

THE NEW ZEALAND INSTITUTE OF BUILDING

# **GUIDE AND APPLICATION FOR MEMBERSHIP**

To submit your application, complete the relevant forms in this booklet and include all of the required material then return the full booklet plus requested information to:

The New Zealand Institute of Building  
PO Box 303 159  
North Harbour  
AUCKLAND 0751  
Attention: The Executive Director

## **APPLICATION: THE NEW ZEALAND INSTITUTE OF BUILDING**

### **INTRODUCTION**

The NZIOB is a professional association. It therefore sets membership standards, which are appropriate for professionals. A 'building professional' is defined as an ethical person who has appropriate qualifications and whose work contributes to the development of the built environment and which entails the exercise of judgement and relevant expertise. This definition shows that the institute is broad and the members may be involved with any of the wide range of specialisations relating to the building industry.

For membership of the NZ Institute of Building to have any standing one of the requirements must be that membership is a distinction gained by successfully meeting a high standard of selection criteria.

For that reason the Institute has set down the criteria which must be met if an applicant is to be admitted to the various grades of membership and requires every applicant to be fairly and impartially measured against these.

For the same reason it is incumbent upon all applicants to present their cases as fully and fairly as possible in their proposal forms. The Institute expects that applicants will take as much care in completing their proposal form as they would in applying for a highly sought position.

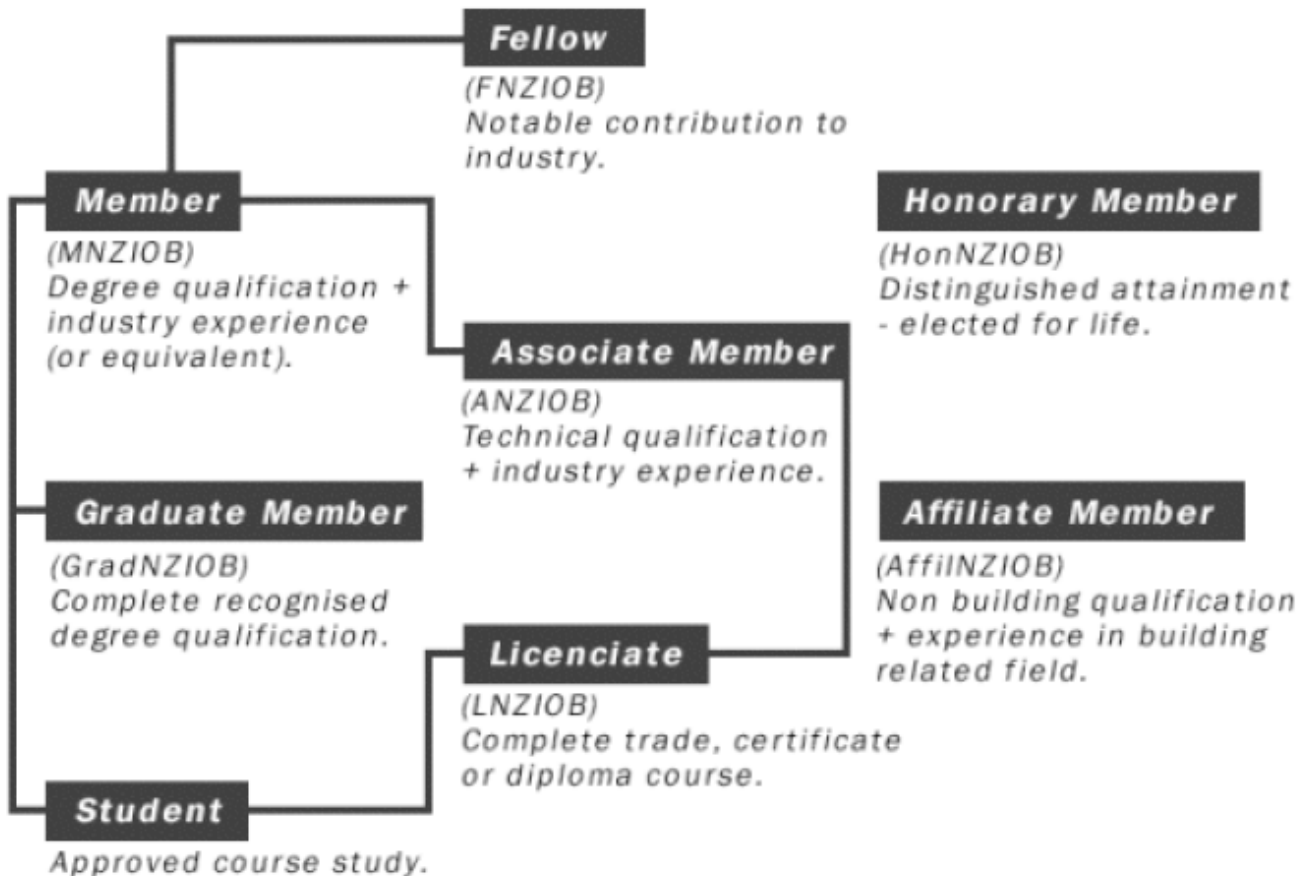
The Institute of Building insists on full and complete proposals in order to be able to process proposals expeditiously and fairly.

