (b) is given to the Registrar no less than 10 working days before the commencement of that period; and
- (c) is accompanied by the prescribed fee for voluntary suspension.

33 Period of voluntary suspension

- (1) A licensed building practitioner may request that his or her licence be suspended for a period of up to 2 years, or any further period that the Registrar may allow.
- (2) A person whose licence is suspended under this rule may, by written notice to the Registrar, request the Registrar to revive the licence at any time before the end of the voluntary suspension period.
- (3) If, as a result of the voluntary suspension, the licensed building practitioner has missed his or her assessment date for current competence, the Registrar may assess the licensed building practitioner for current competence in accordance with section 292 of the Act after revival of the licence.

Voluntary cancellation of licence

34 How to voluntarily cancel licence

A licensed building practitioner may request that a class or classes of licence held by him or her be cancelled at any time by written notice to the Registrar.

Part 5

Licence identification card

35 Form of licence identification card

A licence identification card must display the following:

- (a) the words “Licensed Building Practitioner”;
- (b) a photographic image of the licensed building practitioner;
- (c) the licensed building practitioner’s name;
- (d) the class or classes of licence that the licensed building practitioner is entitled to;
- (e) the unique identifier issued by the Registrar to the licensed building practitioner;
- (f) the expiry date of the identification card; and
- (g) the licensed building practitioner’s area of practice information (if any).

36 Issue of licence identification card

- (1) The Registrar must issue a licence identification card to every person who is entitled to be licensed under the Act.
- (2) Every licensed building practitioner will be issued with only one licence identification card at any time, irrespective of the number of classes of licence the licensed building practitioner holds.

37 Period for initial licence identification card

- (1) A licence identification card issued under rule 13(2) is valid for a period of 1 year from the date the licence was granted.
- (2) However, if a person already holds a licence identification card but has been granted an additional class or classes of licence, a new licence identification card must be issued that:
 - (a) lists all the classes of licence the licensed building practitioner now holds; and
 - (b) has the same expiry date as the card it is replacing.

38 Replacement of licence identification card if lost, stolen, etc—

- (1) A licensed building practitioner must apply for a replacement licence identification card, if—
 - (a) the card is lost, stolen, destroyed, defaced, mutilated, or becomes illegible; or
 - (b) the licensed building practitioner’s name is changed from that recorded on the licence identification card and the register; or
 - (c) the licensed building practitioner’s appearance has changed significantly from the photo displayed on the licence identification card.
- (2) The licensed building practitioner must provide the following with his or her application for a replacement card:
 - (a) full name and address;
 - (b) licence number;
 - (c) the reason for the application for replacement;
 - (d) the current licence identification card (unless it is lost or stolen);
 - (e) payment of the prescribed fee;
 - (f) a statement signed by the licensed building practitioner that, to the best of his or her knowledge, all the information provided with the application is true and correct and that he or she is not disqualified from obtaining or holding a licence.
- (3) A replacement licence identification card must have the same expiry date as the expiry date of the card it replaces.

39 Registrar may require licence identification cards to be returned or destroyed when licence is suspended or cancelled

- (1) A licence identification card issued to a licensed building practitioner is the property of the Registrar.
- (2) A licensed building practitioner must, if required by the Registrar, return a licence identification card for the period of any suspension of his or her licence.
- (3) A licensed building practitioner whose licence is cancelled must return his or her licence identification card to the Registrar, or destroy the card and notify the Registrar that the card has been destroyed.
- (4) If the licensed building practitioner has more than 1 class of licence, the Registrar must reissue a licence identification card to the licensed practitioner for any class or classes of licence not suspended or cancelled.

Part 6

Miscellaneous provisions

40 Licensed building practitioner must inform Registrar of any changes to information in register

A licensed building practitioner must notify the Registrar within 10 working days of any change to any of the information he or she has provided to the Registrar that is contained in the register.

41 Service of notices

- (1) Any correspondence, notice or other document required to be notified or given to any person under these rules is sufficiently notified or given if it is—
 - (a) delivered personally to the person; or
 - (b) delivered to the person at the person’s usual or last known place of residence or business; or
 - (c) sent by fax or email to the person’s fax number or email address; or

- (d) posted in a letter addressed to the person at the person's usual or last known place of residence or business.
- (2) Any correspondence, notice or other document sent by post to a person in accordance with subclause (1) must be treated as having been received by that person at the time at which the letter would have been delivered in the ordinary course of post.
- (3) Where notification occurs by email or fax, notification is to be treated as having been made at the time at which notification was recorded as being sent.



Schedule 1
Licence Class Competencies

Amend 3
Apr 2010

LICENSING CLASS: Design

DESCRIPTOR: This licensing class covers practitioners designing any category of building.

EXPLANATORY NOTE: This licensing class includes:

Design 1 (Category 1 buildings)

Design 2 (Category 1 and 2 buildings)

Design 3 (Category 1, 2 and 3 buildings)

COMPETENCIES: **Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.**

Competency 2: Manage the building design process.

Competency 3: Establish design briefs and scope of work and prepare preliminary design.

Competency 4: Develop design and produce construction drawings and documentation.

These competencies may be demonstrated by meeting some or all of the following performance indicators.

PERFORMANCE INDICATORS

Competency 1: Comprehend and apply knowledge of the regulatory environment of the building construction industry.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Design 1 (Category 1 buildings)

1.1.1 Explain the purpose of the Building Act and Building Code and their relationship to the design process.

1.1.2 Comprehend and apply knowledge of the Building Act and Regulations, the Building Code and Building Code compliance documents relevant to Category 1 buildings.

Includes but not limited to – NZS3604, E2/AS1, NZS4229.

1.1.3 Explain the relevance of building-related legislation to the design of Category 1 buildings.

Includes but not limited to – Health and Safety in Employment Act, Resource Management Act.

1.1.4 Demonstrate knowledge of contracts for engagement between the designer and the client, and construction contracts.

1.1.5 Describe the key features of the Licensed Building Practitioners Scheme.

Includes but not limited to – the licence classes, restricted building work, accountability to the Building Practitioners Board.

1.1.6 Explain the roles and responsibilities of key parties involved in the design and building process.

Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), consulting engineers, trades (e.g. electrical, plumbing, tiling), manufacturers, Department of Building and Housing, building consent authorities (BCAs) and clients.

1.1.7 Demonstrate knowledge of the consent processes, including planning requirements under the Resource Management Act and the Building Act.

Includes but not limited to – when a consent is required, application, inspection, code compliance certificates.

1.1.8 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

Includes but not limited to – the implications of the different design areas of practice

Area of practice 2: Design 2 (Category 1 and 2 buildings)

1.2.1 Explain the purpose of the Building Act and Building Code and their relationship to the design process.

1.2.2 Comprehend and apply knowledge of the Building Act and Regulations, the Building Code and Building Code compliance documents relevant to Category 1 and 2 buildings.

1.2.3 Explain the relevance of building-related legislation to the design of Category 1 and 2 buildings.

Includes but not limited to – Health and Safety in Employment Act, Resource Management Act, Construction Contracts Act

1.2.4 Comprehend and apply knowledge of contracts for engagement between the designer and the client, and construction contracts.

1.2.5 Describe the key features of the Licensed Building Practitioners Scheme.

Includes but not limited to – the licence classes, restricted building work, accountability to the Building Practitioners Board.

1.2.6 Explain the roles and responsibilities of key parties involved in the design and building process.

Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), consulting engineers and other specialist consultants, trades (e.g. electrical, plumbing, tiling), manufacturers, Department of Building and Housing, building consent authorities (BCAs) and clients.

1.2.7 Demonstrate knowledge of the consent processes, including planning requirements under the Resource Management Act and the Building Act.

Includes but not limited to – when a consent is required, application, inspection, code compliance certificates.

1.2.8 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

Includes but not limited to – the implications of the different design areas of practice

Area of practice 3: Design 3 (Category 1, 2 and 3 buildings)

1.3.1 Explain the purpose of the Building Act and Building Code and their relationship to the design process.

1.3.2 Comprehend and apply knowledge of the Building Act and Regulations, the Building Code and Building Code compliance documents and New Zealand Standards relevant to Category 1, 2 and 3 buildings.

