



Department of
Building and Housing
Te Tari Kaupapa Whare

FOUNDATIONS



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

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If you carry out or supervise foundation work on residential buildings, this booklet is for you – it tells you about Restricted Building Work (RBW) and how it will affect you and your business.

1 WHAT

If you are constructing foundations 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 sized apartment buildings. RBW does not apply to commercial buildings.

2 WHO

Foundation RBW can only be carried out by or done under the supervision of a Licensed Building Practitioner (LBP) who is licensed in the foundation licence class.

3 WHEN

From 1 March 2012, some building work will be classified as being RBW. 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 foundation and 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 is important and must only be carried out by a LBP who is competent to do the job.

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.



What is Foundation RBW?

For an idea of some of the RBW that Foundation LBPs are able to do have a look at the list below. For more detail please visit www.builditright.govt.nz

Concrete foundation walls and concrete slab-on-ground:

- Excavate and prepare for footings and slab on ground in accordance with documentation including:
 - prepare and carry out excavations taking into account position, size, line, level and depth
 - apply damp proofing material (membrane or emulsion)
 - place graded hardfill
- Construct/erect formwork for footings, foundation walls and floors including:
 - formwork constructed to line, level, plumb and height
 - erecting and dismantling temporary formwork support systems
- Fabricate and place reinforcing steel and steel mesh including:
 - Bars
 - Mesh
 - Stirrups
 - links
- Prepare to place/pour concrete including:
 - damp proof membrane confirmed
- Receive, place, finish and cure concrete including:
 - concrete placed and compacted
 - concrete finished and cured

Foundation licence holders have the scope to do the following RBW in relation to the construction and alteration of concrete or timber pile foundations:

- Space piles at specified intervals
- Place piles to line, level, height and plumb
- Receive, place, finish and cure concrete including:
 - concrete placed and compacted
 - concrete finished and cured
- Fix bearers, stringers, and bracing.
- Pile footing excavations
- Fix sub-floor brace systems



Supervision of Foundation RBW

Foundation RBW must either be carried out or supervised by a LBP.

You must be a LBP licensed in the appropriate licence class to supervise Foundation RBW.

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

As the Supervisor you are responsible for the RBW work being carried out by the people constructing the foundations that you are supervising. You will need to sign a RBW Memorandum (Record of Building Work) stating that you supervised Foundation RBW.

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 is competent in site supervision.

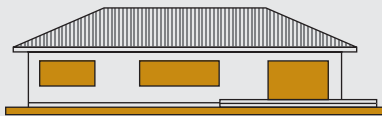


Residential

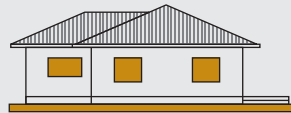
RBW only relates to residential construction and design. In this guidance, “residential” means houses and small-to-medium apartment buildings.

For the purpose of RBW, a house is:

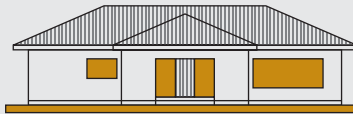
- a free-standing, fully detached building consisting of a single residential unit (and can also have 1 or more residential facilities such as a foyer, laundry, garage, etc).



