# FORM THREE: Application for registration by a private organisation or person

Use this form to make an application for registration under the Ministry of Business, Innovation and Employment (MBIE) building consent authority (BCA) accreditation scheme.

## The minimum standards and criteria for registration

Before completing this form, please ensure that you:

* meet the requirements in the Building (Registration of Building Consent Authorities) Regulations 2007 (the registration Regulations)
* have read MBIE’s regulatory guidance for the scheme
* meet the minimum standards and criteria for accreditation
* hold a current Certification of Accreditation issued by the accreditation body.

The regulatory guidance: [**www.building.govt.nz/building-officials/bca-accreditation**](http://www.building.govt.nz/building-officials/bca-accreditation)

The registration regulations:[**http://www.legislation.govt.nz/regulation/public/2007/0300/latest/DLM973528.html**](http://www.legislation.govt.nz/regulation/public/2007/0300/latest/DLM973528.html)

## Fees for the registration assessment

The registration Regulations set out the fee structure for accreditation applications. It is important to understand how the structure works.

A fee of NZD$6,250 must accompany your application. Cheques must be addressed to the Ministry of Business, Innovation and Employment.

## Submitting your application for registration

Applications for registration as a BCA must be made to MBIE and addressed to:

Manager, Building System Assurance  
Consumer Protection and Standards  
Market Services  
PO Box 1473, Wellington

They can also be submitted online with all requested information to consentsystem@mbie.govt.nz

## Information requested

### DETAILS OF YOUR ORGANISATION

|  |  |  |  |
| --- | --- | --- | --- |
| Full legal name: | Click here to enter text. | | |
| Physical address for delivery and service of notices: | | | Click here to enter text. |
| Postal address (if different from physical address): | | | Click here to enter text. |
| Physical addresses of all permanent offices in New Zealand: | | | Click here to enter text. |
| Website address: | | Click here to enter text. | |
| Telephone number: | | Click here to enter text. | |

## Information requested (continued)

### LEGAL STATUS OF APPLICANT

**Unincorporated:**

If you are applying as a private person, and are unincorporated, please attach proof of identity and evidence of New Zealand citizenship or permanent residency. Details regarding acceptable evidence are at the end of this document.

**Incorporated:**

If you or your organisation is incorporated, attach evidence of incorporation in New Zealand and provide full names and dates of birth of each member of management.

***Note:*** *‘Management’ means the chief executive of the authority, and every manager or director who is responsible for directing or controlling the building control functions of the authority.*

### DETAILS OF PERSON RESPONSIBLE FOR APPLICATION

***NOTE****: This person should generally be the BCA’s authorised representative for the purposes of the BCA accreditation scheme. This person will be the key contact for MBIE and the accreditation body.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full legal name: | | Click here to enter text. | | |
| Role in organisation: | | | Click here to enter text. | |
| Email address: | Click here to enter text. | | | |
| Telephone number: | | | Click here to enter text. | |
| Mobile phone number: | | | | Click here to enter text. |
| Signature: | | | | Click here to enter text. |

### THE BCA’S CERTIFICATE OF ACCREDITATION

Please attach your organisation’s certificate of accreditation.

### A STATEMENT OF THE SCOPE OF ACCREDITATION FOR WHICH THE ORGANISATION IS APPLYING

Please attach a statement of the scope of accreditation your organisation is applying for. This should include the:

* types of buildings for which you wish to undertake building control functions, and/or
* building control functions you wish to undertake.

***Note:*** *MBIE’s regulatory guidance has detailed guidance on scopes of accreditation for the scheme. Any limitation of scope will be detailed on your Certificate of Accreditation.*

### EVIDENCE OF ADEQUATE MEANS TO COVER ANY CIVIL LIABILITIES THAT MIGHT ARISE

Please provide evidence of adequate means to cover any civil liabilities that might arise.

### SUPPORTING INFORMATION ABOUT PRIOR MISCONDUCT OR OFFENCES

For each member of management, details of:

* any prior professional misconduct, such as proceedings initiated or action taken by a professional association
* any civil claims made against that person in relation to contractual performance or tortious liability
* any New Zealand or overseas convictions, or pending proceedings, in relation to:
  + dishonesty offences (such as fraud or forgery)
  + building control offences (such as the making of unauthorised decisions)
* any prior suspension, cancellation, or refusal of, or lapse in, status as:

## Information requested (continued)

* + a building certifier under the Building Act 1991
  + an accredited or registered building consent authority in New Zealand
  + any overseas equivalent building control authority.

