

Welcome to the Building Officials Institute of NZ Licensing Programme for Building Officials

Background information

The Building Officials Institute of New Zealand has its own licensing programme for the benefit of individuals who are officials in the building sector in New Zealand. It benefits the individual licensed by this programme and therefore is the commencement point for a critical career pathway that establishes and demonstrates that the individuals licensed have the knowledge, ethics and experience that sets them apart within our sector. The individual will carry a license that equally demonstrates their commitment to their profession and their dedication to professional improvement, hence helping the building industry.

This licensing programme has the distinction, that building officials can demonstrate their commitment to the profession and have been selected to various categories based on their knowledge and experience. Hence demonstrating the advancement of their professionalism in their chosen field, whether it be as a building inspector or a plumbing and drain-laying inspector or one of the many specialised fields of vocation. This licensing programme is a vital tool in demonstrating cross –council / trans – organisational competency.

What is licensing?

A license from the Building Officials Institute of NZ is a formal recognition of the professional ability, education and standards of competence achieved by an individual whereby they apply to be placed in a category as shown as part of this introduction. Also this process does not contravene the Privacy Act.

How to lodge an application for licensing?

An application must be on the approved forms obtained from the Institute's National Office Licensing Department or can be downloaded from the Institute's website. All applications must be accompanied by the following information:

- Application Fee (see bottom page 3)
- Evidence of qualifications obtained
- Evidence of experience obtained, verified by current and past employer, including a statutory declaration for self employed persons
- 2 Photo quality passport photo's (no larger than 35mm x 45mm)
(alternatively digital copies can be emailed to office@boinz.org.nz)

Licensing Process

Licenses will be issued by the Building Officials Institute of NZ, under the National Scheme for a period of 3 years. A license and certificate is issued after all details have been checked by the national office and a group of industry and Department of Building and Housing experts. Once this group and the applicant agree to the license designation they will be notified by the Institute's Chief Executive.

An acknowledgement letter is sent once your application is received; if a complete application is lodged and no further information is required an applicant will be notified of Institute's decision within 21 days.

If the applicant either does not agree with the audit process as mentioned above, there is a process of recourse and that is explained in documents available on the Institute's website or from the Institutes' National Office. Any applicant wishing to move to an alternative license category will need to reapply with the necessary documentation and fees applicable.

Further Information to support your application

If the Institute deems it necessary for further information to be submitted, the applicant will be notified in writing within 10 working days of the Institutes receipt of the application. The applicant will be notified of the Institute's decision within 21 days or may be offered the opportunity of an interview.

Interview

If Institute requests an interview the applicant will be notified in writing and an agreed mutual time will be scheduled for the interview to take place. The interview panel will conduct the interview in accordance to Institute's policies and procedures.

Application denied or refused

If your application is refused on the basis of insufficient or not recognised and approved qualifications, the institute has introduced a Recognition of Prior Learning (RPL) process, which may be available to those applicants who wish to pursue licensing. This service is not available within the Institute; the Institute can recommend appropriately qualified individuals.

Renewing or requesting an upgrade

Licensees are required to renew or request an upgrade to their licensing status every 3 years prior to the expiration date of their license. A reminder notice will be sent to applicants however it is the responsibility for licensees to send in the approved renewal/request for upgrade form.

The Building Officials Institute of NZ requires the above form to be received at least 30 days prior to expiry of their license to ensure timely assessment of the application.

What is required when renewing or requesting an upgrade?

Requests for renewal or for an upgrade must be on the approved form available from the Institute's National Office or the Institute's website and must be accompanied by the following information;

- Application Fee
- 2 Photo quality passport photo's (no larger than 35mm x 45mm)
Alternatively digital copies can be emailed to office@boinz.org.nz
- Evidence of Skills Maintenance in the form of providing a certificate of successful participation in an approved Continuing Professional Development (CPD) Programme
- Employer's declaration.

What is Continuing Professional Development (CPD)?

Continuing Professional Development (CPD) for our industry is “the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the undertaking of professional and technical duties related to working as a Building Control Official. 30 points per annum or 90 over 3 years being a minimum to retain their license and will be only for those courses that have been approved by the Institute’s Training Academy.

Removal from Register of Licensed Building Control Officials

The Building Officials Institute of NZ has the authority to remove licensed persons from its register and notify the relevant government bodies of breaches of the Code of Conduct, non-payment of due fees. The licensed person will be required to surrender their Certificate of Licensing, should this action to be taken.

Levels of Licensing

The Institute provides for three levels of licensing. These are described below including details of the qualifications and experience requirements at each level.

Licensing Classes

	Building		Plumbing & Drainage	
	Consent Approval	Inspections	Consent Approvals	Inspections
3 Unlimited scope				
2 No more than 3 storeys, up to 2000m ²				
1 No more than 2 storeys, up to 500m ²				

Licensing is based on the following categories.

Technical

- Construction methods and materials
- Building codes and standards
- Plan assessment
- Building inspections
- Legislation

Administration/Interpersonal

- Communications
- Information technology (IT)
- Occupational health and safety
- Quality management and risk management
- Professional judgment

Fees:**Initial Application Fees:**

NZD\$140.63 (inc GST) Institute Members

NZD\$196.88 (inc GST) Non - Members

Renewal / Request for Upgrade Fees:

NZD\$140.63 (inc GST) Renewal - Members

NZD\$168.75 (inc GST) Request for Upgrade -
Members

NZD\$196.88 (inc GST) Renewal – Non Members

NZD\$225.00 (inc GST) Request for Upgrade – Non
Members

Additional Fees:

NZD\$645.88 (inc GST) Minimum for interview
Application process plus
whatever actual costs for this
process to be actioned i.e.
travel, venue etc.

NZD\$112.50 (inc GST) For an Interview or Assessment
Postponement

More information is available in more detail under the following sections on the Institute's Website:

www.boinz.org.nz

Section 1 – Forward & Information

Section 2 – General Information

Section 3 – General Provisions

Section 4 – Conflict of Interest

Section 5 – Licensing Designations

Section 6 – Assessments

Section 7 – Assessment Panels

Section 8 – Evidence

Section 9 – Interviews

Section 10 – Appeals

Section 11 – Complaints and Non-Compliance Management

Section 12 – Decisions of the Institute

Section 13 – Reviews of Standards, Policies and Procedures

Section 14 – Continuing Professional Development