



Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

BRICK AND BLOCK LAYERS



**What Restricted Building  
Work means for you.**

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**This booklet is for people who carry out or supervise brick and block work on residential buildings – it will tell you about Restricted Building Work (RBW) and how it will affect you and your business.**

## **1** WHAT

If you are doing brick and block construction for residential buildings, the work may be “Restricted Building Work” (RBW). RBW only relates to residential construction and design. In this guide “residential” means houses and small-to-medium apartment buildings. RBW does not apply to commercial buildings.

## **2** WHO

You can only do RBW if you are a Licensed Building Practitioner (LBP) or if you have your RBW supervised by a LBP.

## **3** WHEN

From 1 March 2012, some building work will be classified as being RBW and this includes some brick and block work. From this date you must be a LBP to do or supervise RBW.



### **Transition to RBW**

- RBW only relates to building consent applications made on or after 1 March 2012.
- If a building consent application is made before 1 March 2012, then the design and subsequent brick and block construction work is not RBW.

# RBW

Restricted Building Work is design and construction work that is critical to the integrity of a building. In particular, it makes sure the building is structurally sound and weathertight.

## RBW includes:

- the construction or alteration of the primary structure of certain residential buildings
- the construction or alteration of external moisture management systems of certain residential buildings.

RBW can apply to new construction, or alteration of an existing building.

### Note:

If the work does not require a building consent then it is not RBW.

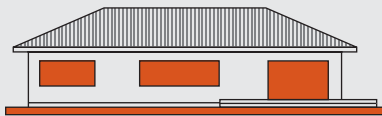


# Residential

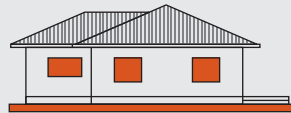
RBW only relates to residential construction and design. In this guidance, “residential” means houses and small-to-medium apartment buildings.

**For the purpose of RBW, a house is:**

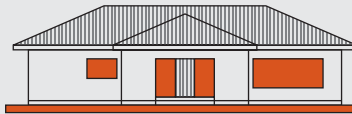
- a free-standing, fully detached building consisting of a single residential unit (and can also have 1 or more residential facilities such as a foyer, laundry, garage, etc).



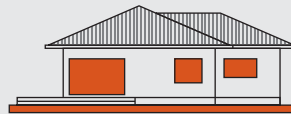
North elevation



East elevation



South elevation



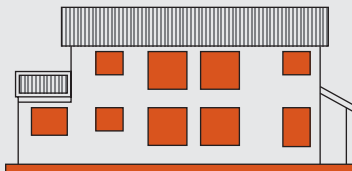
West elevation



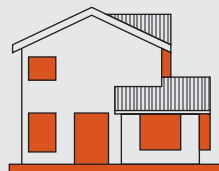
North elevation



East elevation



South elevation

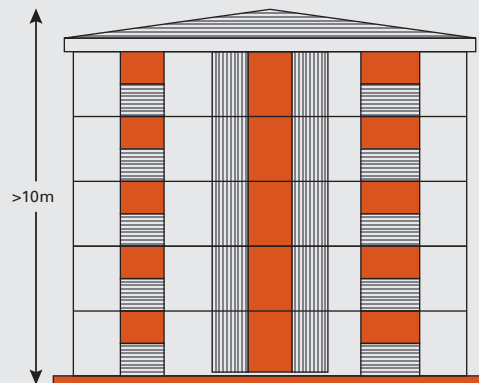
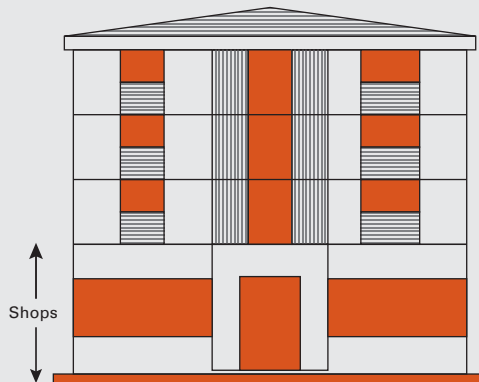


West elevation

### **A small-to-medium apartment building:**

- contains 2 or more residential units (apartments) or residential facilities (foyer, laundry, garage, etc)
- does not contain commercial units or facilities
- has a maximum height of less than 10m (the vertical distance between the highest point of its roof – excluding aerials, chimneys, flagpoles and vents – and the lowest point of the ground).

