

MEMORANDUM FROM LICENSED BUILDING PRACTITIONER - CERTIFICATE OF DESIGN WORK (FORM 2A)

Section 30C or 45, Building Act 2004

WHAT IS A CERTIFICATE OF DESIGN WORK?

Licensed Building Practitioners (LBPs) must provide Certificates of Design Work or Records of Building Work. These documents include detail of all aspects of restricted building work carried out or supervised by each LBP.

The LBP's Certificate of Design Work and any Records of Building Work need to be submitted to your council at the following stages of the project:

- A Certificate of Design Work is submitted with the consent application
- A Records of Work is submitted with the application for a code compliance certificate at the end of the project.

Your council will put the Certificate of Design Work and any Records of Building Work on the property file. This provides a publicly available record of which LBPs did restricted building work to the property.

Without the right paperwork, your insurance or finances could be affected, and it could pose problems when it's time to sell.

The rules about restricted building work are considered so important, if you don't follow them, you could get an instant fine or face a court fine of up to \$20,000.

If you know of a tradesperson who is carrying out or supervising restricted building work without a licence or with the wrong licence class, you can make a complaint against them.

HOW TO SUBMIT THIS MEMORANDUM

Check with the relevant Council/ Territorial Authority (TA) for more information on how to submit this memorandum.

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Official Use Only

1. PROPERTY INFORMATION

Street address of the building <i>For structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection</i>	
Building Consent Number:	

2. OWNER

Name of Owner:		Contact person: <i>If the owner is not an individual</i>	
Email:			
Mobile:		Alternative Phone:	
Street address:			
Mailing Address: <i>If different from street address</i>			

3. BASIS FOR PROVIDING THIS MEMORANDUM

I am providing this memorandum in my role as the:

- Sole designer** of all of the RBW design outlined in this memorandum – I carried out all of the RBW design work myself – no other person will be providing any additional memoranda for the project.
- Lead designer** who carried out some of the RBW design myself but also supervised other designers – this memorandum covers their RBW design work as well as mine, and no other person will be providing any additional memoranda for the project.
- Lead designer** for all but specific elements of RBW – this memorandum only covers the RBW design work that I carried out or supervised, and the other designers will provide their own memorandum relating to their specific RBW design.
- Specialist designer** who carried out specific elements of RBW design work as outlined in this memorandum – other designers will be providing a memorandum covering the remaining RBW design work.

4. IDENTIFICATION OF DESIGN WORK THAT IS RESTRICTED BUILDING WORK (RBW)

Tick if the design work is RBW	Description of RBW	Carried out	Supervised	Reference to plans and specifications
Primary Structure: B1				
<input type="checkbox"/> All RBW design work relating to B1		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Foundations and subfloor framing		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Walls		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Roof		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Columns and beams		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Bracing		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other		<input type="checkbox"/>	<input type="checkbox"/>	
External Moisture Management Systems: E2				
<input type="checkbox"/> All RBW design work relating to E1		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Damp proofing		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Roof cladding or roof cladding system		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Ventilation system <i>(e.g. subfloor or cavity)</i>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Wall cladding or wall cladding system		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Waterproofing		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other		<input type="checkbox"/>	<input type="checkbox"/>	
Fire Safety Systems: C1 – C6				
<i>Note: The design of fire safety systems is only restricted building work when it involves small-to-medium apartment buildings as defined by the Building (Definition of Restricted Building Work) Order 2011.</i>				
<input type="checkbox"/> Emergency warning systems Evacuation and fire service operation systems Suppression or control systems		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other		<input type="checkbox"/>	<input type="checkbox"/>	

5. WAIVERS AND MODIFICATIONS

Are waivers or modifications of the Building Code required?

- Yes No – Go to section 6

Clause	Waiver or modification required
<i>List relevant clause numbers of building code</i>	<i>Specify nature of waiver or modification of building code required</i>

6. ISSUED BY:

Name and contact details of the LBP who is licensed to carry out or supervise design work that is restricted building work.

Name:		Design Entity or Company:	
The practitioner is a:	<input type="checkbox"/> Design LBP <input type="checkbox"/> Registered Architect <input type="checkbox"/> Chartered Professional Engineer		
LBP or Registration number(s):		Email:	
Street Address:		Mailing Address: <i>If different from street address</i>	
Contact numbers	Mobile:		Other:

7. ACKNOWLEDGEMENTS

The information you have provided on this form is required so that your application or the building consent it relates to can be processed under the Building Act 2004. The Council, Territorial Authority (TA) or Building Consent Authority (BCA) collates statistics relating to building work and has a statutory obligation to provide information to third parties. The information is stored on a public register, which must be supplied to whoever requests the information. Under the Privacy Act 2020, you have the right to see and correct personal information the Council, TA and BCA hold about you.

In providing this information, you agree to your details being used for customer surveys carried out by the Council, TA or BCA.

All the information contained in the application is, to the best of my knowledge, true and correct.

- I have applied the skill and care reasonably required of a competent design professional in carrying out or supervising the Restricted Building Work (RBW) described in this form, and that based on this, I also state that the RBW:
- Complies with the building code, or
 - Complies with the building code subject to any waiver or modification of the building code recorded on this form.

Name:	
Signature:	
Date:	