1.3.3 Explain the relevance of building-related legislation to the design of Category 1, 2 and 3 buildings.

Includes but not limited to – Health and Safety in Employment Act, Resource Management Act, Construction Contracts Act, Historic Places Act.

1.3.4 Comprehend and apply knowledge of contracts for engagement, and construction contracts.

- 1.3.5 Describe the key features of the Licensed Building Practitioners Scheme.
Includes but not limited to – the licence classes, restricted building work, accountability to the Building Practitioners Board.
- 1.3.6 Explain the roles and responsibilities of key parties involved in the design and building process.
Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), consulting engineers and other specialist consultants, trades (e.g. electrical, plumbing, tiling), manufacturers, Department of Building and Housing, building consent authorities (BCAs) and clients.
- 1.3.7 Demonstrate knowledge of the consent processes, including planning requirements under the Resource Management Act and the Building Act.
Includes but not limited to – application, inspection, code compliance certificates.
- 1.3.8 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.
Includes but not limited to – the implications of the different design areas of practice

Competency 2: Manage the building design process.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Design 1 (Category 1 buildings)

- 2.1.1 Plan, schedule and organise design projects to deliver specified outcomes.
- 2.1.2 Use quality assurance techniques in performing design activities.
Examples of techniques: checklists, design review and peer review.

Area of practice 2: Design 2 (Category 1 and 2 buildings)

- 2.2.1 Plan, schedule and organise design projects to deliver specified outcomes.
- 2.2.2 Use quality assurance techniques in performing design activities.
Examples of techniques: checklists, design review and peer review.
- 2.2.3 Explain the processes of construction observation.
May include but not limited to – site meetings and inspections, reporting on compliance with construction documentation, conditions of contract, building consents and any changes required.
- 2.2.4 Explain the processes of contract administration.
May include but not limited to – monitoring compliance with contract requirements, providing supplementary contract documentation, planning and control of documents and records, managing variations to contract and progress claims, monitoring construction programme and costs, monitoring health and safety, record archiving, collation of as-built and compliance documentation, report and determine finalisation of contract.
- 2.2.5 Advise building owner on occupation requirements.
May include but not limited to – applications for certificate for public use, code compliance certificate, food hygiene/preparation certificate.

Area of practice 3: Design 3 (Category 1, 2 and 3 buildings)

- 2.3.1 Plan, schedule and organise design projects to deliver specified outcomes.
- 2.3.2 Use quality assurance techniques in performing design activities.
Examples of techniques: checklists, design review and peer review.
- 2.3.3 Provide construction observation.

May include but not limited to – site meetings and inspections, coordinating specialist consultants, reporting on compliance with construction documentation, conditions of contract, building consents and any changes required.

2.3.4 Provide contract administration.

May include but not limited to – monitoring compliance with contract requirements, providing supplementary contract documentation, planning and control of documents and records, managing variations to contract and progress claims, monitoring construction programme and costs, monitoring health and safety, record archiving, collation of as-built and compliance documentation, report and determine finalisation of contract.

2.3.5 Advise building owner on occupational requirements.

May include but not limited to – applications for certificate for public use, code compliance certificate, food hygiene/preparation certificate.

Competency 3: Establish design briefs and scope of work and prepare preliminary design.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Design 1 (Category 1 buildings)

3.1.1 Work with client to establish an agreed brief and scope.

3.1.2 Carry out or acquire site investigations and accurately document existing conditions.

May include but not limited to – existing building conditions and compliance, topography, immediate neighbourhood, services, streets, elements of the landscape.

3.1.3 Demonstrate knowledge of design practice and methods, building elements and construction processes.

3.1.4 Consider environmental and social impacts when developing design solutions.

May include but not limited to – understanding of environmental and social impacts, context, and use of resources.

3.1.5 Prepare and present preliminary design drawings and outline specification.

3.1.6 Present information to client on timelines and costs.

Area of practice 2: Design 2 (Category 1 and 2 buildings)

3.2.1 Work with client to establish an agreed brief and scope.

3.2.2 Carry out or acquire site investigations and accurately document existing conditions.

May include but not limited to – existing building conditions and compliance, topography, immediate neighbourhood, services, streets, elements of the landscape.

3.2.3 Demonstrate knowledge of design practice and methods, building elements and construction processes.

3.2.4 Document environmental and social impacts when developing design solutions.

May include but not limited to – understanding of environmental and social impacts, context, and use of resources.

3.2.5 Prepare and present preliminary design drawings and outline specifications.

3.2.6 Present information to client on timelines and costs.

Area of practice 3: Design 3 (Category 1, 2 and 3 buildings)

3.3.1 Work with client to establish an agreed brief and scope.

3.3.2 Carry out or acquire site investigations and accurately document existing conditions.

- May include but not limited to – existing building conditions and compliance, topography, immediate neighbourhood, services, streets, elements of the landscape.*
- 3.3.3 Demonstrate knowledge of design practice and methods, building elements and construction processes.
 - 3.3.4 Document environmental and social impacts when developing design solutions.
May include but not limited to – understanding of environmental and social impacts, context, and use of resources.
 - 3.3.5 Prepare and present preliminary design drawings and outline specifications.
 - 3.3.6 Present information to client on timelines and costs.

Competency 4: Develop design and produce construction drawings and documentation

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Design 1 (Category 1 buildings)

- 4.1.1 Apply design standards and identify and produce specific design solutions.
- 4.1.2 Apply basic knowledge of the principles of building technology and performance.
- 4.1.3 Coordinate and integrate specialist design inputs as required.
- 4.1.4 Prepare developed design drawings and specifications.
- 4.1.5 Update clients on timelines and costs.
- 4.1.6 Demonstrate knowledge of conditions of contract.
- 4.1.7 Produce detailed drawings, specifications and documentation suitable for building consent and construction.

Area of practice 2: Design 2 (Category 1 and 2 buildings)

- 4.2.1 Apply design standards and identify and produce specific design solutions.
- 4.2.2 Apply knowledge of building technology and performance.
- 4.2.3 Coordinate and integrate specialist design inputs as required.
- 4.2.4 Prepare developed design drawings and specifications.
- 4.2.5 Update clients on timelines and costs.
- 4.2.6 Demonstrate knowledge of conditions of contract and methods of procurement.
- 4.2.7 Produce detailed drawings, specifications and documentation suitable for building consent and construction.

Area of practice 3: Design 3 (Category 1, 2 and 3 buildings)

- 4.3.1 Apply design standards and identify and produce specific design solutions.
- 4.3.2 Apply comprehensive knowledge of building science, technology and building performance.
- 4.3.3 Coordinate and integrate specialist design inputs as required.
- 4.3.4 Prepare developed design drawings and specifications.
- 4.3.5 Update clients on timelines and costs.
- 4.3.6 Demonstrate knowledge of conditions of contract and alternative methods of procurement.

Examples of procurement may include but not limited to – collaborative and complex contract structures.

- 4.3.7 Manage and produce detailed drawings, specifications and documentation suitable for building consent and construction.

FREQUENCY OF ASSESSMENT:

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

Schedule 1

Licence Class Competencies

LICENSING CLASS: Site

Amend 3
Apr 2010

DESCRIPTOR: This licensing class covers practitioners responsible for coordinating and overseeing the construction or alteration of any category of building.

EXPLANATORY NOTE: This licensing class includes:

Site 1 (Coordination or oversight - Category 1 buildings)

Site 2 (Coordination or oversight - Category 1, 2 and 3 buildings)

Site 3 (Management - Category 1, 2 and 3 buildings)

COMPETENCIES: **Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.**

Competency 2: Apply technical knowledge of construction methods and practice.

Competency 3: Organise and manage building projects.

Competency 4: Manage personnel.

Competency 5: Provide technical supervision.

These competencies may be demonstrated by meeting some or all of the following performance indicators.

PERFORMANCE INDICATORS **Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.**

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Site 1 (Coordination or oversight - Category 1 buildings)

1.1.1 Explain the purpose of the Building Act and Building Code and their relationship to the construction process.

1.1.2 Access and interpret information from Building Code compliance documents relevant to Category 1 buildings.

Includes but not limited to – NZS3604, E2/AS1.

