



Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

ROOFERS



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

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**This booklet is for people who carry out or supervise roofing work on residential buildings – it will tell you about Restricted Building Work (RBW) and how it will affect you and your business.**

## **1 WHAT**

If you are doing roofing work on residential buildings, the work may be “Restricted Building Work” (RBW). RBW only relates to residential construction, alteration and design. In this guide “residential” means houses and small-to-medium apartment buildings. RBW does not apply to commercial buildings.

## **2 WHO**

You can only do RBW if you are a Licensed Building Practitioner (LBP) or if you have your RBW supervised by a LBP.

## **3 WHEN**

From 1 March 2012, some building work will be classified as being RBW and this includes specific roofing work. 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 roofing 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 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.

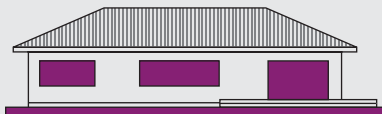


# Residential

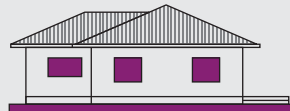
RBW only relates to residential construction and design. In this guidance, “residential” means houses and small-to-medium apartment buildings.

## For the purpose of RBW, a house is:

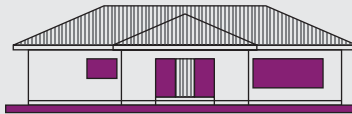
- a free-standing, fully detached building consisting of a single residential unit (and can also have 1 or more residential facilities such as a foyer, laundry, garage, etc).



North elevation



East elevation



South elevation



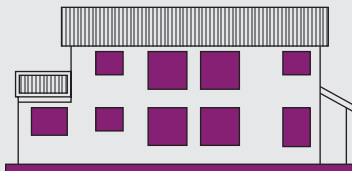
West elevation



North elevation



East elevation



South elevation

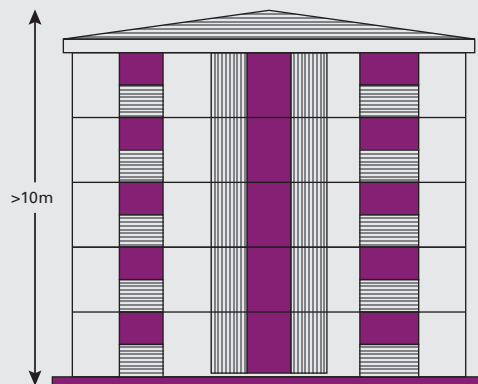


West elevation

### **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**



# What is Roofing RBW?

For an idea of some of the RBW that Roofing LBPs are able to do have a look at the list below.

For more detail please visit [www.builditright.govt.nz](http://www.builditright.govt.nz)

**In relation to roofing work, roofer LBPs can do or supervise the construction/installation of:**

## **Concrete or Clay Tile Roof**

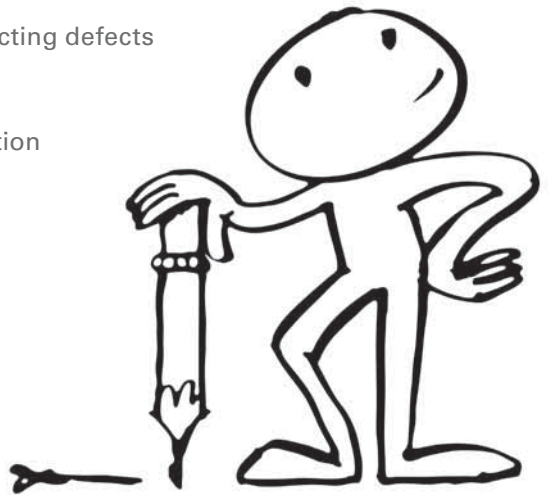
- undertake preparation for installation
  - determining batten set out
  - setting out bottom course
  - setting out valley
  - securing and laying underlay
  - installing valley trays and flashings
- pinning out roof
- laying roof underlay
- fixing battens
- loading tiles on to roof and laying in sequence
- fixing tiles
- fitting cut tiles (for valleys and hips)
- fitting top course
- installing roof accessories
- installing flashing
- installing penetrations
- installing other accessories
- bedding and pointing accessories
- inspecting finished roof and correcting defects