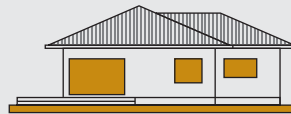
North elevation



East elevation



South elevation



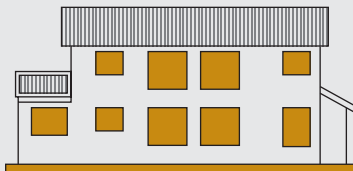
West elevation



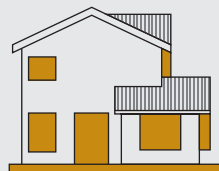
North elevation



East elevation



South elevation

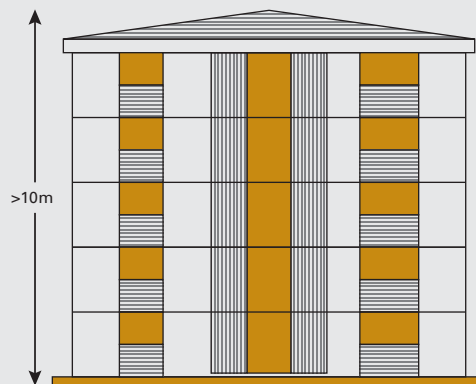


West elevation

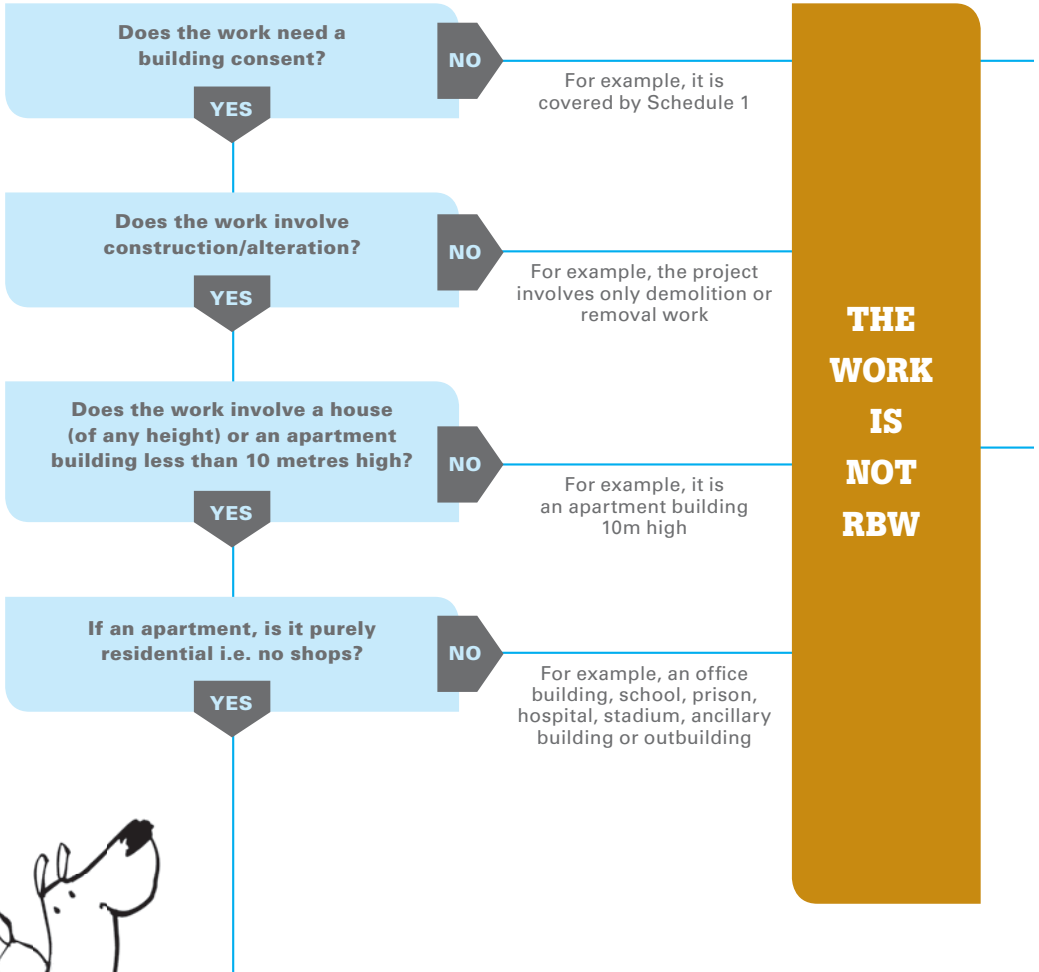
A small-to-medium apartment building:

- 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

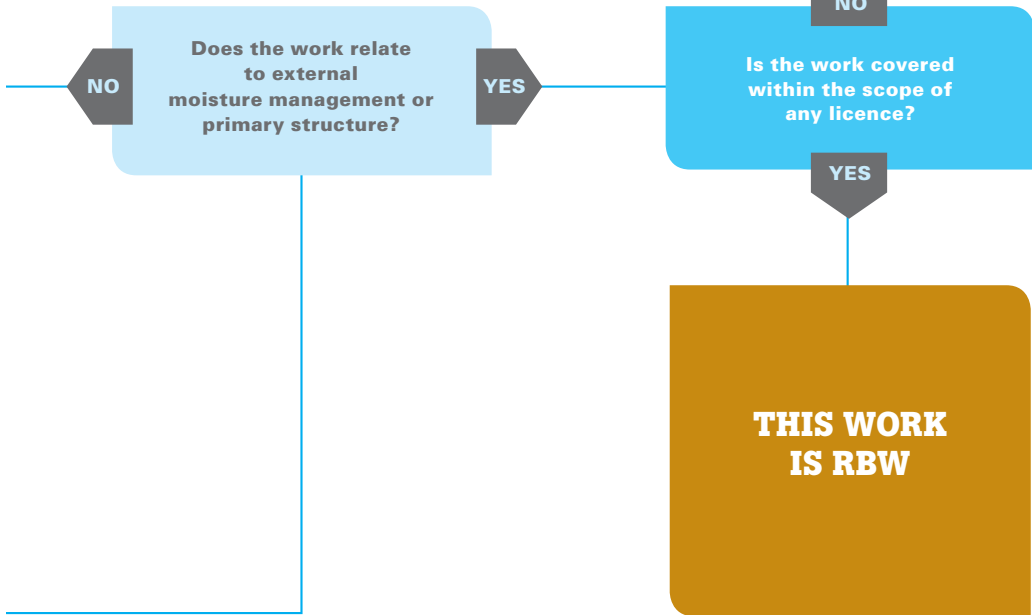


Is it RBW?





For example,
basement tanking,
strawbale houses



Memorandum (Record of Building Work)

As a Foundation LBP doing Foundation 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 that carried out or supervised each 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.dbh.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, which 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"/>	<ul style="list-style-type: none"> * Constructed form work for footings * Place and tie steel and steel mesh * Laid down proof membrane 	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Walls <input type="checkbox"/>	N/A	<input 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

Excerpted from licensed building practitioner: Record of building work - 2017 2

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

Example extract from Memorandum (Record of Building Work):

EXTERNAL MOISTURE MANAGEMENT SYSTEMS		
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.
Damp proofing <input checked="" type="checkbox"/>	Install damp proof membrane	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Roof cladding or roof cladding system <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Ventilation system (for example, subfloor or cavity) <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Wall cladding or wall cladding system <input type="checkbox"/>	N/A	<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Waterproofing <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 - 2017 3

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:

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

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.

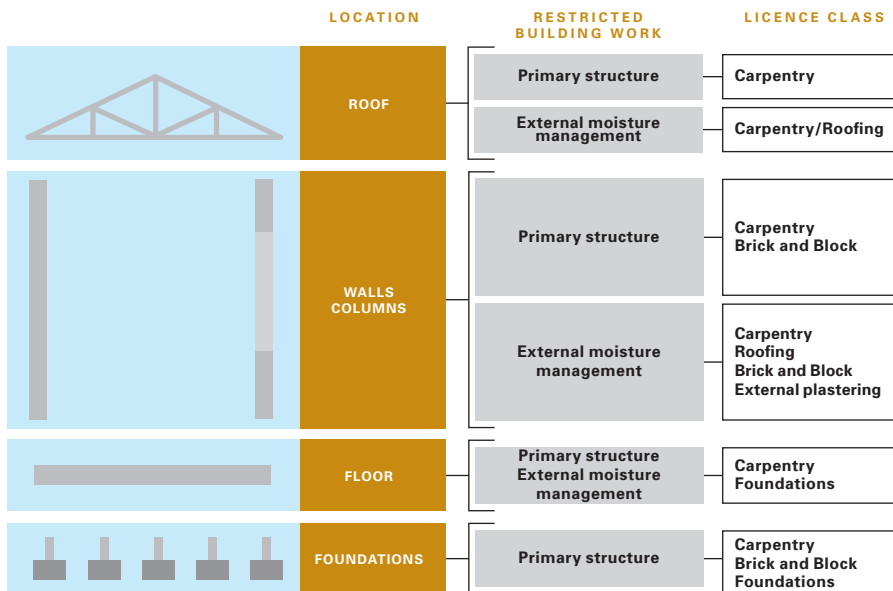
Trade licence overlaps

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.

For example licensed Carpenters are able to do Foundation RBW.

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

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



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 Foundation LBP and commit an offence you could also face prosecution. With RBW it is an offence to:

- hold yourself to be licensed in an area that you are not (eg, be a Foundation LBP but say you have a different licence).
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 Foundation RBW negligently or incompetently
- do not, without good reason, provide a RBW Memorandum (Record of Building Work)
- hold yourself 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 should also take some work-in-progress photographs.



For more information:

0800 242 243

www.builditright.govt.nz

New Zealand Government



Department of
Building and Housing
Te Tari Kaupapa Whare