



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HIKINA WHAKATUTUKI

# LBP RELICENSING

Make sure your licence is valid so you can continue to get the good jobs.



# LBP Relicensing:

## Here's how it works

### 1. Relicensing notice

6 weeks before your LBP card expires we send you a notice to let you know it's time to relicense.

You'll need to:

- **CONFIRM** that you want to continue to be an LBP
- **CHECK** that your details are correct
- **PAY** the annual licence fee before the due date to avoid late fees
- **COMPLETE** your Skill Maintenance record if it's due.

### 2. Final relicensing reminder + late fees

If you haven't relicensed by the date in the notice, we send you a final reminder notice.

A late payment fee of \$25.56 will be incurred and we'll let you know the **final due date** for you to relicense.



### 3. Licence suspension

If you don't relicense by the final due date, your licence will be automatically suspended. **This means you can't call yourself an LBP, use the LBP logo or do ANY Restricted Building Work unsupervised until you relicense.**

Your suspended licence history will show on the public register for 3 years **EVEN** if you do decide to relicense later.

### 4. Licence cancellation

If your licence is suspended for 12 months then it will be automatically cancelled and you may need to re-apply for an LBP licence.

**If you want to continue to be an LBP – relicense NOW**



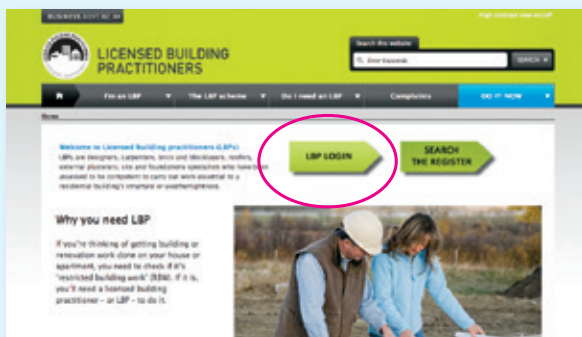
# Save time. Relicense online.



## Here's how

1

Go to [www.lbp.govt.nz](http://www.lbp.govt.nz) and click on the LBP login button



2

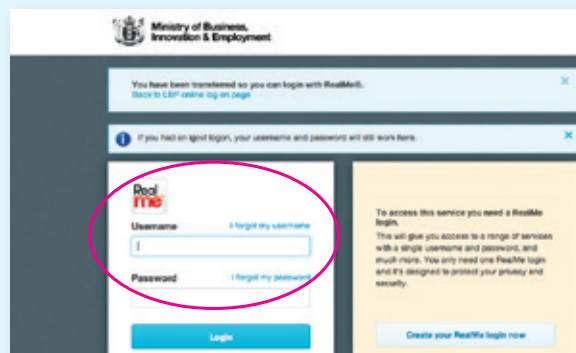
This takes you to the LBP Transaction page and you will need to log in by clicking on this button



3

If you already have a User Name and Password, enter them on this page.

If you don't, it's really easy to set one up – just remember to have your Activation Code handy.



4

Once you're in, look at the left hand menu and start your relicensing.



## Questions?

Check out [www.lbp.govt.nz](http://www.lbp.govt.nz)

Phone us on 0800 60 60 50



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New Zealand Government