## **Profiled metal roof**

- undertake preparation for installation
  - determining fixing pattern
  - confirm underlay/support and under flashings
- loading roof materials on to work area
- marking and pre-drilling sheets
- fixing roof cladding
- installing penetrations
- installing accessories
- measuring and installing flashings
- inspecting finished roof and correcting defects

## **Metal Tile Roof**

- undertake preparation for installation
  - determining batten set out
  - setting out bottom course
- pinning out roof
- laying roof underlay
- installing valley trays
- fixing battens
- loading tiles on to roof
- fixing tiles
- fitting cut tiles (for valleys and hips)
- fitting top course
- nailing off to manufacturers' specifications
- installing roof accessories
- flash penetrations and other accessories
- inspecting finished roof and correcting defects





## **Roof/deck Membrane**

- undertake preparation for installation
  - checking substrate (including, material, moisture content, falls, fixings, soundness)
  - removing loose material
  - taping of plywood joints
  - installing accessories - scuppers, substrate vents, overflows, sumps and forming rebates
  - installing drip flashings
- loading membrane on to roof
- arranging membrane orientation
- cutting to length
- applying adhesive
- laying membrane
- applying seam tapes to waterproof joints and laps
- pressure rolling membrane and laps, chases, pressure bar flashings
- finishing membrane to upstands
- flashing roof penetrations
- inspecting finished roof and correcting defects
- carrying out water test

## **Torch On Roof/deck Membrane**

- undertake preparation for installation
  - checking substrate (including, moisture content, falls, fixings, soundness)
  - removing loose material
  - installing accessories - scuppers, substrate vents, sumps and forming rebates
  - installing drip flashings
- loading and arranging sheet and lap orientation (including cutting)
- applying primer and allowing to dry

- applying under flashings
- torching on membrane to substrate
- torching and fusing the end and side laps, chases, pressure bar flashings
- finishing membrane to upstands
- flashing roof penetrations
- applying surface coatings
- inspecting finished roof and correcting defects

### **Liquid Membrane Roof/deck**

- undertake preparation for installation
  - checking substrate (including, moisture content, falls, fixings, soundness)
  - removing loose material
  - rectifying and filling defects to substrate
  - installing accessories - scuppers, overflows, sumps, substrate vents
  - installing drip flashings
- applying primer and allowing to dry
- applying penetration and joint reinforcing strips to substrate
- applying membrane
- finishing membrane upstands and drip flashings
- flashing roof penetration
- applying surface coating
- inspecting finished roof and correcting defects

## **Shingle or Slate Roof**

- undertake preparation for installation
  - installing underlays and underflashings
  - battens and/or plywood
  - installing drip flashings
  - sorting and sizing shingles
- pinning out roof
- laying roof underlay
- fixing battens
- loading shingles or slate on to roof
- fixing shingles or slate
- fitting cut shingles or slate (for valleys and hips)
- measuring and fitting top course
- flashing penetrations and fitting flashings
- inspecting finished roof and correcting defects

