



## Application to withdraw licensing class application

Your application to become a licensed building practitioner can be withdrawn at any time using this form prior to the Registrar making their decision. If an application is withdrawn prior to the assessment process starting, all money paid, except the application fee will be refunded. If the assessment process has started, then the application fee and the assessment fee will not be refunded. In completing this form please type in the boxes or print clearly in blue or black pen. Send the completed form to:

The Registrar  
Licensed Building Practitioner Scheme  
Department of Building and Housing  
PO Box 50041  
Porirua

Building Practitioner details			
Given names _____			
Surname _____			
BP number _____	Or	Date of Birth	/ /
Postal address			
Street address _____		Suburb _____	
Town/City _____		Postcode _____	
Contact numbers			
Daytime	( ) _____	Home	( ) _____
Mobile	( ) _____		
Email address _____			
Withdraw details			
<b>I wish to withdraw my application to be licensed in the following licensing class(es):</b>			
Site 1	<input type="checkbox"/>	Design 1	<input type="checkbox"/>
Site 2	<input type="checkbox"/>	Design 2	<input type="checkbox"/>
Site 3	<input type="checkbox"/>	Design 3	<input type="checkbox"/>
Carpentry <input type="checkbox"/>			
Reason (this information is optional; it will be used for statistical purposes only).			
Declaration			
Please refund me any money owing. I understand that the application fee will not be refunded and that my assessment fee will not be refunded if the assessment process has already begun. I declare that the information that I have supplied in this form is true and correct. I understand that it is an offence under the Building Act 2004 to provide incorrect or misleading information.			
			Date / /
Applicant's signature			
<b>Privacy notice:</b> Any personal information submitted in this application will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the New Zealand Privacy Act 1993. Personal information will be used for determining whether applicants for initial and continued licensing may be granted, and in connection with complaints and disciplinary processes. Personal information will also be used for the maintenance and administration of the Licensed Building Practitioners Register. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.			