### **Examples of non RBW**



# What is Brick and Block RBW?

For an idea of some of the RBW that Brick and Block LBPs are able to do, have a look at the list below. For more detail please visit [www.builditright.govt.nz](http://www.builditright.govt.nz)

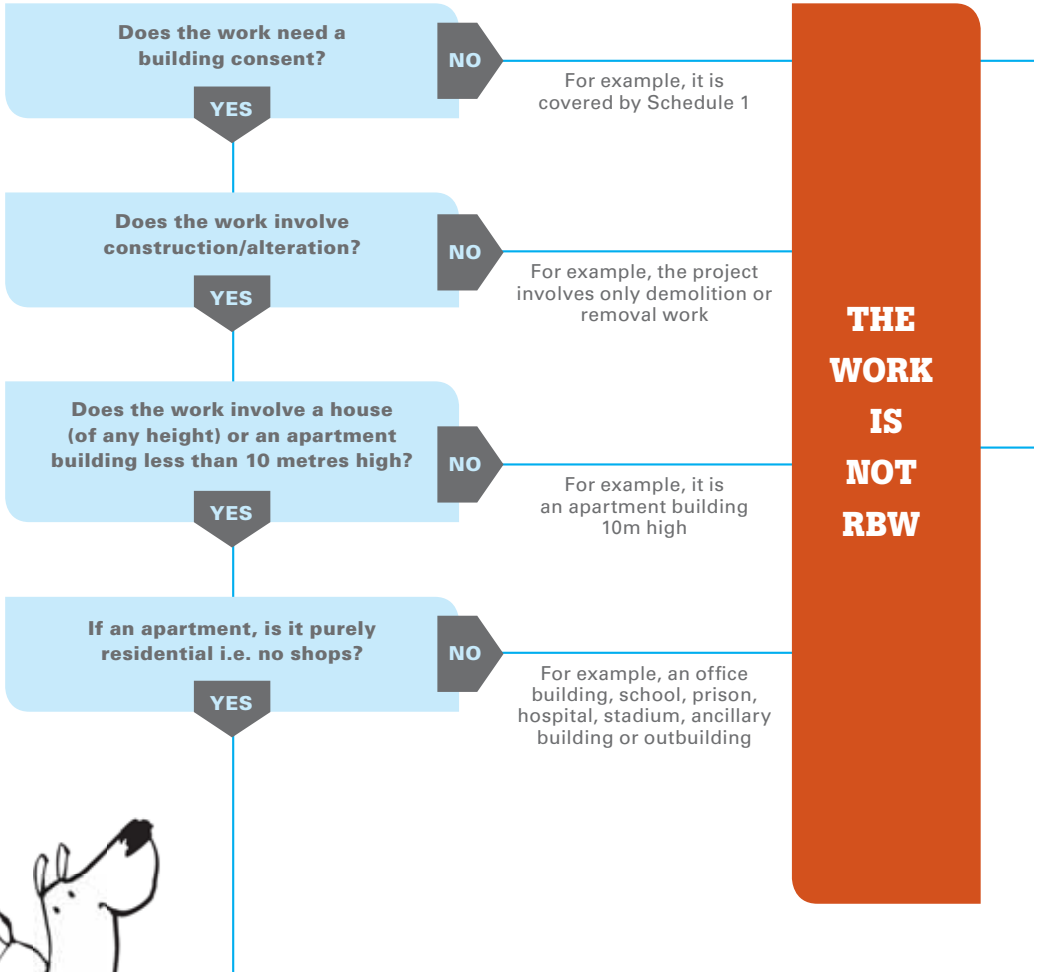
## **Structural Masonry**

- preparation of reinforcing steel of correct grade, dimensions, and size according to specifications and drawings
- Lay masonry units, including:
  - preparation of mortar
  - selection of appropriate masonry units
  - laying using the correct bond to leave cores uninterrupted
  - formation of clean out ports
  - placement and tying reinforcing steel according to specifications and drawings
  - preparation of cavity and closing off clean out ports
- placement of grout into cores and cavities