1.1.3 Describe the relevance of building-related legislation to the construction of Category 1 buildings.

Includes but not limited to – Health and Safety in Employment Act, Construction Contracts Act, Resource Management Act.

1.1.4 Describe the key features of the Licensed Building Practitioners Scheme.

Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.

1.1.5 Describe the roles and responsibilities of, and work with key parties involved in the design and building process.

Roles may include but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.

1.1.6 Explain the key aspects of the consent process for Category 1 buildings.

Includes but not limited to – trigger point for consent, application, inspection, code compliance certificates, consequences of non-compliance.

1.1.7 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

Includes but not limited to – the implications of the different site areas of practice.

Area of practice 2: Site 2 (Coordination or oversight - Category 1, 2 and 3 buildings)

- 1.2.1 Explain the purpose of the Building Act and Building Code and their relationship to the construction process.
- 1.2.2 Access and interpret information from Building Code compliance documents relevant to all buildings (Category 1, 2 or 3).
Includes but not limited to – NZS3604, E2/AS1, relevant compliance documents, applicable New Zealand Standards, the Building Code.
- 1.2.3 Describe the relevance of building-related legislation to the construction of buildings.
Includes but not limited to – Health and Safety in Employment Act, Construction Contracts Act, Resource Management Act.
- 1.2.4 Describe the key features of the Licensed Building Practitioners Scheme.
Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.
- 1.2.5 Describe the roles and responsibilities of, and work with, key parties involved in the design and building process.
Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, specialist consultants, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.
- 1.2.6 Apply knowledge of the key aspects of consent processes for buildings.
Consents may include but not limited to – building consent, amendment to building consent, resource consent.
Includes but not limited to – trigger point for consent, application, inspection, code compliance certificates, consequences of non-compliance.
- 1.2.7 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.
Includes but not limited to – the implications of the different site areas of practice.

Area of practice 3: Site 3 (Management - Category 1, 2 and 3 buildings)

- 1.3.1 Explain the purpose of the Building Act and Building Code and their relationship to the construction process.
- 1.3.2 Access and interpret information from the Building Code and Building Code compliance documents relevant to all buildings (Category 1, 2 or 3).
Includes but not limited to – Building Code, relevant compliance documents, New Zealand and international Standards, relevant trade and technical literature.
- 1.3.3 Describe the relevance of building-related legislation to the construction of buildings.
Includes but not limited to – Health and Safety in Employment Act, Construction Contracts Act, Resource Management Act, statutory local and mandatory requirements.
- 1.3.4 Describe the key features of the Licensed Building Practitioners Scheme.
Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.
- 1.3.5 Describe the roles and responsibilities of, and work with key parties involved in the design and building process.
Includes but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, specialist consultants, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.
- 1.3.6 Apply knowledge of the key aspects of consent processes for buildings.

Consents may include but not limited to – building consent, amendment to building consent, resource consent, certificate for public use.

Includes but not limited to – trigger point for consent, application, inspection, code compliance certificate, consequences of non-compliance.

1.3.7 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.

Includes but not limited to – the implications of the different site areas of practice.

Competency 2: Apply technical knowledge of construction methods and practice.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Site 1 (Coordination or oversight - Category 1 buildings)

2.1 Apply technical knowledge of construction methods and practice.

May include but not limited to – construction terminology, elements, methods and practice.

Area of practice 2: Site 2 (Coordination or oversight - Category 1, 2 and 3 buildings)

2.2 Apply technical knowledge of construction methods and practice.

May include but not limited to – construction terminology, elements, methods and practice.

Area of practice 3: Site 3 (Management - Category 1, 2 and 3 buildings)

2.3 Access and interpret technical knowledge of construction methods and practice.

Competency 3: Organise and manage building projects.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Site 1 (Coordination or oversight - Category 1 buildings)

3.1.1 Read and interpret working drawings, specifications, schedules and quantity lists.

3.1.2 Identify need for, and seek clarification and/or additional design documentation from the Design Lead, as required.

3.1.3 Establish a building site and manage ongoing operations.

May include but not limited to – access, site signage, temporary water, electricity, other facilities, temporary work, compliance with building consent conditions and the Building Code.

3.1.4 Monitor construction site performance.

May include but not limited to – monitoring performance, application of time management and quality assurance, ordering, scheduling materials and efficient use of materials.

Area of practice 2: Site 2 (Coordination or oversight - Category 1, 2 and 3 buildings)

3.2.1 Read and interpret working drawings, specifications, schedules and quantity lists.

3.2.2 Identify need for, and seek clarification and/or additional design documentation or specialist information from the Design Lead, as required.

3.2.3 Implement site specific safety plans.

3.2.4 Establish a building site and manage ongoing operations.

May include but not limited to – access, site signage, temporary water, electricity, security fencing, temporary works and roading, other facilities, and compliance with resource consent conditions, building consent conditions and the Building Code.

3.2.5 Monitor construction site performance.

May include but not limited to – monitoring performance, monitoring construction programme, application of time management and quality assurance, ordering, scheduling materials and efficient use of materials.

Area of practice 3: Site 3 (Management - Category 1, 2 and 3 buildings)

3.3.1 Read and interpret contract documents.

May include but not limited to – contract documentation, form of contract, schedule of quantities, plans and schedules.

3.3.2 Describe the application of current procurement models.

May include but not limited to – collaborative working environments, partnering, alliances.

3.3.3 Identify need for, and seek clarification and/or additional design documentation or specialist information from the Design Lead, as required.

3.3.4 Manage administration processes and procedures.

May include but not limited to – construction programmes, site specific safety plans, environmental management plans, project quality plans, procurement.

3.3.5 Manage the establishment of a building site and ongoing operations.

May include but not limited to – access, site signage, temporary water, electricity, security fencing, temporary works and roading, traffic management plans, other facilities, and compliance with resource consent conditions, building consent conditions and the Building Code.

3.3.6 Manage development of and implement construction site procedures and control and direct construction site performance.

May include but not limited to – monitoring performance, monitoring construction programme, application of time management and quality assurance, ordering, scheduling materials and efficient use of materials.

Competency 4: Manage personnel

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Site 1 (Coordination or oversight - Category 1 buildings)

4.1 Supervise personnel at the worksite.

May include but not limited to – basic knowledge of supervision responsibilities, managing conflict, giving building site related oral/written instructions.

Area of practice 2: Site 2 (Coordination or oversight - Category 1, 2 and 3 buildings)

4.2 Supervise personnel at the worksite.

May include but not limited to – knowledge of supervision responsibilities, monitoring performance, application of time management and quality assurance, managing conflict, giving building site-related oral/written instructions.

Area of practice 3: Site 3 (Management - Category 1, 2 and 3 buildings)

4.3 Manage project team and personnel.

May include but not limited to – application of management principles for construction site operation, monitoring performance, application of time management and quality assurance, managing conflict, giving oral/written instructions.

Competency 5: Provide technical supervision

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Site 1 (Coordination or oversight - Category 1 buildings)

- 5.1.1 Obtain site plans, design details and working drawings for building work under the practitioner's supervision as required.
- 5.1.2 Recognise non standard building sites where site excavation and other relevant construction methods may be required.
- 5.1.3 Supervise the installation of all structural elements of a building.
May include but not limited to – foundations, floors, walls, beams and lintels, bracing, ceiling, roof framing.
- 5.1.4 Supervise the installation of the external envelope, including roofing, windows, cladding systems and sub-floors.
Includes but not limited to – waterproof and water resistant membrane systems, flashings, building wrap, typically used wall cladding systems (including cavity systems), and the durability of componentry.
- 5.1.5 Coordinate junctions, interfaces and penetrations in building work.
- 5.1.6 Apply knowledge of the work of all trades to monitor the process of integration of building components by tradespeople.
- 5.1.7 Identify and obtain appropriate documentation required by the owner/owner's agent to confirm compliance with the building consent.
Examples of documentation may include – licensed building practitioner memoranda, specialist trade certificates, product guarantees/warranties, installation/producer statements, records of design amendments, as-built drainage.