***Note:*** *The required information helps MBIE’s Chief Executive determine the character and likely conduct of the applicant and their management team and, therefore, their suitability to undertake building control work. The Chief Executive must exercise judgment to determine if any of this information is relevant to registration. Information must be provided subject to the Criminal Records (Clean Slate) Act 2004.*

### SUPPORTING INFORMATION ABOUT HOW CONFLICTS OF INTEREST ARE MANAGED

Please attach your organisation’s conflict of interest policy and any declarations relevant to the application.

***Note:*** *It is expected that the applicant will include their (or their organisation’s) conflict of interest policy required by regulation 17(2)(i) of the accreditation Regulations. It is also necessary to include a conflict of interest declaration from the applicant and all members of management.*

### SUPPORTING INFORMATION ABOUT ANY PRIOR BUILDING CONTROL EXPERIENCE IN NEW ZEALAND OR OVERSEAS

Please attach any information about prior building control experience.

***Note:*** *It would be appropriate to include the curriculum vitae of any member of management that has experience in building control.*

## STATUTORY DECLARATION

I, insert full name and designation, solemnly and sincerely declare that:

\* I am the applicant for which this application is being made *(delete if not applicable)*

\* I am authorised to make this application on behalf of the applicant *(delete if not applicable)*

I have made all reasonable inquiries and the information contained in this application is true and correct to the best of my knowledge and belief and is accompanied by all relevant information known to the applicant.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: | Click here to enter text. | | | | |
| Full name: | Click here to enter text. | | | | |
| Declared at: | | Insert place | | | |
| Declared on: | | Insert date | | | |
| Witness signature: | | | | Click here to enter text. | |
| Witness name: | | | Click here to enter text. | | |
| Witness designation: | | | | | Click here to enter text. |

***Note:*** *The declaration must be completed by a person who has legal authority to sign on behalf of the applicant. This person should generally be the BCA’s authorised representative for the purposes of the scheme. They may be the person within the organisation delegated to make an application for accreditation. When you have compiled the required information, you must take it to a Justice of the Peace, a solicitor or the Registrar or Deputy Registrar of the Court to be witnessed.*

*Copies of any document provided must be verified as true copies by a Justice of the Peace, a solicitor or Registrar or Deputy Registrar of the Court. This can be done at the same time you complete the required statutory declaration on the application form.*

## Information requested (continued)

## NOTES ON COMPLETING THE FORM

MBIE’s Chief Executive may request any further information that they consider necessary for the purposes of assessing whether you have met the registration criteria. For example, they may request formal suitability checks, including police and occupational licensing checks of any members of management.

## How to demonstrate proof of identity

To demonstrate proof of identity, you must provide photo identification. If this identification is listed under the primary identification list, one piece of identification will be adequate. If you do not hold a piece of primary identification, please see the requirements of secondary identification.

### PRIMARY IDENTIFICATION

Primary identification means a certified copy of one of the following:

* New Zealand passport
* Overseas passport
* New Zealand Certificate of Identity
* New Zealand Refugee Travel Document
* National Identity Card (overseas)
* New Zealand Emergency Travel Document
* New Zealand Driver Licence
* New Zealand Firearms Licence.

***Note: \****Passports can be current or have expired within the last two years, but cannot be cancelled, defaced or mutilated.*

### SECONDARY IDENTIFICATION

Secondary identification means a certified copy of the following:

* a birth certificate, or
* citizenship certificate

AND

* HANZ 18+ Card, or
* New Zealand educational institute-issued card.

### HOW TO DEMONSTRATE NEW ZEALAND CITIZENSHIP OR PERMANENT RESIDENCY

To demonstrate proof of New Zealand citizenship or permanent residency one of the following pieces of identification must be supplied.

New Zealand citizenship can be demonstrated by a certified copy of one of the following:

* New Zealand passport
* a New Zealand birth certificate
* a New Zealand citizenship certificate.

New Zealand permanent residency can be demonstrated by one of the following:

* an Australian passport
* (prior to 29 November 2010) a Residence Permit **and** a Returning Resident Visa
* (after 29 November 2010) a Resident Visa **or** a Permanent Resident Visa
* confirmation of visa status issued by Immigration New Zealand.

***Note: \****Passports can be current or have expired within the last two years, but cannot be cancelled, defaced or mutilated.*