## **Brick veneer**

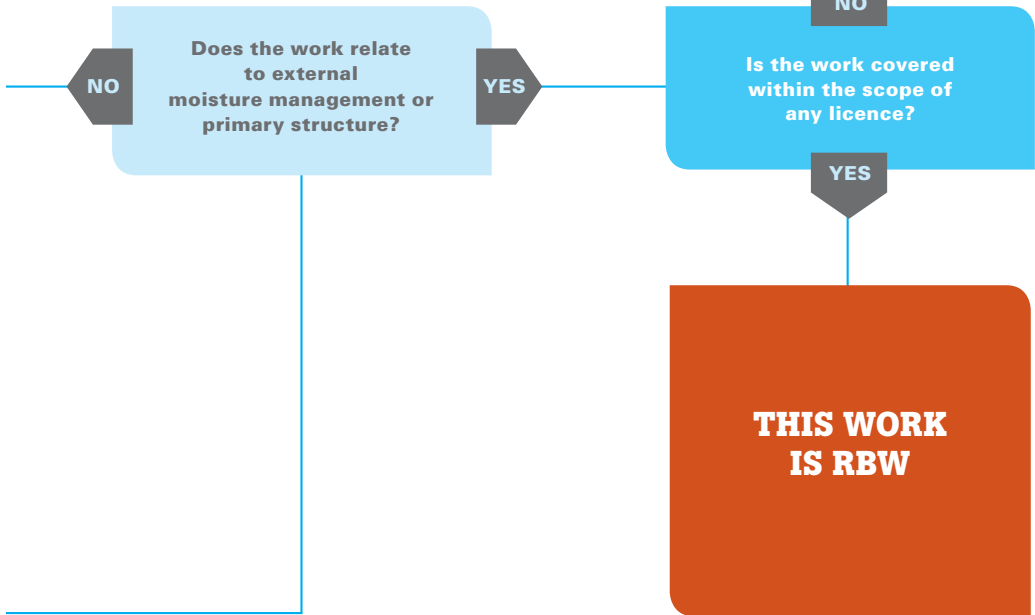
- laying a limited foundation wall to a maximum height of 1.2 metres
- ensuring openings are flashed and building wrap is fixed
- Lay brick veneer and related masonry units including:
  - selection and laying of veneer masonry units using the correct bond
  - making provision for clean out ports in first row
  - provision of weep holes according to NZ Standard requirements
  - ensuring equivalent vent holes provided in last course
  - screwing wall ties according to NZ Standard requirements
- create control joints
- lintel installation for openings

# Is it RBW?





For example,  
basement tanking,  
strawbale houses



# Memorandum (Record of Building Work)

As a Brick and Block LBP doing Brick and Block RBW, you must fill in a Memorandum (Record of Building Work) when your part of the RBW is complete. This Memorandum (Record of Building Work) must be given to the building owner and the local council. A Memorandum (Record of Building Work) is written by each LBP who carried out or supervised any part of the RBW on the building, and details the work carried out.

The building owner will use these Memoranda (Records of Building Work) when they apply for a Code Compliance Certificate (CCC) from the council.

The Department can provide you with a Memorandum (Record of Building Work) form to fill out. It can be downloaded from the Department of Building and Housing's website [www.builditright.govt.nz](http://www.builditright.govt.nz). The form sets out all the information that you need to give.

If you leave a project without providing a Memorandum (Record of Building Work) then the local council or the owner can report you to the Building Practitioners Board, who has the power to discipline you. Not providing a Memorandum (Record of Building Work) may also mean that you are in breach of your contract.

## Example extract from Memorandum (Record of Building Work):

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 this work or supervised someone else carrying out this work.
Foundations and subfloor framing <input checked="" type="checkbox"/>	Blocks laid at east end of house only for foundation work.	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Walls <input checked="" type="checkbox"/>	Log brick veneer to all walls of the house	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Roof <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Columns and beams <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Bracing <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Other <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised

Memorandum from licensed building practitioner: Record of building work - 2011 2

Please type or write clearly using a black or blue pen. If there is no detail to include please write in n/a.

# LBP trade licence classes

There are five trade LBP licence classes.