Area of practice 2: Site 2 (Coordination or oversight - Category 1, 2 and 3 buildings)

- 5.2.1 Obtain site plans, design details and working drawings for building work under the practitioner's supervision as required.
- 5.2.2 Demonstrate knowledge of site survey requirements and topography for the project.
- 5.2.3 Demonstrate knowledge of and monitor building site excavation and installation of relevant support systems.
- 5.2.4 Supervise the installation of all structural elements of a building.
Structural elements include but not limited to – foundations, floors, walls, beams and lintels, bracing, ceiling, roof framing, structural steel, pre-cast concrete, engineered wood systems, work carried out by other trade and specialist licence holders.
- 5.2.5 Supervise the installation of the external envelope, including roofing, windows, cladding systems and sub-floors.
Includes but not limited to – waterproof and water resistant membrane systems, flashings, building wrap, typically used wall cladding systems (including cavity systems), drain vented cavities, air seals, durability of componentry, balconies, parapets.

- 5.2.6 Coordinate junctions, interfaces and penetrations in building work.
- 5.2.7 Apply knowledge of the work of all trades to monitor the process of integration of building components by tradespeople.
- 5.2.8 Identify and obtain appropriate documentation required by the owner/owner's agent to confirm compliance with the building consent.

Examples of documentation may include – licensed building practitioner memoranda, specialist trade certificates, product guarantees/warranties, installation/producer statements, records of design amendments, as-builts.

Area of practice 3: Site 3 (Management - Category 1, 2 and 3 buildings)

- 5.3.1 Manage and direct technical supervision personnel

Includes but not limited to personnel who:

- *obtain site plans, design details and working drawings*
- *supervise building site excavation and installation of relevant support systems*
- *supervise the installation of all structural elements of a building*
- *supervise the installation of the external envelope*
- *coordinate junctions, interfaces and penetrations in building work*
- *monitor the process of integration of building components by tradespeople.*

- 5.3.2 Identify and obtain appropriate documentation required by the owner/owner's agent to confirm compliance with the building consent.

Examples of documentation may include – licensed building practitioner memoranda, specialist trade certificates, product guarantees/warranties, installation/producer statements, records of design amendments, as-builts. construction.

FREQUENCY OF ASSESSMENT:

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

Schedule 1
Licence Class Competencies

LICENCE CLASS:	Carpentry	
DESCRIPTOR:	This licence class covers practitioners working as carpenters on any category of building.	
COMPETENCIES	<p>Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.</p> <p>Competency 2: Demonstrate knowledge of current building and trade practice.</p> <p>Competency 3: Carry out planning and scheduling for carpentry work.</p> <p>Competency 4: Carry out carpentry work.</p> <p><i>These competencies may be demonstrated by meeting some or all of the following performance indicators.</i></p>	<p>Amend 1 Nov 2008</p> <p>Amend 1 Nov 2008</p>
PERFORMANCE INDICATORS:	<p>Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.</p> <p>1.1 Explain the purpose of the Building Act and Building Code and their relationship with the construction process.</p> <p>1.2 Describe the key features of the Licensed Building Practitioners Scheme. <i>Includes but not limited to – the licence classes, restricted building work, and accountability to the Building Practitioners Board.</i></p> <p>1.3 Describe the roles and responsibilities of key parties involved in the design and building process. Roles may include but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs) and clients.</p> <p>1.4 Describe the process for work requiring a building consent. <i>Includes but not limited to – trigger points for consent, application, inspection, code compliance certificates, and consequences of non-compliance.</i></p> <p>1.5 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.</p> <p>Competency 2: Demonstrate knowledge of current building and trade practice.</p> <p>2.1 Demonstrate a general knowledge of relevant construction terms and current building construction methods.</p> <p>2.2 Demonstrate knowledge of carpentry construction methods and trade practice. Examples of construction methods may include but are not limited to – site preparation, foundation construction, concrete structure construction, floor, wall and roof frame and truss construction and erection, precast/prefabricated element installation, lightweight metal roofing installation, exterior cladding fixing, exterior joinery installation, timber stair construction, ramp and barrier construction, internal linings and fittings installation, deck, balcony and verandah construction, insulation system installation. Examples of trade practice may include but not limited to – plumbing a wall, bracing a wall, laying out a floor joist.</p> <p>2.3 Access and interpret technical information. May include but not limited to – compliance documents including NZS3604 and E2/</p>	<p>Amend 1 Nov 2008</p> <p>Amend 1 Nov 2008</p>

- ASI, manufacturers' technical information and relevant material standards.
- 2.4 Describe the process of integration with other trades.
Other trades may include but not limited to – electrical, plumbing, roofing, tiling, drainlaying, gasfitting, excavating, brick and blocklaying, plastering.
- 2.5 Describe safe working practices on site and the management of environmental issues.
May include but not limited to – site runoff, building waste and hazardous materials disposal, storage of materials, temporary safety barriers.
- 2.6 Explain preliminary site set-up requirements.
May include but not limited to – site establishment, access, site signage, temporary services.

Competency 3: Carry out planning and scheduling for carpentry work.

- 3.1 Read and interpret working drawings, specifications, programme schedules and quantity lists.
- 3.2 Order and coordinate material supply.
May include but not limited to – ability to measure, calculate and estimate quantities, order and coordinate material supply.

Competency 4: Carry out carpentry work.

- 4.1 Prepare site for construction.
May include but not limited to – take levels on site, set building out on site, excavate and prepare for footings and slab on ground, construct retaining walls.
- 4.2 Construct concrete foundations and/or pile foundations.
May include but not limited to – pouring and finishing concrete, erecting and dismantling formwork and temporary formwork support systems, fabricating and placing reinforcement, attending to and checking concrete masonry structures.
- 4.3 Construct concrete structures.
May include but not limited to – erecting and dismantling formwork for walls, columns, suspended beams, slabs, stairs, upstands, plinths and temporary formwork support systems.
- 4.4 Construct, set out and erect floor, wall and roof frames and trusses and/or install prefabricated elements.
May include but not limited to – sub-floor framing, strip flooring, sheet flooring, wall framing, equal pitch gable and hip roof framing and timber-framed roofs of alternative design (e.g. barrel-vault roof).
- 4.5 Prepare works to receive pre-cast/pre-fabricated and in-situ elements and install.
May include but not limited to – proprietary suspended floor systems, steel beams and proprietary beams, pre-cast structural elements, architectural pre-cast concrete units and any temporary propping systems.
- 4.6 Install lightweight profiled metal roofing.
- 4.7 Fix exterior claddings.
May include but not limited to – weatherboards, manufactured boards, sheeting (e.g. ply, fibre cement), moisture barrier (building wrap), and soffits.
- 4.8 Set out, install, finish and make weathertight exterior joinery.
Includes but not limited to – prepare frame to receive joinery, install windows, doors and roof lights, and fit flashings and facings, scribes and seals.
- 4.9 Construct timber stairs, ramps and barriers.
Includes but not limited to – temporary stairs and ramps, and temporary barriers.

4.10 Install internal linings, panelling and mouldings.

May include but not limited to – sheet bracing systems, fire-rated wall lining systems, moisture resistant wall lining systems.

4.11 Install internal fittings, finishings and hardware.

4.12 Construct decks, balconies and verandahs.

May include but not limited to – recessed, cantilevered and enclosed structures, and use of appropriate fixings.

4.13 Install insulation systems.

May include but not limited to – thermal and sound insulation systems.

**FREQUENCY OF
ASSESSMENT**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

Schedule 1
Licence Class Competencies

LICENSING CLASS: Roofing

DESCRIPTOR: This licensing class covers practitioners installing roofs, or roofing materials for any category of building.

Amend 1
Nov 2008

EXPLANATORY NOTE: This licensing class includes:

Concrete or Clay Tile Roof, Profiled Metal Roof and/or Wall Cladding, Metal Tile Roof, Roof Membrane, Torch on Roof Membrane, Liquid Membrane Roof, and Shingle or Slate Roof.

COMPETENCIES: **Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.**

Competency 2: Demonstrate knowledge of current roofing trade practice.

Competency 3: Carry out planning for roof work.

Competency 4: Carry out roof work.