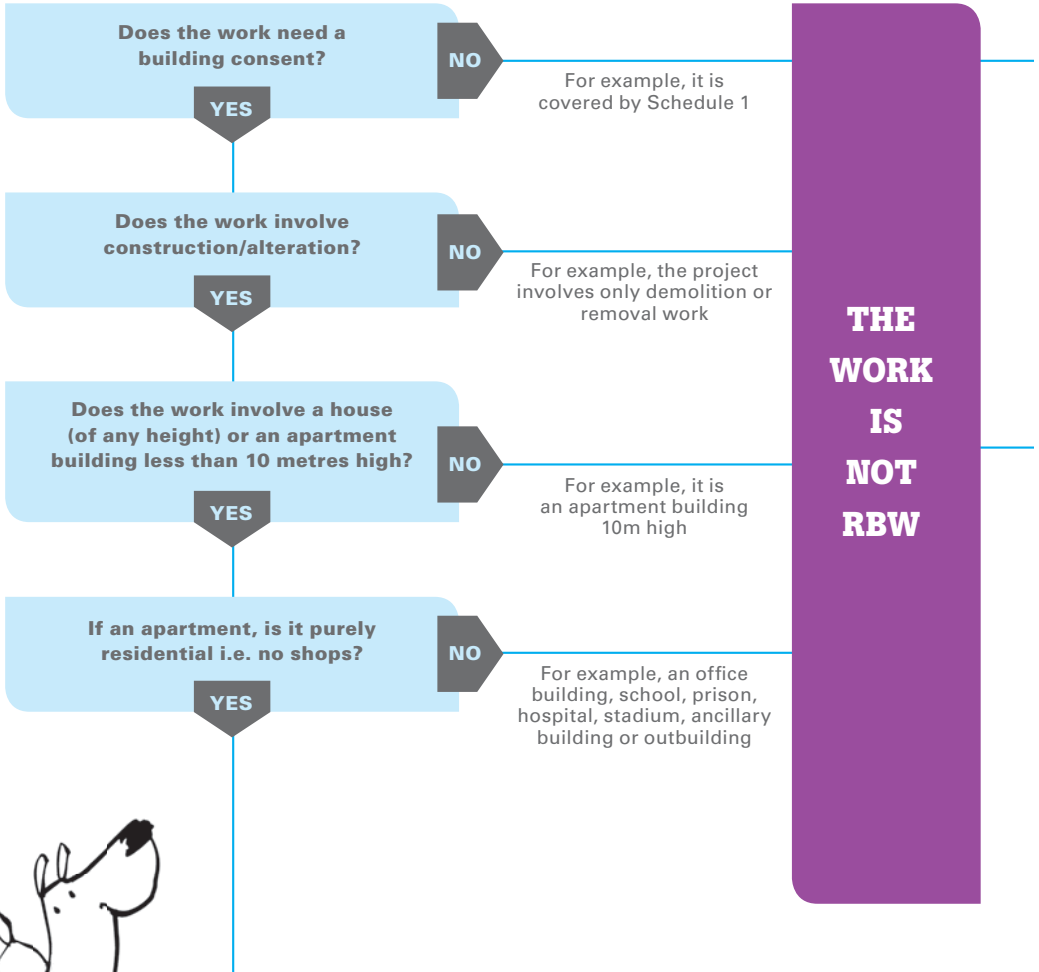
### **Note:**

This RBW has been listed in reference to the installation of a new roof. Alterations can also be RBW.

### **In relation to walls, roofer LBPs can do or supervise the construction/installation of:**

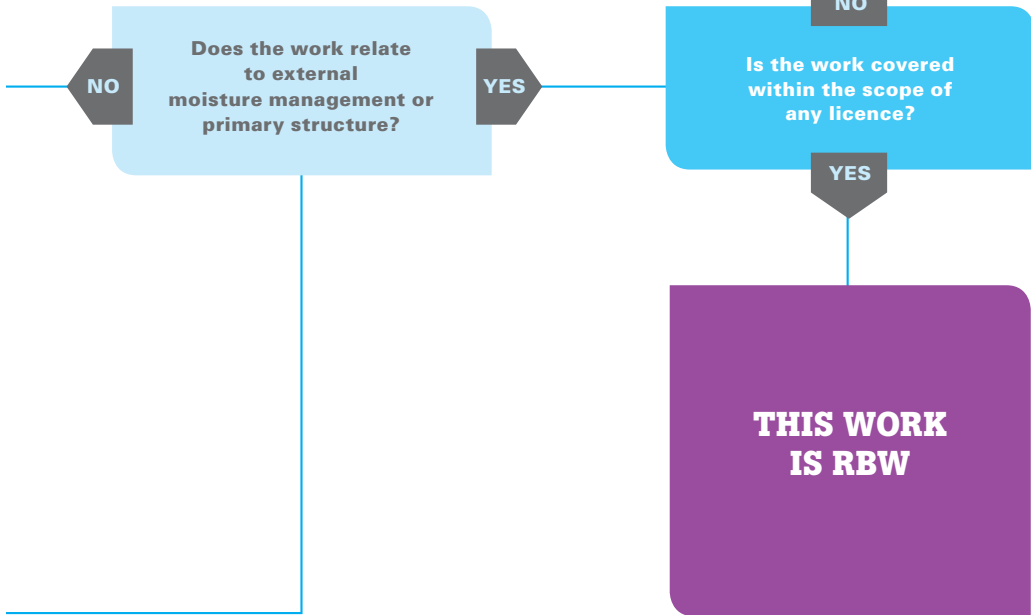
- profiled metal wall cladding
  - determining fixing pattern
  - marking and pre-drilling sheets
  - fixing wall cladding
  - installing penetrations
  - measuring and installing flashings
  - inspecting finished roof and correcting defects