The trade licence classes are:


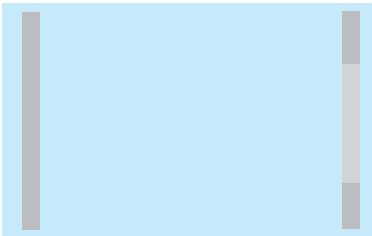
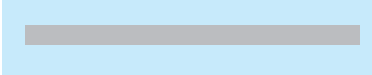

- **Brick and Block**
- Foundation
- External plastering
- Roofing
- Carpentry

As a Brick and Block LBP you can be licensed in two areas of practice – Structural Masonry and/or Masonry Veneer.

If you are a Brick and Block LBP you are licensed to do or supervise all Brick and Block RBW regardless of which area of practice you are licensed in. It is important to only do or supervise Brick and Block RBW that you have suitable skills for.

## These are the parts of a simple home and how they relate to RBW

The diagram shows the parts of a home a Brick and Block LBP and other licensed persons can do RBW on (depending on the material/construction type and the person's competence).

	LOCATION	RESTRICTED BUILDING WORK	LICENCE CLASS
	ROOF	Primary structure	Carpentry
		External moisture management	Carpentry Roofing
	WALLS COLUMNS	Primary structure	Carpentry Brick and Block
		External moisture management	Carpentry Roofing Brick and Block External plastering
	FLOOR	Primary structure External moisture management	Carpentry Foundations
	FOUNDATIONS	Primary structure	Carpentry Brick and Block Foundations

# Trade licence overlaps

Although each licence class has its own set of distinct skills there are some overlaps or areas where more than one licence class can do a particular type of construction. Some other licences allow the holder to do specific bits of Brick and Block RBW.

For example, licensed Carpenters are able to do block wall foundation RBW such as tying steel reinforcement or grouting cores, if they are competent to do so.

Registered Plumbers and Registered Gasfitters are treated as Brick and Block LBPs. This recognises they might do brick and blocklaying work in the course of their business in relation to the making and flashing of penetrations to brick and block work.

## **Notice faulty work?**

### **Don't ignore it!**

If you see work that is faulty don't cover it up or ignore it. Do the right thing! Bring it to the attention of the parties involved. You must also report the faulty work to both the owner and the council.



# Supervision of Brick and Block RBW

You must be a LBP licensed in brick and block laying to supervise Brick and Block RBW.

Supervising Brick and Block RBW means you provide direction and oversight of the brick and block work to make sure that it is done properly and complies with the Building Consent.

As the Supervisor you are responsible for the Brick and Block RBW being carried out. You will need to sign a RBW Memorandum (Record of Building Work) identifying the Brick and Block RBW you supervised.

**Note:**

Site LBPs can not supervise or sign-off RBW. If you want to supervise and sign-off RBW you will need the appropriate trade licence.

At this stage, RBW focuses on practitioners actually carrying out construction work, rather than site supervision. The Site licence is currently a voluntary licence which shows that the holder has been assessed as competent in site supervision.



# Offences and Penalties



**From 1 March 2012** you must comply with the RBW requirements. If you carry out or supervise RBW and you are not a LBP then you are committing an offence and could face prosecution.

**If you are a Brick and Block LBP and commit an offence you could also face prosecution. With RBW it is an offence to:**

- Represent yourself to be licensed in an area that you are not (eg, you say you are a Carpentry LBP when you are not).  
For this offence you could be liable for a court fine of up to \$20,000
- Fail to give evidence of being licensed if asked to do so (eg, don't show your photo LBP card).  
For this offence you could be liable for a court fine of up to \$5,000.

**If you are a LBP you can also be referred to the Building Practitioners Board if you:**

- do or supervise RBW that is outside of your licence class
- do or supervise Brick and Block RBW negligently or incompetently
- do not, without good reason, provide a RBW Memorandum (Record of Building Work)
- hold yourself out to be licensed in an area that you are not.

If the Board finds that you have committed a disciplinary offence, the Board may, among other things, cancel or suspend your licence, order you to undertake training, or order you to pay a fine of up to \$10,000.

**When taking on any work, including RBW, it is good practice to put a contract in place which will set out what the requirements are for each party. Practitioners should also keep a record of their work and take some work-in-progress photographs.**

For more information:

**0800 242 243**

**[www.builditright.govt.nz](http://www.builditright.govt.nz)**

New Zealand Government



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