These competencies may be demonstrated by meeting some or all of the following performance indicators.

PERFORMANCE INDICATORS

Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.

- 1.1 Explain the purpose of the Building Act, Building Code, Health and Safety in Employment Act, Resource Management Act, and their relationship with the construction process.
- 1.2 Describe the key features of the Licensed Building Practitioner Scheme.
Includes but not limited to – the licensing classes, restricted building work, and accountability to the Building Practitioners Board.
- 1.3 Describe the roles and responsibilities of key parties involved in the design and building process.
Roles may include but are not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs), and clients.
- 1.4 Describe how roofing fits within the building consent process.
Includes but not limited to – trigger points for consent, application, inspection, code compliance certificates, and consequences of non-compliance.
- 1.5 Explain the importance of, and operate within the scope of individual competence, and recognise when other expertise is required.
Includes but not limited to – the implications of the different roofing areas of practice.

Competency 2: Demonstrate knowledge of current roofing trade practice.

- 2.1 Explain relevant technical roof terms and construction methods.
- 2.2 Explain relevant current roof installation methods and trade practice.
May include but not limited to – verifying that substrate/structure meets industry requirements, checking roof pitch and establishing falls, laps and junctions in respect of roof layout, timber treatment, use of materials in relation to: corrosion, environmental exposure, exposure to weather, sealants and fixings, rain water goods, drinking water supplies.

- 2.3 Access and interpret relevant technical information.
May include but not limited to – compliance documents including E2/ASI, (for buildings generally designed under NZS 3604) and manufacturers’ technical information, industry codes of practice.
- 2.4 Demonstrate knowledge of the work of other trades and the process of coordination and integration.
Other trades may include but not limited to – electrical, plumbing, tiling, drainlaying, gasfitting, excavating, bricklaying and blocklaying, plastering, carpentry, building services, and window installation.
- 2.5 Describe safe working practices on site including working at heights and personal protective equipment (PPE).
May include but not limited to – temporary safety barriers, scaffolding, equipment and machinery, electrical equipment, and safety of others.
- 2.6 Describe the management of environmental issues on site.
May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents.
- 2.7 Explain preliminary site set-up requirements.
May include but not limited to – documentation, access, site signage, temporary water and electricity, toilet, and site storage.

Competency 3: Carry out planning for roof work.

- 3.1 Read and interpret working drawings, specifications, work programming, and schedules of quantities.
- 3.2 Prepare and/or confirm availability of site specific safety plan.
May include but not limited to – hazard identification, working at height, securing loose material, and material safety data (MSD).
- 3.3 Confirm roof materials supply and delivery and arrange equipment.
May include but not limited to – measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor.

Competency 4: Carry out roof work.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Concrete or Clay Tile Roof

- 4.1.1 Work safely at all times.
May include but not limited to – personal safety and safety of others.
- 4.1.2 Manage environmental issues on site.
May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents, complying with the Resource Management Act requirements.
- 4.1.3 Confirm structure is prepared for work to begin.
May include but not limited to – fascia, framing, substrate, valley boards, batten spacings, and anti-ponding boards.
- 4.1.4 Undertake preparations for installation of concrete or clay tile roof.
May include but not limited to – determining batten set out, setting out bottom course, setting out valley, securing and laying underlay, installing valley trays and flashings.

4.1.5 Carry out installation of concrete or clay tile roof.

May include but not limited to – pinning out roof, laying roof underlay, fixing battens, loading tiles on to roof and laying in sequence, fixing tiles, fitting cut tiles (for valleys and hips), and measuring and fitting top course.

4.1.6 Complete and finish concrete or clay tile roof.

May include but not limited to – installing roof accessories, installing flashing, penetrations and other accessories, bedding and pointing accessories, removing debris from work area, and inspecting finished roof and correcting defects.

Area of practice 2: Profiled Metal Roof and/or Wall Cladding

4.2.1 Work safely at all times.

May include but not limited to – personal safety and safety of others.

4.2.2 Manage environmental issues on site.

May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents, complying with the Resource Management Act requirements.

4.2.3 Confirm structure is prepared for work to begin.

May include but not limited to – fascia, framing, substrate, valley boards, purlin spacings.

4.2.4 Undertake preparations for installation of profiled metal roof and/or wall cladding.

May include but not limited to – determining fixing pattern, confirming underlay/support, and under flashings.

4.2.5 Carry out installation of profiled metal roof and/or wall cladding.

May include but not limited to – loading roof materials on to work area, determining fixing pattern, marking and pre-drilling sheets, fixing roof and/or wall cladding.

4.2.6 Complete and finish metal roof and/or wall cladding.

May include but not limited to – installing penetrations, installing accessories, measuring and installing flashings, cleaning swarf and debris from work area, and inspecting finished roof and correcting defects.

Area of practice 3: Metal Tile Roof

4.3.1 Work safely at all times.

May include but not limited to – personal safety and safety of others.

4.3.2 Manage environmental issues on site.

May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents, complying with the Resource Management Act requirements.

4.3.3 Confirm structure is prepared for work to begin.

May include but not limited to – fascia, framing, substrate, valley boards, batten spacings.

4.3.4 Undertake preparations for installation of metal tile roof.

May include but not limited to – determining batten set out, and setting out bottom course.

4.3.5 Carry out installation of metal tile roof.

May include but not limited to – pinning out roof, laying roof underlay, installing valley trays, fixing battens, loading tiles on to roof, fixing tiles, fitting cut tiles (for valleys and hips), and measuring and fitting top course.

4.3.6 Complete and finish metal tile roof.

May include but not limited to – nailing off to manufacturers' specifications, installing roof accessories, flash penetrations and other accessories, cleaning swarf and debris from work area, and inspecting finished roof and correcting defects.

Areas of practice 4: Roof Membrane

4.4.1 Work safely at all times.

May include but not limited to – personal safety and safety of others.

4.4.2 Manage environmental issues on site.

May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents, complying with the Resource Management Act requirements.

4.4.3 Confirm structure is prepared for work to begin.

May include but not limited to – fascia, framing, substrate.

4.4.4 Undertake preparations for installation of roof membrane.

May include but not limited to – checking substrate including, material, moisture content, falls, fixings, soundness. Removing loose material, taping of plywood joints, installing accessories – scuppers, substrate vents, overflows, sumps, forming rebate, and installing drip flashings.

4.4.5 Carry out installation of roof membrane

May include but not limited to – loading membrane on to roof, arranging membrane orientation and cutting to length, applying adhesive and laying membrane, applying seam tapes to waterproof joints and laps, and pressure rolling membrane and laps.

4.4.6 Complete and finish roof membrane

May include but not limited to – finishing membrane to upstands, chases, pressure bar flashings, flashing roof penetrations, removing debris, inspecting finished roof and correcting defects, and carrying out water test.

Area of practice 5: Torch On Roof Membrane

4.5.1 Work safely at all times.

May include but not limited to – personal safety and safety of others.

4.5.2 Manage environmental issues on site.

May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents, complying with the Resource Management Act requirements.

4.5.3 Confirm structure is prepared for work to begin.

May include but not limited to – fascia, framing, substrate.

4.5.4 Undertake preparations for installation of torch on roof membrane.

May include but not limited to – checking substrate including, moisture content, falls, fixings, soundness. Removing loose material, installing accessories – scuppers, substrate vents, overflows, sumps, forming rebate, and installing drip flashings.

4.5.5 Carry out installation of torch on roof membrane.

May include but not limited to – loading and arranging sheet and lap orientation (including cutting), applying primer and allowing to dry, applying under flashings, torching on membrane to substrate, and torching and fusing the end and side laps.

4.5.6 Complete and finish torch on roof membrane.

May include but not limited to – finishing membrane to – upstands, chases, pressure bar flashings, flashing roof penetrations, removing debris, correcting defects,

applying surface coatings, if required, and inspecting finished roof.

Area of practice 6: Liquid Membrane Roof

4.6.1 Work safely at all times.

May include but not limited to – personal safety and safety of others.

4.6.2 Manage environmental issues on site.

May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents, complying with the Resource Management Act requirements.

