**RESTRICTED BUILDING WORK**

From March 1st the new Licensed Building Practitioners scheme comes into effect. Below is some clarification on how we intend the scheme to be administered at the DCC.

**What is Restricted Building Work?**

Restricted Building Works is the design, construction and alteration of the primary structure and external moisture management systems of residential household units and apartment buildings; and the design of fire safety systems for apartment buildings.

**What is a Licensed Building Practitioner?**

A Licensed Building Practitioner has been assessed by the Department of Building and Housing to be competent to design or construct Restricted Building Work and holds one or more licenses. License classes include the following;

- Design, Foundations, Carpentry, Brick/Block laying, Plastering and Roofing. (Architects and Chartered Professional Engineers by default are considered to hold a Category 3 license.)

Each License can have up to 3 different categories;
- Category 1 includes household units with an E2 risk score of 12 or less
- Category 2 includes household units with an E2 risk score of greater than 12, or apartments building with a height of 10m or less.
- Category 3 includes apartments with a building height of greater than 10m.

**What additional information is required to lodge a Building Consent Application involving Restricted Building Work?**

- From the 1st of March 2012 any Building Consent application received which includes Restricted Building Work must be accompanied by Memorandum (Certificate of Design Work) provided by all Licensed Building Practitioners (LBP), Architects and Chartered Professional Engineers involved in the design.

For example, if the design includes structural elements designed by a Chartered Professional Engineer, we will require a separate memorandum (Certificate of Design Work) from the Engineer as well as one from the Designer.

- We also require all of the names and license numbers of all the LBP’s who will carry out the construction of the Restricted Building Work prior to any work commencing on site.
- We strongly encourage you to provide the details of all LBP’s at lodgement of your building consent to ensure a smooth and timely process.

**What is required to Book an Inspection**

You will need to provide the DCC with the details of Licensed Building Practitioners who will carry out the Restricted Building Work before we can book your first inspection. Please have the name and license number of the LBP carrying out the RBW when requesting an inspection booking.

**What do you need to do if you change an LBP during the project?**

If you change LBP’s during construction, you are required to provide the names and license number of the LBP who is no longer engaged, or LBP who is newly engaged to council in writing. Please note that this will need to be done before further inspections can be booked.

Notice of LBP’s can also be provided via the DCC website by using the online LBP updates form [www.dunedin.govt.nz/lbp-updates](http://www.dunedin.govt.nz/lbp-updates)

**What information do you need to provide at inspection?**

The licensed Building Practitioner on site must produce their license when requested.

**What information is required to be provided upon application of code compliance certificate (CCC)?**

Before applying for a CCC the owner must collate all Memorandum (Record of Building Work) from the LBP’s involved in the Restricted Building Work. These should then be submitted to the council with the application for CCC.

**Where do I get the forms ‘Certificate of Design Work’ [COW] and ‘Record of Building Work’ [ROW]?**

The Ministry of Business, Innovation and Employment (MBIE) website:


**Where do I get information on Owner-Builder Exemptions?**


**Need further information?**

Go to the MBIE website [http://www.dbh.govt.nz/builditright](http://www.dbh.govt.nz/builditright)

Or contact DCC Building Services on (03) 477-4000 or email building@dcc.govt.nz