

ADVISING COUNCIL OF YOUR LICENSED BUILDING PRACTITIONER(S)

Section 87 of the Building Act 2004, requires that the owner must notify names of licenced building practitioners engaged in restricted building work.

As soon as practicable before work commences the owner must give the building consent authority (Council) **written notice** of the names of any licensed building practitioners, not stated in the application for building consent, who will be engaged in restricted building work.

After any restricted building work has started under a building consent, as soon as practicable, the owner must give the building consent authority (Council) **written notice** if a licensed building practitioner ceases to be engaged or supervise the restricted building work and (if applicable) the details of other licensed building practitioners engaged to complete the work.

The information Council uses for this purpose **must be obtained from the owner**. Verification of this can be by the owner's signature accompanying the details **or** if sent electronically, the details are sent from the owner's email address.

The following information is required:

1. The Project

Building Consent Number:

2. The Building

Building Name:

Building Street Address:

3. The Owner

Owner's name:

(for companies, trusts or other organisations also provide a contact person's name)

Owner's address:

Owner's contact details

landline:

mobile:

afterhours:

Fax:

email:

4. Details of each Licensed Building Practitioner (LBP) engaged to carry out / supervise restricted building work.

Particular work to be carried out or supervised:	Name of LBP:	Licensing Class:	Licensed Building Practitioner Number: (or registration number if treated as being licensed under section 291 of the Act)

NB: Please remember that the **owner must verify** that they have provided this information, if you have written **all** the details on this sheet please **sign below**.

Signature:

Date: