

MEMORANDUM FROM LICENSED BUILDING PRACTITIONER: RECORD OF BUILDING WORK

Section 88, Building Act 2004

Complete the form as fully and correctly as possible. On completion of the restricted building work, this record must be provided to BOTH the owner and the territorial authority.

THE BUILDING

Street address: 45 Kauri Road
Suburb: Titirangi
Town/city: Auckland
Postcode: 0604

THE PROJECT

Building consent number: BCO12345678

THE OWNERS

Name(s): Sarah & Tom Smith
Mailing address: 45 Kauri Road
Suburb: Titirangi
PO Box/Private Bag: —
Town/City: Auckland
Postcode: 0604
Phone: 021 111 1111
Email address: smiths@example.test

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
Foundations and subfloor framing	Foundation / subfloor work referenced in site message	Carried out
Bracing	Wall bracing work referenced in site message	Carried out

EXTERNAL MOISTURE MANAGEMENT SYSTEMS

Work that is restricted building work	Description of restricted building work	Carried out or supervised
Wall cladding or wall cladding system	Wall cladding work referenced in site message	Carried out

ISSUED BY

I am providing my contact details as a licensed building practitioner who is licensed to carry out or supervise work that is restricted building work.

Name: Harness Test Builder
LBP or Registration number: BP123456
Class(es) licensed in: Carpentry
PGDB registration number (if applicable): —
Mailing address: —
Street address/Registered office: 12 Test Street

Suburb:	Testville
Town/City:	Auckland
PO Box/Private Bag:	—
Postcode:	1010
Phone:	—
Mobile:	021 000 0000
After hours:	—
Fax:	—
Email address:	builder@example.test
Website:	—

DECLARATION

I Harness Test Builder carried out or supervised the restricted building work recorded on this form.

Applicant's signature

Date: 2026-07-07