The purpose of this publication is to explain the NZIOB's membership structure and to guide applicants in applying for admission.

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## THE MEMBERSHIP STRUCTURE

NZIOB membership is in levels, generally according to academic qualifications in which there are various grades, as follows:



## REQUIREMENTS FOR MEMBERSHIP

### HONORARY MEMBER

Honorary Members shall comprise all those persons who have been elected into the grade of Honorary Member so long as their names are on the register as such, and shall be:

- Persons of eminence, station and distinction, or
- persons distinguished by scientific, artistic, literary or other cultural attainments.

The number of Honorary Members shall not at any time exceed five or such other number as may be set by the Council from time to time and not more than one Honorary Member shall be elected in any one year. At least three-quarters of the Councillors present at the meeting at which the nomination is considered must be in favour of the nomination to secure its approval.

### FELLOWS

Fellows shall comprise all those persons who have been elected into the grade of Fellow so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- They are persons who have made notable contributions to the building industry in achievement, construction, literature, education or service and who are sole proprietors or principals in practice or general managers in a partnership or company trading as builders, or in a business or occupation associated with building, or
- they have been Members of the Institute for not less than five years and have reached a position of eminence and have given sustained distinguished service to the Institute.

### RETIRED FELLOWS:

A Retired Fellow shall be a person who having been a Fellow and having retired from building or an associated practice, has applied to and been approved by the Council for transfer without election to the class of Retired Fellow.

### MEMBERS:

Members shall comprise all those persons who have been elected into the grade of Member so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- They are persons who have passed professional examinations or obtained qualifications approved or prescribed by the Council as provided by these Rules or have been exempted in whole or in part from such examinations and in the case of partial exemption have passed the subjects from which exemption has not been

granted as to establish to the satisfaction of the Council that they are deemed to be professionally qualified to a level consistent with the standards required by these rules for Members, and they are persons currently engaged in the building industry who have been so engaged for not less than four years, or

- they are persons currently engaged in the building industry who have been for not less than seven years sole proprietors or principals in practice, or have held responsible positions with a partnership or company trading as builders, and in either case have knowledge of the art and science of building construction or a related profession not less than that required of a Member, or
- they have been Associate Members of the Institute for not less than two years and are sole proprietors or principals in practice or hold a responsible position with a partnership or with a company trading as builders or in a business or occupation associated with building, or occupy a senior teaching position teaching subjects directly related to the building industry in an educational establishment approved by the Council.

### **RETIRED MEMBERS:**

A Retired Member shall be a person who having been a Member and having retired from the building industry or a related profession or a teaching appointment in building and has applied to and been approved by the Council for transfer without election to the grade of Retired Member.

### **AFFILIATE MEMBERS:**

Affiliate Members shall comprise all those persons who have been elected into the grade of Affiliate Member so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- They are persons who have passed examinations or obtained qualifications approved or prescribed by the Council as provided by these rules to establish to the satisfaction of the Council that they are professionally qualified to a level consistent with the standards required by these rules for Affiliate Members, and
- they are employees or are self-employed in a building practice, educational or research establishment, government or local government authority or a related profession actively engaged in the practice of the arts and sciences of the construction of buildings and have been so employed for not less than 10 years, and
- they are persons interested in the aims and objectives of the New Zealand Institute of Building and in terms of these rules are considered to contribute to the executive or management processes involved in the building or construction discipline and whose qualifications do not fit any other existing membership category.

