



# Memorandum from licenced building practitioner

Certificate of design work (form 2A) section 30C or 45, Building Act 2004

BUILDING			
Site address			
Suburb			
Town/ city		Postcode	

OWNER(S) DETAILS			
Name(s)			
Mailing address			
Suburb		PO Box	
Town/ city		Postcode	
Telephone			
Email			

BASIS FOR PROVIDING THIS MEMORANDUM	
I am providing this memorandum in my role as the	
<input type="checkbox"/>	<b>Sole</b> designer of all of the RBW design outlined in this memorandum – I carried out all of the RBW design work myself – no other person will be providing any additional memoranda for the project.
<input type="checkbox"/>	<b>Lead</b> 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"/>	<b>Lead</b> 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 memorandum 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	
<input type="checkbox"/> carried out	<input type="checkbox"/> supervised the following design work that is restricted building work

<b>RECORD OF WORK THAT IS RESTRICTED BUILDING WORK (RBW)</b>				
<b>Design work that is RBW</b>		<b>Description of RBW</b>	<b>Carried out or supervised</b>	<b>Reference to plans and specifications</b>
<input checked="" type="checkbox"/> if included <input type="checkbox"/> if excluded		If appropriate, provided details of the RBW	Whether you carried out this design work or supervised someone else carrying out this design work	If appropriate, specify references
<b>PRIMARY STRUCTURE B1</b>				
<input type="checkbox"/>	All RBW design work relating to B1		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Foundation and subfloor framing		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Walls		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Roof		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Columns and beams		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Bracing		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Other		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<b>EXTERNAL MOISTURE MANAGEMENT SYSTEMS E2</b>				
<input type="checkbox"/>	All RBW design work relating to E2		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Damp proofing		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Roof cladding or roof cladding system		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Ventilation system (for example, subfloor or cavity)		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Wall cladding or wall cladding system		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Waterproofing		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	
<input type="checkbox"/>	Other		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised	

<b>FIRE SAFETY SYSTEMS C1-C6</b>			
<input type="checkbox"/>	Emergency warning systems Evacuation and fire service operation systems Suppression or control systems Other		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
<p>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.</p>			

<b>WAIVERS AND MODIFICATION</b>	
Waivers and modifications of the Building Code are required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details of the waivers or modifications below.	
Clause	Waiver/ modification required
List relevant clause numbers of Building Code	Specify nature of waiver or modification of building code required

<b>ISSUED BY</b>			
Name and contact details of the licensed building practitioner who is licensed to carry out or supervise design work that is restricted building work.			
Name		LBP or registration number	
The practitioner is a <input type="checkbox"/> Design LBP <input type="checkbox"/> Registered architect <input type="checkbox"/> Chartered professional engineer			
Design entity or company (optional)			
Mailing address (if different from below)			
Street address/ registered office			
Suburb		Town/ city	
PO Box		Postcode	
Telephone		Mobile	
After hours		Fax	
Email		Website	

**DECLARATION**

I \_\_\_\_\_ LBP, state that I have applied the skill and care reasonably required of a competent design professional in carrying out or supervising the restricted building work (RBW) described in this form, and that base on this, I also state that the RBW:

- complies with the building code, or
- complies with the building code subject to waiver or modification of the building code recorded on this form

Name			
Signature		Date	