



What can I do if my licence application is turned down?

If you have received a letter from the Registrar of the Licensed Building Practitioner Scheme advising you that your licence application has been turned down, you need to decide on what to do next.

Your letter will have detailed information about why your application was turned down and should allow you to determine whether to accept the decision or to appeal it.

Appealing the decision

If you decide to appeal, you have 20 working days to do so. You will need to fill out the *Application for Appeal* form that can be downloaded from the Department of Building and Housing's website and post this back to the Registrar.

Once the Registrar receives your appeal form, you will be contacted and advised of when and where a hearing can be held and which members of the Building Practitioners Board will be attending.

The hearing will generally be held the main centre closest to where you live. If you are unable to attend, or have good reason to ask for a change of date, you must do this in writing, no later than five days before the scheduled date of the hearing.

What happens next?

The Registrar will send you a copy of all the relevant documents for the hearing. This will include your original application and any other evidence used in the assessment process, and the reasons why your application was declined. The Building Practitioners Board will also be given copies of this information.

You can send the Registrar any further information that you consider to be relevant to the appeal, as early as possible before the hearing.

What happens at the hearing?

The members of the Building Practitioners Board who attend the hearing will make sure you have an opportunity to respond to the original decision, and to make your case. You may present your own case, or you may be represented by a legal or other representative.

You can call witnesses to give evidence on your behalf, as long as you have sent a list of these people to the Registrar at least five days before the hearing. The Board may also question you, your representative and any witnesses you call.

It is important to note that the Board can only judge you on the reasons why your application was turned down. It is therefore important that you make a case based around those reasons.

Outcome of the hearing

The Building Practitioners Board will consider all the evidence from the hearing and will advise you in writing of its decision, as soon as possible after the hearing.

The Board may confirm, reverse, or modify the original decision. It may also ask the Registrar to reconsider their decision.

More information

The appeal forms, and information on the hearing process, are available on the Department of Building and Housing's website at www.dbh.govt.nz/occupational-licensing

You can also phone the Registrar of the Scheme on 0800 60 60 50 for a copy of the forms.

The Building Practitioners Board

The Board is appointed by the Minister for Building and Construction to:

- approve the Rules of the Licensed Building Practitioners Scheme
- hear appeals against certain decisions of the Registrar
- investigate complaints about licensed building practitioners
- review and report on the performance of functions of the Board.

Board members are appointed for terms of up to five years, and together have significant experience in the building and construction industry.