

Notify us of your Licensed Building Practitioner (LBP)

For restricted building work (RBW) on your building project



Purpose of this form

Use this form to notify Council of Licensed Building Practitioners (LBPs) who will be involved in carrying out or supervising restricted building work (RBW) on your building project. You can submit details of up to six LBPs on this form.

Before you start

It may take up to two working days to load the LBP information on your building consent file after you submit the notification. You do not need to notify Council about plumbers, gas fitters or drainlayers on this form; provide those details when booking the relevant inspection.

Your privacy

Council will use the information you provide for the purpose of your intended interaction with Council and may use it for training purposes. See Council's privacy policy for more information.

Building project details

Building consent number

Area office dealing with the consent or construction

Project address

Your Contact Details

Full name

Phone number

Email address

Your role on the project

☐ Owner

☐ Agent

☐ Licensed Building Practitioner (LBP)

Licensed Building Practitioner details

Initial practitioner



Licensed Building Practitioner (LBP) details

Effective date

Full name

Phone number

Email address

Postal address

Licence number

Licence class(es)

☐

Carpentry

☐

Roofing

☐

External plastering

☐

Brick and block laying

☐

Foundations

Work this LBP will carry out or supervise

Need to add more practitioners?

Continue to pages 3 and 4 to provide details for up to five additional LBPs.

Additional Licensed Building Practitioners

Provide details for each additional LBP



Licensed Building Practitioner 2

Effective date			
Full name			
Phone number		Email address	
Postal address			
Licence number			
Licence class			

Licensed Building Practitioner 3

Effective date			
Full name			
Phone number		Email address	
Postal address			
Licence number			
Licence class			

Additional Licensed Building Practitioners

Provide details for each additional LBP



Licensed Building Practitioner 4

Effective date

Full name

Phone number

Email address

Postal address

Licence number

Licence class

Licensed Building Practitioner 5

Effective date

Full name

Phone number

Email address

Postal address

Licence number

Licence class

Additional Licensed Building Practitioners

Provide details for each additional LBP



Licensed Building Practitioner 6

Effective date			
Full name			
Phone number		Email address	
Postal address			
Licence number			
Licence class			

Change Licensed Building Practitioner details

Complete this section when replacing an LBP on the project



Replacing an LBP

Use this section if an LBP stops being involved and another LBP will replace them.

When will this change take effect?

Existing Licensed Building Practitioner

Full name

Licence number

New Licensed Building Practitioner

Replacement LBP details

Full name

Phone number

Email address

Postal address

Licence number

Licence class(es)

☐ Carpentry

☐ Roofing

☐ External plastering

☐ Brick and block laying

☐ Foundations

Any additional comments

Update Licensed Building Practitioner details



Complete this section when an existing LBP's details or role changes

When will this change take effect?	
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Existing Licensed Building Practitioner

Full name	
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Licence number	
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What has changed with regard to this LBP working on the building project?

Update More Licensed Building Practitioners



Use one block per existing LBP whose details have changed

Existing LBP update 1

Effective date

Full name

Licence number

Change description

Existing LBP update 2

Effective date

Full name

Licence number

Change description

Existing LBP update 3

Effective date

Full name

Licence number

Change description

Update More Licensed Building Practitioners



Use one block per existing LBP whose details have changed

Existing LBP update 4

Effective date

Full name

Licence number

Change description

Existing LBP update 5

Effective date

Full name

Licence number

Change description

Existing LBP update 6

Effective date

Full name

Licence number

Change description