4.6.3 Confirm structure is prepared for work to begin.

May include but not limited to – fascia, framing, substrate.

4.6.4 Undertake preparations for installation of liquid membrane roof.

May include but not limited to – checking substrate including, moisture content, falls, fixings, soundness. Removing loose material, rectifying and filling defects to substrate, installing accessories - scuppers, overflows, sumps, substrate vents, and installing drip flashings.

4.6.5 Carry out installation of liquid membrane roof.

May include but not limited to – applying primer and allowing to dry, applying penetration and joint reinforcing strips to substrate, and applying membrane.

4.6.6 Complete and finish liquid membrane roof.

May include but not limited to – finishing membrane upstands and drip flashings, flashing roof penetration, removing debris, applying surface coating, if required, inspecting finished roof, and correcting defects.

Area of practice 7: Shingle or Slate Roof

4.7.1 Work safely at all times.

May include but not limited to – personal safety and safety of others.

4.7.2 Manage environmental issues on site.

May include but not limited to – building waste and hazardous materials disposal, storage of materials and use of solvents, complying with the Resource Management Act requirements.

4.7.3 Confirm structure is prepared for work to begin.

May include but not limited to – fascia, framing, substrate, valley boards, batten spacings, and anti-ponding boards.

4.7.4 Undertake preparations for installation of shingle or slate roof.

May include but not limited to – installing underlays and underflashings, battens and/or plywood, installing drip flashings, and sorting and sizing shingles.

4.7.5 Carry out installation of shingle or slate roof.

May include but not limited to – pinning out roof, laying roof underlay, fixing battens, loading shingles or slate on to roof, fixing shingles or slate, fitting cut shingles or slate (for valleys and hips), and measuring and fitting top course.

4.7.6 Complete and finish shingle or slate roof.

May include but not limited to – flashing penetrations and fitting flashings, removing debris, inspecting finished roof, and correcting defects.

FREQUENCY OF ASSESSMENT:

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

Schedule 1

Licence Class Competencies

LICENSING CLASS: External Plastering

Amend 1
Nov 2008

DESCRIPTOR: This licensing class covers practitioners applying external solid plaster, or proprietary plaster systems to any category of building.

EXPLANATORY NOTE: This licensing class includes Solid Plastering and Proprietary Plaster Cladding Systems (PPCS).

COMPETENCIES:

- Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.**
- Competency 2: Demonstrate knowledge of current external plastering trade practice.**
- Competency 3: Carry out planning for external plastering work.**
- Competency 4: Carry out external plastering work.**

These competencies may be demonstrated by meeting some or all of the following performance indicators.

PERFORMANCE INDICATORS:

- Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.**

- 1.1 Explain the purpose of the Building Act, Building Code, Health and Safety in Employment Act, Resource Management Act, and their relationship with the construction process.
- 1.2 Describe the key features of the Licensed Building Practitioner Scheme.
Includes but not limited to – the licensing classes, restricted building work, and accountability to the Building Practitioners Board.
- 1.3 Describe the roles and responsibilities of key parties involved in the design and building process.
Roles may include but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs), and clients.
- 1.4 Describe how external plastering fits within the building consent process.
Includes but not limited to – trigger points for consent, application, inspection, code compliance certificates, and consequences of non-compliance.
- 1.5 Explain the importance of, and operate within scope of individual competence, and recognise when other expertise is required.
Includes but not limited to – the implications of the different external plastering areas of practice.

- Competency 2: Demonstrate knowledge of current external plastering trade practice.**

- 2.1 Explain relevant technical external plastering terms and construction methods.
- 2.2 Explain relevant external plastering methods and trade practice.
For Solid Plastering, includes but not limited to: substrates, fixing centres, flashings, reinforcing, dissimilar cladding junctions, cladding clearances, control joints, mix design, raw materials, application, finishes, and curing.
And/or
For PPCS, includes but not limited to: substrates, fixing centres, flashings, reinforcing, dissimilar cladding junctions, cladding clearances, control joints,

proprietary plastering materials, mixing procedures, application, finishes, and curing.

2.3 Access and interpret relevant technical information.

For Solid Plastering, may include but not limited to building plans and specifications, E2/AS1, NZS 4251, manufacturers' technical information.

And/or

For PPCS, may include but not limited to building plans and specifications, E2/AS1, manufacturers' technical information.

2.4 Demonstrate knowledge of interactions with other trades.

May include but not limited to – carpentry, electrical, plumbing, tiling, drainlaying, gasfitting, excavating, bricklaying and blocklaying, roofing, landscaping, joinery, decorating, and waterproofing.

2.5 Describe safe working practices on site.

May include but not limited to – personal protective equipment, safety barriers, and scaffolding.

2.6 Describe the management of environmental issues on site.

May include but not limited to – site runoff (wash out water), building waste and hazardous materials disposal, alkali exposure, dust from operations.

2.7 Explain preliminary site set-up requirements.

May include but not limited to – access, site signage, temporary water and electricity, toilet, shed/store, phone, and scaffolding.

Competency 3: Carry out planning for external plastering work.

3.1 Read and interpret working drawings, specifications, programme schedules.

May include but not limited to – position of control joints, and planning of workflows to suit site exposure.

3.2 Order and coordinate material supply to site.

May include but not limited to – ability to measure, calculate and estimate quantities.

Competency 4: Carry out external plastering work.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Solid Plastering

4.1.1 Work safely at all times.

May include but not limited to – personal protective equipment, safety barriers, and scaffolding.

4.1.2 Manage environmental issues on site.

May include but not limited to – site runoff (wash out water), building waste and hazardous materials disposal, alkali exposure, dust from operations, complying with the Resource Management Act requirements.

4.1.3 Comply with the requirements of current New Zealand Standards at all times.

Includes but not limited to NZS 4251.

4.1.4 Check and prepare existing and new solid surfaces for plastering.

4.1.5 Check and prepare frame construction, substrate and reinforcing for plastering and apply scratch coat.

4.1.6 Apply flanking coat to prepared walls and soffits.

4.1.7 Apply plaster finishing coat to prepared interior and exterior surfaces.

4.1.8 Plaster floors, steps, and landings.

4.1.9 Cure plastered surfaces.

Area of practice 2: Proprietary Plaster Cladding Systems (PPCS)

4.2.1 Work safely at all times.

May include but not limited to – personal protective equipment, safety barriers, and scaffolding.

4.2.2 Manage environmental issues on site.

May include but not limited to – site runoff (wash out water), building waste and hazardous materials disposal, alkali exposure, dust from operations, complying with the Resource Management Act requirements.

4.2.3 Comply with the requirements of current system's specifications at all times.

4.2.4 For Exterior Insulating Finishing System (EIFS).

Check framing, set up, flash, measure, cut and fix substrate.

4.2.5 For EIFS

Check substrate, apply base coat, and reinforce.

4.2.6 For rebated fibre cement

Check substrate, apply jointing compound to rebated joint.

4.2.7 For lightweight fibre cement

Check substrate, apply base coat, and reinforce.

4.2.8 For rebated fibre cement, lightweight fibre cement and EIFS

Apply a proprietary levelling plaster to a solid substrate.

4.2.9 For rebated fibre cement, lightweight fibre cement and EIFS

Apply finishing coats to prepared proprietary plaster cladding substrates.

**FREQUENCY
OF ASSESSMENT:**

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

Schedule 1
Licence Class Competencies

Amend 1
Nov 2008

LICENSING CLASS: **Bricklaying and Blocklaying**

DESCRIPTOR: This licensing class covers practitioners laying or erecting bricks or blocks for any category of building.

EXPLANATORY NOTE: This licensing class includes Veneer and Structural Masonry.

COMPETENCIES: **Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.**

Competency 2: Demonstrate knowledge of current bricklaying and blocklaying trade practice.

Competency 3: Carry out planning for masonry work.

Competency 4: Carry out masonry work.

These competencies may be demonstrated by meeting some or all of the following performance indicators.

PERFORMANCE INDICATORS

Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry.