### **RETIRED AFFILIATE MEMBERS:**

A Retired Affiliate shall be a person who having been an Affiliate and having retired from the building industry, has applied to and been approved by the Council for transfer without election

to the grade of Retired Affiliate.

### **ASSOCIATE MEMBERS:**

Associate Members shall comprise all those persons who have been elected into the grade of Associate Member so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- They are persons who have obtained technical qualifications approved or prescribed by the Council as provided by these Rules or exempted in whole or in part from such examinations and in the case of partial exemption have passed the subjects from which exemption has not been granted, and
- they are employees of a building practice or a related profession actively engaged in the practice of the arts and sciences essential to the construction of buildings and have been so employed for not less than five years, or
- they are teachers of building subjects in educational establishments approved by the council and have been so employed for not less than five years, or
- they are persons currently engaged in the building industry who, for not less than five years, have held a responsible executive position in a partnership or company trading as builders, and have knowledge of the art and science of building construction or a related profession not less than that required of an Associate Member.

### **RETIRED ASSOCIATE MEMBERS:**

A Retired Associate shall be a person who having been an Associate and having retired from the building industry or a related profession or a teaching appointment in building, has applied to and been approved by the Council for transfer without election to the grade of Retired Associate Member.

### **GRADUATES:**

Graduate members shall comprise all those persons who have been elected into the grade of Graduate so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- They are persons who have graduated with a degree approved or prescribed by the Council as provided by these Rules, and
- they are employees of a building practice or related profession actively engaged in the practice of the arts and sciences essential to the construction of buildings but who have not reached the experience level required by these rules for Members.

## **LICENTIATES:**

Licentiates shall comprise all those persons who have been elected into the grade of Licentiate so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- They are persons who have obtained technical qualification approved or prescribed by the Council as provided by these Rules or have been exempted in whole or in part from such examinations and in the case of partial exemption have passed the subjects from which exemption has not been granted, and
- they are employees of a building practice or related profession actively engaged in the practice of the arts and sciences essential to the construction of buildings, but who have not reached the experience level required by these rules for Associate members.

## **STUDENTS:**

Student members comprise all those persons who have been elected into the grade of Student so long as their names are on the register as such. Candidates proposed for election into this grade shall produce evidence to the satisfaction of the Council that:

- They are receiving training as a builder and are currently engaged directly in the practice of building, or
- they are at the time of their nomination bona fide students in building enrolled in a course of study approved by the Council.

No person shall remain in the grade of Student if that person ceases to be engaged directly in the practice of building or ceases to be enrolled in an approved course. The Council may review, and if it sees fit, terminate that person's membership.

## **PROPOSALS:**

Every proposal for the election of a member, other than an Honorary Member, shall be made in writing on a form prescribed by the Council setting out the full name and address of the candidate and such other particulars as are required and shall be signed by a proposer and two seconders, none of whom shall be a Student member.

## PROPOSAL TO ANOTHER GRADE

Every proposal for the election of a member to another grade of membership unless it be made by resolution of a Chapter shall also be made in writing on a form prescribed by the Council setting out such particulars as the Council may require and shall be signed by a proposer and a seconder, one of whom shall be in the grade proposed. Full particulars of any proposal made by resolution of a Chapter shall be conveyed in writing by the Chapter Board to the Executive Director of the Institute.

Every proposal shall also contain a statement signed by the candidate assenting to the proposal.

A proposal for election to the institute or for election to a superior grade of membership shall be first sent to the Honorary Secretary of the Chapter, which the nominee would join or to which the member belongs. The Chapter Board shall forward the proposal to the Executive Director for the Institute. The suitability of a candidate for election into any grade of membership shall be determined by the Council after consideration of any recommendation made by the Chapter Board, and members of the Institute shall be elected by the Council if the Council in its complete discretion is satisfied that such members should be elected.

