



Independently Qualified Pool Inspector Public Register – Company Renewal Form

This application form is for Independently Qualified Pool Inspectors wishing to remain on the pool inspector public register. **If you do not complete the renewal form before the expiry of your current registration the Registrar may assume you are no longer carrying on business as an Independently Qualified Pool Inspector and amend the register accordingly.**

To apply to remain a registered Independently Qualified Pool Inspector, please:

1. complete this application form;
2. provide us with at least two examples of inspections you have carried out in the last 12 months; and
3. **send us your completed form** by email to: poolinspectors@mbie.govt.nz

The fee for the renewal of your registration is \$345.00 (inclusive of GST). We will invoice you for payment of the fee on receipt of your completed application (please do **not** send a cheque with your application). Payment of the fee is required before your renewal can be assessed and your registration authorised.

Please complete the form using BLOCK CAPITALS in a black or blue pen. **All * items are mandatory.**

Registration details

***Trading Name:** _____

Name of the company or trading name of the business

***Pool Inspector Registration Number:** _____

Found on issued certificate e.g. PI0123

***Check if your details on the register have not changed:** complete pages 3-4 of this form if your details have changed

Inspection summary

***How many inspections have you completed within the past 12 months?** _____

Please provide with this form at least two reports from inspections you have completed within the past 12 months.

Note: the Registrar reserves the right to require further example of inspections.

***Declaration:**

I (full name of Person) _____ have authority to and declare that

(company name) _____ meets the requirements set by the Ministry of Business, Innovation and Employment for registration and that the information supplied above is true and correct.

***Authorised Persons Signature:** _____

***Date Signed:** _____

Privacy Notice: Any personal information submitted on this application that the Registrar determines is not required for public inspection will be kept by the Consumer Protection and Standards Branch (CP&S) in accordance with the New Zealand Privacy Act 1993. Personal information will be used by the CP&S for determining whether application for registration as a Pool Inspector may be granted, and for the maintenance and administration of the Pool Inspectors Public Register. You may request access to see any information held about you and where that information is inaccurate, ask for it to be corrected.

MBIE requirements of registration

To renew your registration as an independently qualified pool inspector (pool inspector) you — or your workers — must have:

- carried out compliance inspections in the previous 12 months;
- kept detailed records of each inspection; and
- provided us with an inspection summary.

You — or your workers — must still not:

- be an undischarged bankrupt;
- be prohibited from being a director, or being concerned or taking part in the management of a business; nor
- have been convicted of an offence under the Building Act or another relevant Act.

If you meet the above requirements, then you must:

- pay the renewal fee of \$345 (incl. GST);
- agree to:
 - take part in our re-assessment process, if necessary
 - provide us with further records of pool barrier inspections undertaken as an IQPI, as required
 - attend any training that we ask you to undertake while registered as an IQPI
 - notify us within 10 working days if your circumstances change and you no longer meet the requirements for registration, or if your contact details change.

Please complete the relevant fields on the following two pages if any of your details have *changed* in the past 12 months.

Company Details

Company Name: _____
Name of the company or trading name of the Pool Barrier Inspector business

Trading Name: _____
Trading name of the company if different from the Company Name

Principal Place of Business (Must be in New Zealand)

Street Number & Name: _____

Suburb: _____

City: _____
Postal Address (If different from above)

Street/PO Box/Pvt Bag: _____

Suburb: _____

City: _____

Pool Inspector Public Register Details

In addition to your company name and principal place of business, the following details will display on the public register.

Address for Service

The Address for Service must be a New Zealand street address (PO Box, Private Bag, Document Exchanges or Rural delivery address are not acceptable)

Street Number and Name: _____

Suburb: _____

City: _____

Business Phone Number: _____

Business Email Address: _____

Regional locations covered:

**Northland
Waikato
Gisborne
Taranaki
Wellington
Marlborough
Canterbury
Southland**

**Auckland
Bay of Plenty
Hawkes Bay
Manawatu / Wanganui
Nelson / Tasman
West Coast
Otago**

Application Contact

Name of Application Contact: _____

Phone Number: _____

Mobile Phone Number: _____

Email Address: _____