- 1.1 Explain the purpose of the Building Act, Building Code, Health and Safety in Employment Act, Resource Management Act, and their relationship with the construction process.
- 1.2 Describe the key features of the Licensed Building Practitioner Scheme.
Includes but not limited to – the licensing classes, restricted building work, and accountability to the Building Practitioners Board.
- 1.3 Describe the roles and responsibilities of key parties involved in the design and building process.
Roles may include but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (e.g. electrical, plumbing, tiling), building consent authorities (BCAs), and clients.
- 1.4 Describe how bricklaying and blocklaying fits within the building consent process.
Includes but not limited to – trigger points for consent, application, inspection, code compliance certificates, and consequences of non-compliance.
- 1.5 Explain the importance of, and operate within scope of individual competence, and recognise when other expertise is required.
Includes but not limited to – the implications of different bricklaying and blocklaying areas of practice.

Competency 2: Demonstrate knowledge of current bricklaying and blocklaying trade practice.

- 2.1 Explain relevant technical bricklaying and blocklaying terms and construction methods.
- 2.2 Explain relevant current veneer and/or structural masonry construction methods and trade practice.
Veneer
May include but not limited to – implications of earthquake and sea spray zones, cavity requirements, foundation recess, installation of sills, lintels and arches, flashing of openings, penetrations, maximum height requirements, locating and

positioning wall ties, setting the correct bond, and preparation of mortar.

Structural Masonry

May include but not limited to – setting the correct bond, positioning and fixing steel, erecting a raking gable, placement and use of control joints, bracing and templates to hold lintel up, reinforcing steel (grades, types, positioning, bending techniques), pilaster columns, and grouting methods.

2.3 Access and interpret relevant technical information.

May include but not limited to – accessing and interpreting information from: NZ 3604, NZS 4210, NZS 4229 and NZS HB 4236, manufacturers' technical information, and relevant material standards.

2.4 Demonstrate knowledge of the needs of other trades and the process of integration.

May include but not limited to – electrical, plumbing, tiling, drainlaying, gasfitting, excavating, carpentry, plastering, roofing, and window installing.

2.5 Describe safe working practices on site.

May include but not limited to – storage of materials, temporary safety barriers, scaffolding, trestles, masonry cutting, relocating masonry units, loading and unloading, and personal protective equipment (PPE).

2.6 Describe the management of environmental issues on site.

May include but not limited to – site runoff (wash out water), building waste and hazardous materials disposal, alkali exposure, dust from operations.

2.7 Explain preliminary site set-up requirements.

May include but not limited to – access, site signage, temporary water and electricity, toilet, shed/store, and documentation.

Competency 3: Carry out planning for masonry work.

3.1 Read and interpret working drawings, specifications, programming, and schedules of quantities.

3.2 Carry out building calculations and order and coordinate material supply.

May include but not limited to – measurements, calculation and estimation of quantities, ordering and coordinating material supply and delivery, and planning own work in coordination with the main contractor.

Competency 4: Carry out masonry work.

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Veneer

4.1.1 Work safely at all times.

May include but not limited to – storage of materials, temporary safety barriers, scaffolding, trestles, masonry cutting, relocating masonry units, loading and unloading, and personal protective equipment (PPE).

4.1.2 Manage environmental issues on site.

May include but not limited to – site runoff (wash out water), building waste and hazardous materials disposal, alkali exposure, dust from operations, complying with the Resource Management Act requirements.

4.1.3 Prepare to lay brick veneer and related masonry units.

May include but not limited to – laying a limited foundation wall to a maximum height of 1.2 metres, checking foundation rebate, ensuring openings are flashed and building wrap fixed, setting out veneer units, and completing cuts consistent with bond.

4.1.4 Lay brick veneer and related masonry units.

May include but not limited to – preparation of mortar, selection and laying of veneer masonry units using the correct bond, making provision for clean out ports in first row, provision of weep holes according to NZ Standard requirements, ensuring equivalent vent holes provided in last course, screwing wall ties according to NZ Standard requirements, and tooling all joints, cleaning up joint mortar and mortar droppings, cleaning down of finished surfaces.

4.1.5 Complete and finish the laying of brick veneer and related masonry units.

May include but not limited to – cleaning out cavity, foundation rebate, and close off, removing debris, and cleaning out ports ensuring weepholes are maintained.

Area of practice 2: Structural Masonry

4.2.1 Work safely at all times.

May include but not limited to – storage of materials, temporary safety barriers, scaffolding, trestles, masonry cutting, relocating masonry units, loading and unloading, and personal protective equipment (PPE).

4.2.2 Manage environmental issues on site.

May include but not limited to – site runoff (wash out water), building waste and hazardous materials disposal, alkali exposure, dust from operations, complying with the Resource Management Act requirements.

4.2.3 Complete preparations to lay structural masonry units.

May include but not limited to – setting out block work and ensuring correct placement of steel starter bars, preparation of reinforcing steel of correct grade, dimensions, and size according to specifications and drawings.

4.2.4 Lay masonry units.

May include but not limited to – preparation of mortar, selection of appropriate masonry units, and laying using the correct bond to leave cores uninterrupted, formation of clean out ports, placement and tying reinforcing steel according to specifications and drawings, tooling joints, cleaning up joint mortar and mortar droppings, cleaning down of finished surfaces, and preparation of cavity and closing off clean out ports.

4.2.5 Complete and finish the laying of masonry units.

May include but not limited to – addition of admixtures to grout on-site, placement of grout into cores and cavities, removing debris, and compaction of grout using a vibrator or rodder as appropriate.

FREQUENCY OF ASSESSMENT:

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment.

Schedule 1
Licence Class Competencies

Amend 3
Apr 2010

LICENSING CLASS:	Foundations
DESCRIPTOR:	This licensing class covers practitioners constructing foundations for Category 1 or 2 buildings.
EXPLANATORY NOTE:	This licensing class includes: Concrete foundation walls and concrete slab-on-ground, and concrete or timber pile foundations.
COMPETENCIES:	Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry. Competency 2: Demonstrate knowledge of current foundation trade practice. Competency 3: Carry out planning for foundation work. Competency 4: Carry out foundation work. <i>These competencies may be demonstrated by meeting some or all of the following performance indicators.</i>
PERFORMANCE INDICATORS	Competency 1: Demonstrate knowledge of the regulatory environment of the building construction industry. 1.1 Explain the purpose of the Building Act, the Building Code, Health and Safety in Employment Act, and their relationship with the construction process. 1.2 Describe the key features of the Licensed Building Practitioner Scheme. <i>Includes but not limited to – the licensing classes, restricted building work, and accountability to the Building Practitioners Board.</i> 1.3 Describe the roles and responsibilities of key parties involved in the design and building process. <i>Roles may include but not limited to – licensed building practitioners (Design, Site, Specialist, Trade), engineers, other trades (eg, electrical, plumbing, tiling), building consent authorities (BCAs), and clients.</i> 1.4 Describe how foundation work fits within the building consent process. <i>Includes but not limited to – building consent and resource consent requirements, inspection, code compliance certificate, consequences of non-compliance.</i> 1.5 Describe building compliance documentation relating to foundation construction. <i>Includes but not limited to relevant parts of:</i> <i>Building Code clauses B1 & B2</i> <i>NZS 3604 Timber Framed Buildings not requiring specific engineering design</i> <i>NZS 4229 Concrete Masonry Buildings not requiring specific engineering design.</i> 1.6 Explain the importance of, and operate within the scope of individual competence, and recognise when other skills are required. Competency 2: Demonstrate knowledge of current foundation trade practice. 2.1 Explain relevant foundation terms and construction methods. <i>May include but not limited to – piles, concrete floors, and concrete foundation walls.</i> 2.2 Explain the use of foundation fixings.

- 2.3 Demonstrate knowledge of working with other professions, trades, and regulatory authorities.
- 2.4 Describe safe working practices on site.
May include but not limited to - working in confined spaces, pile removal and replacement, temporary capping of reinforcing rods, security of trenches and holes.
- 2.5 Describe the management of environmental issues on site.
May include but not limited to – site runoff (washout water), dust from operations, building waste and hazardous materials disposal, storage of materials, and knowledge of resource consent conditions.
- 2.6 Explain preliminary site set-up requirements.
May include but not limited to – access, survey and setout, underground services, excavations, hoardings, site signage, temporary water and electricity, toilet, shed/store, phone, scaffolding.