The Council may elect to any grade of membership any person who is, in its opinion, a person of sufficient standing in the building industry and suitably qualified by experience or by examination.

## MEMBERSHIP ENTITLEMENTS & OBLIGATIONS

Every person shall upon notification of election be deemed to have entered into an agreement to abide by and be bound by these Rules and by any Regulations made hereunder from time to time.

The Executive Director shall keep a Register of all grades of members containing:

- in respect of each elected member, full name, full postal address as set out in such proposal for election and as changed from time to time by notice from the member to the Executive Director, the date of his or her election, the grade of membership to which elected, date of election or transfer to any grade of membership, date and manner of termination of membership and any other particulars directed by the Council to be inserted in the Register, and
- in respect of Foundation Members who are signatories to the application for incorporation of the Institute such of the above-mentioned particulars as are applicable.

Every member shall be entitled to obtain a certificate of membership subject to such conditions and on payment of such subscriptions or other sums as the Council may from time to time prescribe and such person ceasing to be a member shall on demand deliver back to the Council all Certificates of membership.

Unless and until the Council by resolution shall otherwise determine, a Fellow or Retired Fellow of the Institute shall be entitled to the exclusive use after his name of the abbreviated designation "FNZIOB"; a Member or Retired Member of the abbreviated designation "MNZIOB"; an Affiliate or Retired Affiliate of the abbreviated designation of "Affil.NZIOB"; an Associate or Retired Associate of the abbreviated designation of "ANZIOB"; a Graduate of the abbreviated designation "Grad.NZIOB"; a Licentiate of the abbreviated designation "LNZIOB". Members engaged in the building industry shall not use after the title of any company or partnership the aforesaid abbreviated forms or initials or describe the company or partnership as members of the Institute but members may use the initials to which they are entitled.

All members, except those whose subscriptions are in arrears as hereinafter provided by these Rules, shall be entitled to receive notice of and be present at and to vote on any matters raised in General Meetings of the Institute, or in postal ballots conducted by the Institute, except as hereinafter provided by these Rules, but Student members shall not be entitled to vote on any matters raised or to nominate or be nominated for any office.

Any member of any class may resign his or her membership by notice in writing to the Executive Director and the resignation shall be given effect at the next meeting of the Council.

## SUSPENSION OR FORFEITURE OF MEMBERSHIP

The Council of the Institute may suspend a member from the privileges of membership, may declare the membership forfeited (in which case the member shall cease to be a member and the member's name shall be removed from the Register) and may admonish or censure a member if:

- In the opinion of the Council of the Institute the member has been guilty of any breach or failure to observe the provisions of any of these Rules or any Regulation made thereunder; or
- in the opinion of the Council of the Institute the member has been guilty of dishonorable practices or conduct or practices derogatory to the building industry or such as shall render the member unfit to continue to belong to the Institute; or
- in the opinion of the Council of the Institute the member's admission to membership was obtained by improper means; or
- the member becomes bankrupt or insolvent or makes an assignment for the benefit of his or her creditors or takes or attempts to take the benefit of any statutory provision for the liquidation of his or her assets or affairs. A resolution pursuant to this Clause shall require a two-thirds majority of the Council of the Institute.

PROVIDED THAT the Council of the Institute shall first hold an enquiry and shall cause to be sent to the member by registered post to his or her address as recorded in the Register of the Institute not less than one month's notice of the place, hour and date of the proposed enquiry, specifying the conduct complained of. The time and place, hour and date of enquiry may at any time on notice to the member be postponed and such enquiry may from time to time be adjourned AND PROVIDED FURTHER that upon the hearing of such enquiry such member shall be given the opportunity of being heard and of presenting such evidence as he or she may desire. The Council of the Institute shall not be under any obligation to disclose to the member concerned or any other member the source of any information-giving rise to such proceedings.

The Council of the Institute may appoint a Committee or Committees for the purpose of investigating and reporting upon any matter, which is being or is about to be proposed to be considered by the Council of the Institute under this Rule. A Committee may include members of the Institute who are not members of the Council of the Institute. A member of the Council of the Institute who is or has been a member of any such committee shall not by reason thereof be debarred from taking part or voting at any meeting of the Council of the Institute at which such matter as aforesaid is under consideration.

