

Memorandum from licensed building practitioner: Certificate of design work

Section 30C or section 45, Building Act 2004

The building

Street address of building

Suburb:

Town/City:

The owner

Name:

Mailing address:

Telephone number:

Email address:

Basis for providing this memorandum

I am providing this memorandum in my role as the: Please tick the option that applies (✓)	
<input type="checkbox"/>	sole designer of all of the RBW design outlined in this memorandum – I carried out all of the RBW design myself – no other person will be providing any additional memoranda for the project
<input type="checkbox"/>	lead designer who carried out some of the RBW design myself but also supervised other designers – this memorandum covers their RBW design work as well as mine, and no other person will be providing any additional memoranda for the project
<input type="checkbox"/>	lead designer for all but specific elements of RBW – this memorandum only covers the RBW design work that I carried out or supervised and the other designers will provide their own memoranda relating to their specific RBW design
<input type="checkbox"/>	specialist designer who carried out specific elements of RBW design work as outlined in this memorandum – other designers will be providing a memorandum covering the remaining RBW design work

Identification of design work that is restricted building work (RBW)

I _____ carried out / supervised the following design work that is restricted building work:

Design work that is restricted building work	Description	Carried out/ supervised	Reference to plans and specifications
<i>Tick <input checked="" type="checkbox"/> if included Cross <input type="checkbox"/> if excluded</i>	<i>[If appropriate, provide details of the restricted building work]</i>	<i>[Specify whether you carried out this design work or supervised someone else carrying out this design work]</i>	<i>[If appropriate, specify references]</i>

▪ Primary structure: B1

All RBW design work relating to B1	<input type="checkbox"/>	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
Foundations and subfloor framing	<input type="checkbox"/>	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
Walls	<input type="checkbox"/>	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
Roof	<input type="checkbox"/>	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
Columns and beams	<input type="checkbox"/>	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
Bracing	<input type="checkbox"/>	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
Other	<input type="checkbox"/>	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	

▪ **External moisture management systems: E2**

All RBW design work relating to E2	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	
Damp proofing	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	
Roof cladding or roof cladding system	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	
Ventilation system (eg, subfloor or cavity)	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	
Wall cladding or wall cladding system	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	
Waterproofing	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	
Other	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	

▪ **Fire safety systems: C1-C6**

Emergency warning systems, evacuation and fire service operation systems, suppression or control systems, or other	<input type="checkbox"/>		<input type="checkbox"/> Carried out	<input type="checkbox"/> Supervised	
--	--------------------------	--	--------------------------------------	-------------------------------------	--

Note: The design of fire safety systems is only restricted building work when it involves small-to-medium apartment buildings as defined by the Building (Definition of Restricted Building Work) Order 2011. **Note:** continue on another page if necessary.

Waivers and modifications

Are waivers or modifications of the building code required? Yes No

If Yes, provide details of the waivers or modifications below:

Clause	Waiver/modification required
<i>[List relevant clauses of building code]</i>	<i>[Specify nature of waiver or modification of building code]</i>
	Note: continue on another page if necessary.

Issued by

Name: _____ LBP or registration number: _____

Design Entity or Company (optional): _____

The practitioner is a: Design LBP Registered architect Chartered professional engineer

Mailing address: _____

Street address or registered office: _____

Phone number(s) Daytime: _____ Mobile: _____

Email address: _____ Website: _____

Declaration

I _____ *[name of practitioner]*

certify that the design work that is restricted building work recorded on this form:

- (a) complies with the building code; or
- (b) complies with the building code subject to any waiver or modification of the building code recorded on this form.

Signature: _____ Date: _____