



**Memorandum from licensed building practitioner:
Record of building work**
Section 88, Building Act 2004



Please fill in the form as fully and correctly as possible.

If there is insufficient room on the form for requested details, please continue on another sheet and attach the additional sheet(s) to this form.

There are three copies – Builder (Green), Home owner (Yellow), and Council (White)

THE MEMORANDUM – A RECORD OF BUILDING WORK

THE PURPOSE OF THE MEMORANDUM (RECORD OF BUILDING WORK) IS TO CONFIRM THAT THE RBW WAS CARRIED OUT OR SUPERVISED BY A LBP AND TO IDENTIFY WHICH LBPS WERE INVOLVED.

At the completion of Restricted Building Work, Licensed Building Practitioners (LBPs) are required to provide the owner and territorial authority (council) with a Memorandum (Record of Building Work).

The Memorandum (Record of Building Work) typically consists of four sections. The first section lists details of the building and the building owner. All of the information such as building consent number, building owners name and address can be found in the consenting documents on site.

The next two pages cover both the primary structure and external moisture-management systems that can be found in a residential build.

LBPs are not required to go into detail of construction methods or materials used but are merely required to state what part of the Restricted Building Work they either carried out or supervised.

MEMORANDUM EXAMPLE:

The example below shows the Restricted Building Work recorded by a Carpentry LBP. The Carpentry LBP has enlisted the services of an unlicensed foundations specialist and has therefore indicated on the Memorandum (Record of Building Work) under 'Foundations and subfloor framing' on the Primary Structure page that they 'supervised contractor' and ticked the 'supervised' box. **1**

2 The Carpentry LBP has carried out all of the framing and bracing including the roof, however a Roofing LBP and an External Plastering LBP **3** have been called in to carry out the roof and wall cladding as indicated **4** on the External-Moisture-Management part of the form.

Separate Memorandums (Records of Building Work) would also be completed by the Roofing LBP and External Plastering LBP.

The final page of the Memorandum (Record of Building Work) is about the LBP. It asks the LBP to state their name, LBP number, what licences they hold and their mailing address and contact details.

The Memorandum (Record of Building Work) also requires that the LBP completes a declaration to confirm that they either carried out or supervised the Restricted Building Work recorded on the form. It is an offence under the Building Act 2004 for a LBP to make a false declaration.

The important things to remember Memorandums must be completed by EVERY LBP carrying out or supervising Restricted Building Work - even if working on the same part of the building.

They must be handed over to the owner (yellow copy) and territorial authority (council – white copy) at the end of construction – even if there is a dispute about payment.

Failing to provide a Memorandum (Record of Building Work) at the completion of RBW is an offence under the Building Act 2004 which may result in a complaint to the Building Practitioner Board.

It is good practice for a LBP to keep their own copy of the Memorandum (Record of Building Work – green copy) and to take photographs to record their start and stop points. This may assist in early resolution of disputes – for example if at the completion of the RBW another practitioner came along, installed a heatpump and there were issues with the penetrations not being properly sealed. Photos could be used in this scenario to show that the heatpump penetrations were not present when the LBP completed the RBW should responsibility for checking the sealing be questioned.

Colour coded: To make it easier to keep track, this book has been colour coded – Builder (Green), Home Owner (Yellow), Council (White).

RECORD OF WORK THAT IS RESTRICTED BUILDING WORK		
PRIMARY STRUCTURE		
Work that is restricted building work	Description of restricted building work	Carried out or supervised
<input checked="" type="checkbox"/>	If necessary, describe the restricted building work.	Tick <input checked="" type="checkbox"/> whether you carried out the restricted building work or supervised someone else carrying out the restricted building work.
1	Foundations and subfloor framing <input checked="" type="checkbox"/>	Supervised a contractor <input type="radio"/> Carried out <input checked="" type="radio"/> Supervised
2	Walls <input checked="" type="checkbox"/>	Framing but not cladding <input checked="" type="radio"/> Carried out <input type="radio"/> Supervised
2	Roof <input checked="" type="checkbox"/>	Framing, including bracing <input checked="" type="radio"/> Carried out <input type="radio"/> Supervised
2	Columns and beams <input checked="" type="checkbox"/>	2x 4x4 post and piers <input checked="" type="radio"/> Carried out <input type="radio"/> Supervised
3	Bracing <input type="radio"/>	See foundations and walls <input type="radio"/> Carried out <input type="radio"/> Supervised
	Other <input type="radio"/>	N/A <input type="radio"/> Carried out <input type="radio"/> Supervised