On the termination of membership whether by death, resignation, expulsion or otherwise, the member and his or her estate shall remain liable for any subscriptions or other sums accrued due to the Institute at the time when he or she ceased to be a member unless the Council may otherwise decide to remit any such subscriptions or other sums accrued.

## **APPLYING FOR ADMISSION TO MEMBERSHIP**

Except for the grade of Student, applicants for admission to NZIOB membership do not specify the grade to which they are to be admitted.

An applicant for other than Student membership must complete a Form M1 and forward it to the NZIOB National Office. As part of the application, there should be verified copies of all academic qualifications and a description of employment positions held during the past ten years.

An application for Student membership must forward a completed Form SM1.

### **HOW TO BECOME ELIGIBLE WITHOUT AN APPROPRIATE ACADEMIC QUALIFICATION**

A 'ladder of opportunity' exists for applicants who do not hold required academic qualifications.

## WHAT NEXT

### WHAT HAPPENS TO APPLICATIONS

When an application is received in the NZIOB Office it is assessed by the relevant chapter and then by the Director of Membership. The applicant is advised if further information is required. If the initial assessor is not satisfied, the application may be passed to the next level and may be required to undergo an interview.

Once the application has been assessed it then goes to the next National Council Meeting. The applicant is advised of the result by letter.

**Your application will be assessed on receipt and you will be advised of the outcome as soon as possible. An invoice for any fees will be forwarded to you at that time.**

If you have any queries regarding progress of your application, please call the NZIOB Office on 09 448 1911 or email [nziob@nznet.gen.nz](mailto:nziob@nznet.gen.nz)

**APPLICATION FOR ADMISSION TO MEMBERSHIP  
OTHER THAN STUDENT MEMBERSHIP**

THIS FORM IS TO BE COMPLETED AND FOWARDED TO THE HONORARY SECRETARY OF THE CHAPTER IN THE REGION IN WHICH THE CANDIDATE RESIDES. PLEASE COMPLETE IN CLEAR PRINT OR TYPE.

**SECTION A**

CANDIDATE Mr/Mrs/Ms/Miss .....  
Surname First names in full

Residential address .....

Telephone – Home ..... Mobile: .....

Present occupation .....

In the employ of / under the direction of .....

Business address .....

Telephone ..... Email .....

To the Executive Director of The New Zealand Institute of Building Inc.

WE, the undersigned members, propose this candidate for election to membership of the New Zealand Institute of Building, and we make this proposal from personal knowledge and with a full conviction of the candidate’s suitability as a proper person to be elected.

**PROPOSER** ..... Membership Grade .....

Business position and organization .....

Address .....

Telephone ..... Mobile .....

Email ..... Signature .....

**SECONDER** ..... Membership Grade .....

Business position and organization .....

Address .....

Telephone ..... Mobile .....

Email ..... Signature .....

**SECONDER** ..... Membership Grade .....

Business position and organization .....

Address .....

Telephone ..... Mobile .....

Email ..... Signature .....

*NOTE: It is required that proposers accept the responsibility of expressing their full conviction of the candidate's suitability for election to membership in respect of experience, status, and personal character.*

The candidate is to supply the names and addresses of two persons in building practice, other than the above Proposer and Seconders, to who reference may be made regarding the suitability of the candidate.

**FIRST REFEREE** .....

Contact Ph/ Email .....

Position held and business address .....

.....

**SECOND REFEREE** .....

Contact Ph/ Email .....

Position held and business address .....

**PERSONAL BIOGRAPHY**

CANDIDATE Mr/Mrs/Ms/Miss .....

Born in ..... on ..... 19 .....

Nationality ..... Age next birthday .....

Number of years resident in New Zealand .....

**MEMBERSHIP OF PROFESSIONAL AND INDUSTRY BODIES**

Organisation in which current / previous membership held:	Membership grade / date attained
.....	.....
.....	.....
.....	.....

**\*\* NOTE: Evidence of current / previous membership or eligibility for membership is requested. Photocopies of membership certificates and awards should be attached where available.**

## EDUCATION

General school education and examination qualifications obtained:

.....  
.....  
.....