Competency 3: Carry out planning for foundation work.

- 3.1 Read and interpret approved consent documentation.
- 3.2 Plan and programme foundation construction.
- 3.3 Order and coordinate material, labour, plant and equipment supply to site.

Competency 4: Carry out foundation work

This competency may be demonstrated by meeting some or all of the performance indicators in one or more of the following areas of practice.

Area of practice 1: Concrete foundation walls and concrete slab-on-ground

- 4.1.1 Work safely at all times.
May include but not limited to – personal safety and safety of others.
- 4.1.2 Manage environmental issues on site.
May include but not limited to – site runoff (washout water), dust from operations, building waste and hazardous materials disposal, storage of materials, and knowledge of resource consent conditions.
- 4.1.3 Excavate and prepare for footings and slab on ground in accordance with documentation.
May include but not limited to – prepare and carry out excavations taking into account position, size, line, level and depth, assess bearing capacity of soil is adequate for foundation type, dispose of excavated soil, place graded hardfill, apply damp proofing material (membrane or emulsion).
- 4.1.4 Construct formwork for footings, foundation walls and floors.
Includes but not limited to – formwork constructed to line, level, plumb and height, removal and cleaning of formwork.
- 4.1.5 Fabricate and place reinforcing steel and steel mesh.
Includes but not limited to – bars, mesh, stirrups, links.
- 4.1.6 Prepare to place concrete.
Includes but not limited to – liaise with subtrades, pipes and ducts placed, damp proof membrane confirmed, pre-placement fixings positioned, concrete joints formed, arrange appropriate inspections.
- 4.1.7 Receive, place, finish and cure concrete.
Includes but not limited to – concrete ordered and received, placed and compacted, concrete finished and cured.
- 4.1.8 Arrange any additional inspections when required.

Area of practice 2: Concrete or timber pile foundation

4.2.1 Work safely at all times.

May include but not limited to – personal safety and safety of others, temporary propping, working in confined spaces, pile removal and replacement.

4.2.2 Manage environmental issues on site.

May include but not limited to – building waste and hazardous materials disposal, storage of materials, complying with the Resource Management Act requirements.

4.2.3 Construct concrete or timber pile foundations.

Includes but not limited to – site setout and preparation, pile footing excavations, select correct pile type, assess bearing capacity of soil is adequate for foundation type, prepare materials lists, space piles at specified intervals, place piles to line, level, height and plumb, arrange appropriate inspections.

4.2.4 Fix bearers, stringers, and bracing.

Includes but not limited to – fastening systems, sub-floor brace system.

4.2.5 Arrange any additional inspections when required.

FREQUENCY OF ASSESSMENT:

The first assessment of current competence will occur 2 years after the date of the issue of the licence. Ongoing assessments will occur every 2 years after the date of the last assessment

Schedule 2
Recognised Qualifications

Licensing Class	Area of practice	Recognised qualification
Site	Site 1	<ol style="list-style-type: none"> 1. National Certificate in Construction (Leading Hand) (Level 4) 2. New Zealand Certificate in Building 3. Advanced Trade Certificate in Carpentry 4. National Certificate in Carpentry (Advanced) (Level 4) 5. National Diploma in Construction Management (Level 5) 6. National Diploma in Construction Management (Level 6) 7. Bachelor of Construction (Construction Management) 8. Bachelor of Construction Management 9. Bachelor of Building Science
	Site 2	<ol style="list-style-type: none"> 1. New Zealand Certificate in Building 2. National Certificate in Construction (Supervisor) (Level 5) 3. National Diploma in Construction Management (Level 6) 4. Advanced Trade Certificate in Carpentry 5. National Certificate in Carpentry (Advanced) (Level 4) 6. National Diploma in Construction Management (Level 5) 7. Bachelor of Construction (Construction Management) 8. Bachelor of Construction Management 9. Bachelor of Building Science
	Site 3	<ol style="list-style-type: none"> 1. New Zealand Certificate in Building 2. National Diploma in Construction Management (Level 6) 3. National Diploma in Construction Management (Level 5) 4. Bachelor of Construction (Construction Management) 5. Bachelor of Construction Management 6. Bachelor of Building Science 7. Bachelor of Engineering 8. Bachelor of engineering Technology 9. New Zealand Diploma in Engineering (Civil) (Level 6) 10. National Diploma in Civil Engineering (Level 6) 11. National Diploma in Engineering (Civil) (Level 6) 12. New Zealand Certificate in Engineering
Carpentry		<ol style="list-style-type: none"> 1. Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery) 2. National Certificate in Carpentry (Level 4) 3. National Certificate in Carpentry (Advanced) (Level 4) 4. Trade Certificate in Carpentry 5. Advanced Trade Certificate in Carpentry 6. New Zealand Certificate in Building 7. National Certificate in Construction (Leading Hand) (Level 4) 8. National Certificate in Construction (Supervisor) (Level 5)

Roofing	Concrete or Clay Tile Roof	1. National Certificate in Roofing (Installer) (Level 4) Concrete Roof Tiles
	Profiled Metal Roof and/or Wall Cladding	1. National Certificate in Roofing (Installer) (Level 4) Metal Roof and Wall Cladding 2. National Certificate in Plumbing
	Metal Tile Roof	1. National Certificate in Roofing (Installer) (Level 4) Metal Roof Tiles
	Roof Membrane	1. National Certificate in Roofing (Installer) (Level 4) Roof Membrane
	Torch on Roof Membrane	1. National Certificate in Roofing (Installer) (Level 4) Torch on Roof Membrane
	Liquid Membrane Roof	1. National Certificate in Roofing (Installer) (Level 4) Liquid Roof Membrane
	Shingle or Slate Roof	1. National Certificate in Roofing (Installer) (Level 4) Roof Shingle
External Plastering	Solid Plastering	1. National Certificate in Solid Plastering (Level 4) 2. Trade Certificate in Solid Plastering 3. Advanced Trade Certificate in Solid Plastering 4. Certificate of Due Completion of Apprenticeship (Solid Plastering)
	Proprietary Plaster Cladding Systems	1. National Certificate in Proprietary Plastering Cladding Systems (Level 4) - Rebated Fibre Cement 2. National Certificate in Proprietary Plastering Cladding Systems (Level 4) - Lightweight Fibre Cement 3. National Certificate in Proprietary Plastering Cladding Systems (Level 4) - External Insulation Finishing Systems (EIFS)
Bricklaying and Blocklaying	Veneer	1. National Certificate in Brick and Block Laying (Level 4) 2. Trade Certificate in Bricklaying 3. Advanced Trade Certificate in Bricklaying 4. Certificate of Due Completion of Apprenticeship (Bricklaying) 5. National Certificate in Masonry (Bricklaying) (Level 3) Brick and Block Laying
	Structural Masonry	1. National Certificate in Brick and Block Laying (Level 4) 2. National Certificate in Masonry (Bricklaying) (Level 3) Brick and Block Laying
Foundations	Concrete foundation walls and concrete slab-on-ground	1. National Certificate in Carpentry (Level 4) 2. National Certificate in Carpentry (Advanced) (Level 4) 3. Trade Certificate in Carpentry 4. Advanced Trade Certificate in Carpentry

5. Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery)
 6. New Zealand Certificate in Building
 7. National Certificate in Construction (Leading Hand) (Level 4)
 8. National Certificate in Construction (Supervisor) (Level 5)
 9. National Certificate in Concrete Construction (Specialist) Sitework (Level 3)
 10. Certificate in Concrete Technology (Level 4)
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Concrete or timber
pile foundation

1. National Certificate in Carpentry (Level 4)
 2. National Certificate in Carpentry (Advanced) (Level 4)
 3. Trade Certificate in Carpentry
 4. Advanced Trade Certificate in Carpentry
 5. Certificate of Due Completion of Apprenticeship (Carpentry or Carpentry Joinery)
 6. New Zealand Certificate in Building
 7. National Certificate in Construction (Leading Hand) (Level 4)
 8. National Certificate in Construction (Supervisor) (Level 5)
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Amended in October 2010 by
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