

# 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

\_\_\_\_\_  
*Generated 2026-07-07 from approved record #2. Cross-check against the current official form at [lbp.govt.nz](http://lbp.govt.nz) before issuing.*