Post secondary education .....

A complete list of all examinations passed and the dates attained must be given. If space insufficient, set out full details on a separate sheet.

Course and Teaching Institution	Qualifications / date attained
.....	.....
.....	.....
.....	.....

**\*\* NOTE: Photocopies of all qualifications are to be attached.**

## PRACTICAL TRAINING

Apprenticeship, cadetship, or other practical training with .....  
.....  
for a period of ..... years ..... Months from ..... to .....

### OTHER PRACTICAL TRAINING

With ..... from ..... to .....  
.....  
.....  
.....

**\*\* NOTE: Evidence of the candidate's apprenticeship, cadetship, or other practical training, must be provided by the production of evidence in writing given by the candidate's employer, supervisor, or training institution.**



## YOUR DECLARATION, CONSENT TO DISCLOSURE AND MEMBER'S UNDERTAKING

### DECLARATION

I, the undersigned, do hereby agree, in the event of my election to membership of The New Zealand Institute of Building, to be governed by the provisions of the Rules of The Institute and the Bylaws and Regulations made there under as are now framed or as may hereafter be altered, amended, or enlarged, and to promote the objects of The Institute as far as shall be in my power; and to subscribe to and abide by the principles and codes of professional conduct as may from time to time be laid down by The Institute: PROVIDED THAT whenever I shall signify in writing to the Executive Director that I am desirous of withdrawing from The Institute, I shall (after the satisfaction of any arrears which may be due by me at the period and the return of my Membership Certificate) be free from this obligation.

- a. I have not been convicted of an offence involving fraud or dishonesty;
- b. The information contained in this application and attached documents is true and correct, and
- c. I have / have not previously applied for NZIOB membership.

I certify that the statements made by me herein are correct.

WITNESS my hand, this ..... day of ..... 19 .....

Candidate's Signature .....

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### CONSENT TO DISCLOSURE

I consent to disclosure of information entered by me in Sections A and B of this Proposal, to:

- a. the New Zealand Institute of Building Council and its committees and to Chapter Boards and their committees;
- b. organizations or persons who request the information for the primary purpose of serving the interests of the Institute and its members in accordance with the objects of the Institute as recorded in its Rules, subject to the approval of the institute Council or its Privacy Officer:

I acknowledge that disclosure to other organizations or persons may be necessary pursuant to one or more of the exceptions to principle 11 of the Privacy Act 1993;

I am aware of my rights under the Privacy Act 1993 to have access to this information and to request correction of this information a statement which I can supply relating to the fact that I have requested a correction by advice to the Privacy Officer, The National Executive Director, The New Zealand Institute of Building (Inc.) PO Box 303 159, North Harbour, AUCKLAND 0751, Attention: The Executive Director

Signed: ..... Date: .....

## CHECK LIST

Have you:

- Completed all relevant parts of this form;
- Attached a verified copy of your education qualifications;
- Attached a schedule of your work experience (NOT required for Graduate);
- Attached proposer and seconder signatures and 2 references
- Signed your declaration.
- Signed your consent to disclosure.

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**PROPOSAL FOR ELECTION TO ANOTHER GRADE OF MEMBERSHIP  
OTHER THAN FROM STUDENT (in which case use FORM M1)**

THIS FORM IS TO BE COMPLETED AND FORWARDED TO THE HONORARY SECRETARY OF THE CHAPTER TO WHICH THE MEMBER IS ATTACHED. PLEASE COMPLETE IN CLEAR PRINT OR TYPE.

MEMBER Mr/Mrs/Ms/Miss .....  
Surname First names in full

Residential address .....

.....

Telephone – Hm ..... Bus ..... Email.....

Present membership grade ..... Chapter .....

Proposed election to grade of .....

---

To the Executive Director of The New Zealand Institute of Building

WE, the undersigned corporate members, being fully convinced of the member’s suitability as to experience, status and personal character, propose this member for election to the grade of membership shown.

**PROPOSER** ..... Membership Grade .....

Business position and organization .....

Address .....

Telephone ..... Mobile .....

Email ..... Signature .....

**SECONDER** ..... Membership Grade .....

Business position and organization .....

Address .....

Telephone ..... Mobile .....

