

Memorandum from licensed building practitioner: Record of building work

The building

Street address of building:

The project

Building consent number:

The owner

Name:

Address:

Telephone number:

Email address:

Record of work that is restricted building work

Work that is restricted building work	Description	Carried out/ supervised
<i>[Tick]</i>	<i>[If necessary, describe the restricted building work]</i>	<i>[Specify whether you carried out the restricted building work or supervised someone else carrying out the restricted building work]</i>

Primary structure

Foundations and subfloor framing ()		() Carried out () Supervised
Walls ()		() Carried out () Supervised
Roof ()		() Carried out () Supervised
Columns and beams ()		() Carried out () Supervised
Bracing ()		() Carried out () Supervised
Other ()		() Carried out () Supervised

External moisture management systems

Damp proofing ()		() Carried out () Supervised
Roof cladding or roof cladding system ()		() Carried out () Supervised
Ventilation system (for example, subfloor or cavity) ()		() Carried out () Supervised
Wall cladding or wall cladding system ()		() Carried out () Supervised
Waterproofing ()		() Carried out () Supervised
Other ()		() Carried out () Supervised

Note: continue on another page if necessary.

Issued by

Name:

LBP number:

Class(es) licensed in:

Plumbers, Gasfitters and Drainlayers registration number (if applicable):

Mailing address:

Street address or registered office:

Phone number: Landline: Mobile:

Daytime: After hours:

Fax number:

Email address:

Website:

Declaration

I _____ [name of practitioner]

carried out or supervised the restricted building work recorded on this form.

Signature:

Date: