

Notify us of your Licensed Building Practitioner (LBP) online

Use this form to notify us of all Licensed Building Practitioners (LBPs) who will be involved in carrying out or supervising any restricted building work (RBW) on your building project.

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 don't need to notify us about plumbers, gas fitters or drain layers on this form, you will need to notify us when booking the inspection.

You can submit details of up to six Licensed Building Practitioners (LBPs) on the form.

Your privacy

We will use the information you provide in this form for the purpose of your intended interaction with us, and we may use it for training purposes.

See our [privacy policy](#) for more information.

Building project details

Building Consent Number

Which are office is dealing with the consent or construction?

Enter the address of the project

Your Contact Details

Full Name

Phone Number

Email Address

Your role on the project

- ☐ Owner
- ☐ Agent
- ☐ Licensed Building Practitioner (LBP)

Licensed Building Practitioner (LBP) details

When will this change take effect?

Licensed Building Practitioner (LBP) details

Full name	
Phone number	
Email address	
Postal address	
Licence number	

Select the licence classes that the Licensed Building Practitioner (LBP) holds

- ☐ Carpentry
- ☐ Roofing
- ☐ External plastering
- ☐ Brick and block laying
- ☐ Foundations

Describe the work this Licensed Building Practitioner (LBP) will be doing on the project

To Change Licensed Building Practitioners details for your project please continue to the next page.

Add More New Licensed Building Practitioner (LBP)

New Licensed Building Practitioner (LBP) details

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	
Licence Class	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

Change Licensed Building Practitioner (LBP) details for your project

You can tell us about changes to the details you have already given us about the LBP who will be working on your building project. For example, if an LBP stops being involved or the work they will be doing changes.

What has changed?

What is the change to the Licensed Building Practitioner (LBP)

- ☐ Complete this section only if you are **REPLACING** the LBP working on the building project.

When will this change take effect?

Existing Licensed Building Practitioner (LBP) details

Full Name	
Licence Number	

New Licensed Building Practitioner (LBP) details

Full name	
Phone number	
Email address	
Postal address	
Licence number	

Select the licence classes that the Licensed Building Practitioner (LBP) holds

- ☐ Carpentry
- ☐ Roofing
- ☐ External plastering
- ☐ Brick and block laying
- ☐ Foundations

Any additional comments

Add More New Licensed Building Practitioner (LBP)

New Licensed Building Practitioner (LBP) details

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	
Licence Class	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

Effective Date	
Full name	
Phone number	
Email address	
Postal address	
Licence number	

- ☐ Complete this section only if you are **UPDATING** details of the existing LBP working on the building project.

When will this change take effect?

Existing Licensed Building Practitioner (LBP) details

Full Name	
Licence Number	

What has changed with regard to this LBP working on the building project?

Update More Licensed Building Practitioner (LBP)

Existing Licensed Building Practitioner (LBP) details

Effective Date	
Full Name	
Licence Number	
Change Description	

Effective Date	
Full Name	
Licence Number	
Change Description	

Effective Date	
Full Name	
Licence Number	
Change Description	

Effective Date	
Full Name	
Licence Number	
Change Description	

Effective Date	
Full Name	
Licence Number	
Change Description	

Effective Date	
Full Name	
Licence Number	
Change Description	

Tēnā koe

Thank you

Thank you for notifying us of the Licensed Building Practitioners (LBPs) who will be involved in carrying out or supervising any restricted building work on your building project.

What happens next?

We have sent your notification to the regulatory support team for processing. We will contact you if there are any issues with the information you have provided.

It may take us up to **two working days** to load the Licensed Building Practitioner (LBP) information on your building consent file.