# Is it RBW?





For example,  
basement tanking,  
strawbale houses



# Memorandum (Record of Building Work)

As a Roofing LBP doing Roofing 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](http://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, who 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):

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 type="checkbox"/>		<input type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Roof cladding or roof cladding system <input checked="" type="checkbox"/>	Install roof waterproofing Installed metal tile roof, including all flashings	<input checked="" type="checkbox"/> Carried out <input type="checkbox"/> Supervised
Ventilation system (for example, 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

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

# Supervision of Roofing RBW

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

You must be a LBP licensed in the appropriate licence class to supervise Roofing RBW. Carpentry LBPs and Registered Plumbers and Gasfitters (as they are treated as being licensed) are also able to carry out and supervise some Roofing RBW.

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

As the Supervisor you are responsible for the Roofing RBW being carried out by the people doing the Roofing RBW. You will need to sign a RBW Memorandum (Record of Work) stating that you supervised the Roofing 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 has been assessed as competent in site supervision.





# LBP trade licence classes

There are five trade LBP licence classes.

The trade licence classes are:

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

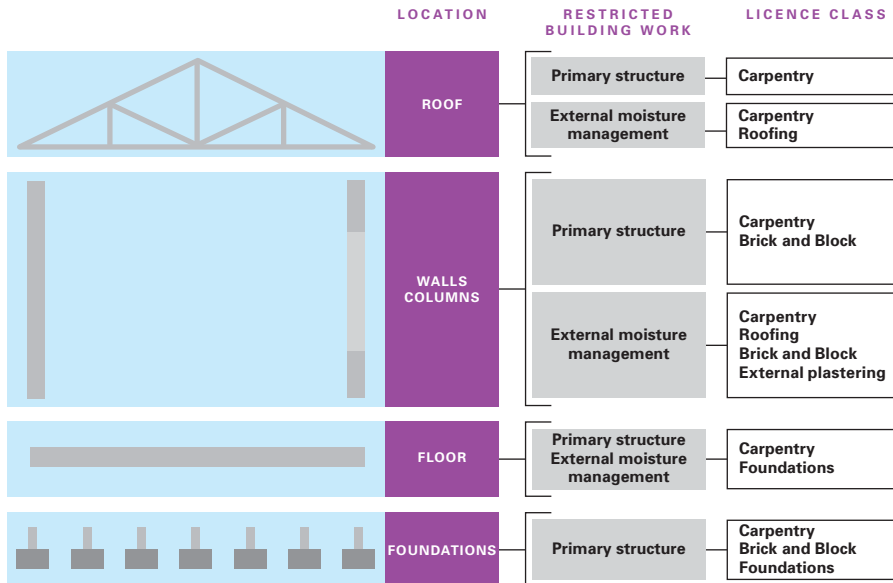
Although each licence class has its own set of distinct skills there are some overlaps or areas where more than one licence class can do a particular type of construction.

For example licensed Carpenters can do Roofing RBW in relation to lightweight profiled metal roofing.

Roofing RBW must either be carried out or supervised by a Roofing LBP. However, Registered Plumbers and Registered Gasfitters are treated as Roofing LBPs. This recognises they might do roofing work in the course of their business in relation to the making and flashing of penetrations to any roof type (or roofing material) or the installation of any lightweight metal profiled roof.

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

*The diagram shows the parts of a home a Roofing LBP 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 Roofing LBP and commit an offence you could also face prosecution. With RBW it is an offence to:**

- hold yourself out to be licensed in an area that you are not (eg, say you are a Carpentry LBP when you are not).  
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 Roofing RBW negligently or incompetently
- do not, without good reason, provide a RBW Memorandum (Record of Building Work)
- hold yourself out 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, 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 take some work-in-progress photographs.**

For more information:

**0800 242 243**

**[www.builditright.govt.nz](http://www.builditright.govt.nz)**

New Zealand Government



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