Email ..... Signature .....

**\*\* NOTE:** It is not required that members of the Institute, attaching their signatures to this proposal, should concern themselves particularly with the member’s qualifications by examination. It is the function of the Council to determine whether the member shall sit for or be exempted from examination, in whole or in part. It is required, however, that proposer accept the responsibility of expressing their full conviction of the member’s suitability for election to the grade shown in respect of experience, status and personal character.

The member is to supply the names and addresses of two persons in building practice, other than the above Proposer and Seconder, to whom reference may be made regarding the suitability of the member.

FIRST REFEREE .....

Contact Ph/ Email .....

Position held & Business address .....

.....

SECOND REFEREE .....

Contact Ph/ Email .....

Position held & Business address .....

.....

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**PARTICULARS TO BE SUPPLIED BY MEMBER**

MEMBER Mr/Mrs/Ms/Miss .....  
Surname First names in full

Age at next birthday .....

Present grade of membership & year of election .....

**INSTITUTE ACTIVITIES**

Give particulars of any Institute activities undertaken:

.....  
.....  
.....

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**EDUCATION**

Give details of any change in educational status which has occurred since election to your present grade.

The member of Council will be greatly assisted if precise particulars of any course of study undertaken are given together with dates and results obtained.

.....  
.....  
.....  
.....  
.....

**EXPERIENCE SINCE ELECTION TO PRESENT GRADE OF MEMBERSHIP**

What work have you been engaged upon since election to your present grade?

This statement should describe concisely the work upon which the member has been engaged with a description of their magnitude and the degree of the member's responsibilities. The names of builders and other employers with whom the member has served must be given with the relevant dates and periods of employment.

Dates / periods                      Organisations and works:

.....

.....

.....

.....

.....

.....

**PRESENT POSITION**

Title ..... Date appointed .....

Clear description of Duties .....

.....

.....

.....

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Give details of any other matters not mentioned elsewhere, which you consider are relevant to the proposal for election to the grade of

.....

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.....

## ELECTION TO ANOTHER GRADE

FOR CHAPTER OFFICE USE ONLY:

MEMBER Mr/Mrs/Ms/Miss .....  
Surname First names in full

Date proposal received by Chapter Hon Secretary .....

Date Candidate completed Examination requirements .....

Date proposal submitted to Chapter Board .....

Chapter recommendation for alteration to grade .....

Date proposal forwarded to the Executive Director of The Institute .....

FOR COUNCIL SECRETARIAT USE ONLY:

Date proposal received by Executive Director of the institute .....

Date proposal submitted to Council Membership Committee .....

Recommendation on grading by Council Membership Committee .....

.....

Date proposal submitted to The institute Board of Examiners .....

Recommendation of Board of Examiners .....

.....

Date of Ballot of the Council .....

Decision of the Council on this proposal .....

.....

.....

Date Chapter advised .....

Date Member notified .....

Date recorded as DATE OF ELECTION to new grade .....

Date alteration to REGISTER OF THE INSTITUTE ..... Register No. ....

Date NEW MEMBERSHIP CERTIFICATE ISSUED .....

.....  
Executive Director of The New Zealand Institute of Building Inc

## YOUR DECLARATION, CONSENT TO DISCLOSURE AND MEMBER'S UNDERTAKING

### DECLARATION

I, the undersigned, do hereby agree, in the event of my election to membership of The New Zealand Institute of Building, to be governed by the provisions of the Rules of The Institute and the Bylaws and Regulations made there under as are now framed or as may hereafter be altered, amended, or enlarged, and to promote the objects of The Institute as far as shall be in my power; and to subscribe to and abide by the principles and codes of professional conduct as may from time to time be laid down by The Institute: PROVIDED THAT whenever I shall signify in writing to the Executive Director that I am desirous of withdrawing from The Institute, I shall (after the satisfaction of any arrears which may be due by me at the period and the return of my Membership Certificate) be free from this obligation.

- d. I have not been convicted of an offence involving fraud or dishonesty;
- e. The information contained in this application and attached documents is true and correct, and
- f. I have / have not previously applied for NZIOB membership.

I certify that the statements made by me herein are correct.

