

Registered Master Builders Federation

Registered Master Builder Membership Criteria



Individual and Business Applicants - Time in Business

In order to become a Registered Master Builder, applicants must meet the following membership criteria:

- 1 An applicant who is an individual must have either a minimum of six years building experience, comprising completion of a carpentry apprenticeship, or a relevant tertiary building related qualification. (eg. B.Arch, B.Eng. NZCB, NZCQS, NZCE, NZCD); and in each case have completed at least three continuous years as a builder in business on their own account, and/or in day to day management of a building business.
- 2 Or, they must have a minimum of eight years continuous building experience, comprising at least five years as a building contractor in business on their own account, and/or in day to day management of a building business, whether having completed any formal examinations or not.
- 3 An applicant, other than an individual must satisfy the regional Association and the Federation's Registration Board that it is currently managed, and has for the past six years been continuously managed by an individual or individuals who meet either of the criteria in Rules 1 or 2 above.
 - A. Where the Registration Board is satisfied that at least one individual managing the applicant under Rule 3 above satisfies the criteria set out in Rules 1 or 2 above, it may approve registration, subject to imposing a condition pursuant to Rule 5 (a) below.
 - B. Where an applicant under Rule 3 above has not been managed by appropriate individuals for the minimum period specified in Rule 3, the Registration Board may nevertheless approve registration in its sole discretion, subject to setting conditions for review.
- 4 In addition to the above requirements an applicant must satisfy the regional Association and the Registration Board of:
 - (a) At least three years continuous solvent trading of the applicant/ business, together with satisfactory management of the business, and with building projects being undertaken by the building business on a continuous basis throughout the applicable three year (Rule 1 above) or five year (Rule 2 above) period.
 - (b) A high standard of workmanship and project management, of current and of completed building projects.
 - (c) The building business of the applicant where an individual, being the principal business of the applicant; and in any other case being the principal occupation of the manager of the building business of the applicant applying for registration.
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 - (a) It may be a condition of approval as a Registered Master Builder that the key members of the applicant's management continue to be employed as managers of the business, for registration of the applicant to continue.
 - (b) In the event of any change in the key management of the Registered Master Builder, which is not notified to and approved by the Registration Board, then in such case registration as a Registered Master Builder may be suspended or cancelled by the Registration Board in its sole discretion.

Registered Master Builder Membership Categories

The regional Association may approve your application and offer either Full Membership, or Provisional Membership. Associations generally review provisional membership after 6 to 24 months.

Provisional Membership

- 1 For applicants that do not currently meet the criteria for full membership as a Registered Master Builder, Associations may provide Provisional Membership for practising builders, who apply for membership and who are approved by the Registration Board in terms of the Bylaws of the Federation.
- 2 The status of Provisional Member allows the member all the privileges of a Registered Master Builder, except for those matters set out in rule 6.1 of the Constitution as follows:
 - 6.1 Provisional Membership shall confer and be subject to the rights, privileges and restrictions of a Member, with the following exceptions:

- a) Provisional Members may attend meetings of their Association and have the right to speak but shall have no vote.
 - b) Provisional Members may attend the Annual Conference of the Federation as an observer.
 - c) Provisional Members will be required to take out the Master Build Guarantee and be subject to the terms of the Guarantee and the rules of Master Build Services Limited. Such Guarantee to be issued in the name of the building company owner personally, or in the case of a franchisee by the franchisor.
 - d) If the Provisional Member is a franchisee the Chief Executive of the Federation is required to approve the franchisee contract and supporting quality control documentation provided by the franchisor.
- 3 Provisional Membership is generally reviewed by the Association after 6 to 24 months, after which full membership may be offered.
 - 4 A Provisional Member for the purposes of Discipline and Subscription Fees and Levies is deemed to be a full member.
 - 5 Registration as a Provisional Member is subject to the execution of a Personal Guarantee, to guarantee the performance of all the obligations of the Provisional Member, under any Master Build Guarantees provided to clients of the Provisional Member.

Group Housing Franchise Criteria

If an applicant is a "Group Housing Franchisee" the Chief Executive of the Registered Master Builders Federation is required to approve the Franchisor's:

- Qualifications and Experience; and
- Systems Structure; and
- Financial Structure; and
- Compliance and Standards; and
- Supporting Structure.

Applicants holding a Group Housing Franchise should discuss this with the Regional Service Officer and provide contact details of the Franchisor, so that the Federation can request the necessary information directly from them.