

HELP SHEET



WHAT

Building (Residential Consumer Rights and Remedies) Regulations 2014



WHO

This applies to tradespeople who are directly engaged by the homeowner. It generally only applies if the total value of your building work is worth \$30,000 or more.

WHEN

This applies to all residential building work contracted from 1 January 2015

HOW

Step One



Homeowner approaches you to quote for work likely to be worth \$30,000 or more.

Get the forms here:

You can download the prescribed checklist by clicking here:

[Prescribed Checklist](#)

You can download disclosure statement forms by clicking here:

[Disclosure Statement](#)

Step Two



If the job is going to be worth \$30,000 or more or if the homeowner requests it - you have to give the homeowner a checklist from MBIE along with a disclosure statement (information you have to supply about yourself). Do this when putting in your quote.

You can be fined for not providing these forms if the homeowners asks for them. You can also be fined if you provide false or misleading information in your disclosure statement or if you intentionally leave some of it out.

Step Three



If you get the job and its worth \$30,000 or more then you **MUST** have a written contract. Make sure you document any variations too!

You can be fined for not having a contract or if you do not have all of the mandatory clauses in yours.

Have you got the right contract?

Check out the clauses that must be in yours by clicking here:

[Compulsory Contract Clauses](#)

BBFNZ members should speak to their local association if they do not already use a standardised contract.



Step Four



Check that a building consent has been issued and that you have the correct licence before starting the work.

You can be fined and disciplined by the Building Practitioners Board if you carry out building work without the appropriate consents and licenses.

You can check the status of your licence here:
[LBP Public Register](#)

You can download the Record of Work form here:
[Record of Work](#)

Step Five



Carry out building work and at the end of the job, provide the homeowner and council with your Record of Work.

You may be disciplined by the Building Practitioners Board if you do not provide a Record of Work to the homeowner and council when the job is done.

Step Six



You now also have to provide:
Copies of any insurance certificates; copies of any guarantees or warranties and maintenance information

You can be fined if you do not provide this information.

Members of the Brick and Blocklayers Federation should keep in contact with their local association and read the 'BBFNZ update' newsletter for information on how they will be assisted with this step.

You should familiarise yourself with MBIE's 'Acceptable Construction' guide and any relevant Best Practice Guide.

Step Seven



Repair any defects raised by the homeowner within first 12 months.

This applies regardless of value of contract. Time starts when construction is completed (here is a good reason to get your Record of Work in early!!).

The best way to keep up to date and to be provided with help and resources to guide you through these types of changes is by joining your local trade association.

Disclaimer - This sheet is intended as a guide only, the Brick and Blocklayers Federation has taken all reasonable steps to ensure the accuracy of this information accepts no responsibility for any loss you incur. If you require legal advice then you should consult your lawyer.