WITNESS my hand, this ..... day of ..... 19 .....

Candidate's Signature .....

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### CONSENT TO DISCLOSURE

I consent to disclosure of information entered by me in Sections A and B of this Proposal, to:

- c. the New Zealand Institute of Building Council and its committees and to Chapter Boards and their committees;
- d. organizations or persons who request the information for the primary purpose of serving the interests of the Institute and its members in accordance with the objects of the Institute as recorded in its Rules, subject to the approval of the institute Council or its Privacy Officer:

I acknowledge that disclosure to other organizations or persons may be necessary pursuant to one or more of the exceptions to principle 11 of the Privacy Act 1993;

I am aware of my rights under the Privacy Act 1993 to have access to this information and to request correction of this information a statement which I can supply relating to the fact that I have requested a correction by advice to the Privacy Officer, The National Executive Director, The New Zealand Institute of Building (Inc.) PO Box 303 159, North Harbour, AUCKLAND 1330, Attention: The Executive Director

Signed: ..... Date: .....

## CHECK LIST

Have you:

- Completed all relevant parts of this form;
- Attached a verified copy of your education qualifications;
- Attached a schedule of your work experience (NOT required for Graduate);
- Attached proposer and seconder signatures and 2 references
- Signed your declaration.
- Signed your consent to disclosure.

**FORM OF APPLICATION FOR  
TRANSFER TO RETIRED STATUS**

I hereby make application to the Council of the New Zealand Institute of Building (Inc) for transfer without election to the class of Retired Fellow/Retired Member/Retired Affiliate/Retired Associate (strike out those not applicable) on the grounds that I have, as at the date of signing this application, retired from the building or an associated practice.

In making this application I do solemnly and sincerely declare that I have recently read the Rules of The Institute governing transfer to the class of Retired Fellow, Retired Member, Retired Affiliate, Retired Associate, which are printed on the back of this application form and do believe this application is made in accordance with the meaning and intent of those rules.

Signed .....

Full Name .....

Date .....

Witnessed by .....

Full Name .....

Date .....

---

**FOR NZIOB USE**

CHAPTER .....

Approved ..... Date .....

Name .....

**COUNCIL**

Approved ..... Date .....

Name .....

## **RETIRED FELLOW**

A Retired Fellow shall be a person who having been a Fellow and having retired from building or an associated practice, has applied to and been approved by the Council for transfer without election to the class of Retired Fellow.

## **RETIRED MEMBERS**

A Retired Member shall be a person who having been a Member and having retired from the building industry or a related profession or a teaching appointment in building and has applied to and been approved by the Council for transfer without election to the grade of Retired Member.

## **RETIRED AFFILIATE MEMBER**

A Retired Affiliate Member shall be a person who having been an Affiliate and having retired from the building industry, has applied to and been approved by the Council for transfer without election to the grade of Retired affiliate.

## **RETIRED ASSOCIATE MEMBER**

A Retired Associate shall be a person who having been an Associate and having retired from the building industry or a related profession or a teaching appointment in building, has applied to and been approved by the Council for transfer without election to the grade of Retired Associate Member.



**PART C PAYMENT DETAILS**

An invoice will be forwarded with notification of approval.

**PART D YOUR DECLARATION**

**DECLARATION**

I hereby certify that:

- a I will abide by the Institute's laws, Regulations and Code of Ethics, available on [www.nzioib.org.nz](http://www.nzioib.org.nz)
- b I have not been convicted of an offence involving fraud or dishonesty
- c the information contained in this application and attached documents is true and correct

Signature of Applicant: ..... Date: .....

**PART E CHECK LIST**

Have you:

- Completed all relevant sections of this form
- Signed your declaration in Part D
- Had your student bonafides verified

**PART F WHAT NEXT?**

Please send the form to:

The New Zealand Institute of Building  
PO Box 303 159  
North Harbour  
AUCKLAND 0751  
Attention: The Executive Director

Your application will be acknowledged on receipt and when it has been assessed you will be advised of the outcome.

If you have any queries regarding progress of your application, please call the NZIOB Office on 09 448 1911 or email [adminnzioib@nznet.gen.nz](mailto:adminnzioib@nznet.gen.nz)