EXTERNAL MOISTURE MANAGEMENT SYSTEMS		
Work that is restricted building work	Description of restricted building work	Carried out or supervised
<input checked="" type="checkbox"/>	If necessary, describe the restricted building work.	Tick <input checked="" type="checkbox"/> whether you carried out the restricted building work or supervised someone else carrying out the restricted building work.
	Damp proofing <input checked="" type="checkbox"/>	Foundations subcontractor <input type="radio"/> Carried out <input checked="" type="radio"/> Supervised
4	Roof cladding or roof cladding system <input type="radio"/>	Done by roofing LBP <input type="radio"/> Carried out <input type="radio"/> Supervised
	Ventilation system (for example, subfloor or cavity) <input checked="" type="checkbox"/>	See foundations <input type="radio"/> Carried out <input checked="" type="radio"/> Supervised
4	Wall cladding or wall cladding system <input type="radio"/>	Done by EP LBP <input type="radio"/> Carried out <input type="radio"/> Supervised
	Waterproofing <input type="radio"/>	N/A <input type="radio"/> Carried out <input type="radio"/> Supervised
	Other <input type="radio"/>	N/A <input type="radio"/> Carried out <input type="radio"/> Supervised

Memorandum from licensed building practitioner: Record of building work

Section 88, Building Act 2004



THE BUILDING

Street address:

Suburb:

Town/City:

Postcode:

THE PROJECT

Building consent number:

THE OWNER(S)

Name(s):

Mailing address:

Suburb:

PO Box/Private Bag:

Town/City:

Postcode:

Phone number:

Email address:

RECORD OF WORK THAT IS RESTRICTED BUILDING WORK

PRIMARY STRUCTURE

Work that is restricted building work	Description of restricted building work	Carried out or supervised
Tick <input checked="" type="checkbox"/>	If necessary, describe the restricted building work	Tick <input checked="" type="checkbox"/> whether you carried out the work or supervised someone else.
Foundations and subfloor framing <input type="checkbox"/>	_____ _____ _____ _____	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Walls <input type="checkbox"/>	_____ _____ _____ _____	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised

PRIMARY STRUCTURE CONT'D

Roof <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Columns and beams <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Bracing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Other <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

RECORD OF WORK THAT IS RESTRICTED BUILDING WORK

EXTERNAL MOISTURE MANAGEMENT SYSTEMS

Damp proofing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Roof cladding or roof cladding system <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Ventilation system (for example, subfloor or cavity) <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

EXTERNAL MOISTURE MANAGEMENT SYSTEMS CONT'D

Wall cladding or wall cladding system <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Waterproofing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Other <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

ISSUED BY

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

Name:	LBP number:
Class(es) licensed in:	
Plumbers, Gasfitters and Drainlayers registration number (if applicable):	
Mailing address (if different from below):	
Street address/Registered office:	
Suburb:	Town/City:
PO Box/Private Bag:	Postcode:
Phone number:	Mobile:
After hours:	Fax:
Email address:	Website:

DECLARATION

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

Signature: _____ Date: _____

Memorandum from licensed building practitioner: Record of building work

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THE BUILDING

Street address:

Suburb:

Town/City:

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THE PROJECT

Building consent number:

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RECORD OF WORK THAT IS RESTRICTED BUILDING WORK

PRIMARY STRUCTURE

Work that is restricted building work	Description of restricted building work	Carried out or supervised
Tick <input checked="" type="checkbox"/>	If necessary, describe the restricted building work	Tick <input checked="" type="checkbox"/> whether you carried out the work or supervised someone else.
Foundations and subfloor framing <input type="checkbox"/>	_____ _____ _____ _____	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Walls <input type="checkbox"/>	_____ _____ Council Copy _____	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised

PRIMARY STRUCTURE CONT'D

Roof <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Columns and beams <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Bracing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Other <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

RECORD OF WORK THAT IS RESTRICTED BUILDING WORK

EXTERNAL MOISTURE MANAGEMENT SYSTEMS

Damp proofing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Roof cladding or roof cladding system <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Ventilation system (for example, subfloor or cavity) <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

EXTERNAL MOISTURE MANAGEMENT SYSTEMS CONT'D

Wall cladding or wall cladding system <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Waterproofing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Other <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

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Foundations and subfloor framing <input type="checkbox"/>	_____ _____ _____ _____	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Walls <input type="checkbox"/>	_____ _____ _____ _____	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised

PRIMARY STRUCTURE CONT'D

Roof <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Columns and beams <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Bracing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Other <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

RECORD OF WORK THAT IS RESTRICTED BUILDING WORK

EXTERNAL MOISTURE MANAGEMENT SYSTEMS

Damp proofing <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Roof cladding or roof cladding system <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Ventilation system (for example, subfloor or cavity) <input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

EXTERNAL MOISTURE MANAGEMENT SYSTEMS CONT'D

Wall cladding or wall cladding system	<input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Waterproofing	<input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised
Other	<input type="radio"/>	_____ _____ _____ _____	<input type="radio"/> Carried out <input type="radio"/> Supervised

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