A blue and white logo

Description automatically generated**Civil Trades Certification**

**APPLICATION FORM - New Certification / Annual Registration**

**Please delete one of the above options**

**Employer Details**

|  |  |
| --- | --- |
| Company: | |
| Contact Person: | Job Title: |
| Physical Address: | Phone: |
|  | Mobile: |
|  | Work Email: |
| Email address for invoice: | |

Is your organisation a member of Civil Contractors Association of New Zealand?  Yes  No

If not, would you like to speak to somebody from CCNZ regarding membership?  Yes  No

**Applicant Details**

|  |  |
| --- | --- |
| Name: | |
| Home Address: | Phone: |
|  | Mobile: |
|  | Work Email: |
|  | Personal Email: |

**Preferred Evaluator**

Please specify your preferred Civil Trades Evaluator if you have one or advise who your qualification assessor is:

**Proof needed for new Civil Trades Certification applicants** (all below proof must be submitted)

Copy of NZ Certificate (Level 4) for one of the approved qualifications or qualification check from NZQA

Documented evidence of 8,000 hours of practical experience (e.g. practical experience portfolio or work history document)

Letter of recommendation from your employer, on business letterhead confirming your employment within the last 3 years and brief description of the roles and responsibilities you have held

Letter of recommendation attesting to your character and suitability, from a senior person outside your organisation (e.g. manager from client organisation, local government, community organisation, on business letterhead)

**Proof needed for Civil Trades Annual Registration** (all below proof must be submitted)

Copy of current Civil Trade Certificate or wallet card

Letter of recommendation from your employer, on business letterhead confirming your employment within the 12 months and brief description of the roles and responsibilities you have held OR if self-employed a letter of recommendation attesting to your character and suitability, from a senior person outside your organisation (e.g. manager from client organisation, local government, community organisation, on business letterhead)

**Certification Details**

Please indicate below the certifications being applied for (only tick qualifications held):

**Civil Trades Certification in Road Construction and Maintenance with Endorsements in:**

Concrete (Non-structural)

Road Maintenance  Earthworks

Road Construction  Forestry Earthworks

**Civil Trades Certification in Road Surfacing with Endorsements in:**

Bituminous Spraying Operations  Bituminous Mixing Operation

Binder Manufacturing Operation  Bitumen Surfacing Construction

Chipseal  Bituminous Mixes

Slurry

**Civil Trades Certification in Pipeline Construction & Maintenance with Endorsements in:**

Trenched  Trenchless Technologies

Water / Drinking Water  Wastewater & Stormwater

**Civil Trades Certification in Infrastructure Works:**

Pipe Installation

**Civil Trades Certification in Infrastructure with Endorsement in:**

Piling

**Civil Trades Certification in Road Marking with Endorsement in:**

Testing

**Signatures**

**Employer representative:** (signed on behalf of the employer)

We agree to support this Trade Certification application, and we agree to be responsible for the application fee.

$ Purchase Order Number:

(Please see fees on page 3)

Employer representative name Signature Job title (please print)

**Applicant:**

Applicant’s name Signature Job title Date (please print)

**CSAM Details**

Name:

In signing this, the Applicant agrees that the Civil Trades Board may use the Applicant’s name and image in promotional material online and/or in print.

Please tick if you do NOT wish your name and image to be used.

**Please return this form to** [**info@civiltrades.co.nz**](mailto:info@civiltrades.co.nz)

**Certification Fees**

All current members of Civil Contractors NZ (CCNZ) qualify for a discounted certification rate. If your company (or employer) is not a member of CCNZ and would like to join, go to www.civilcontractors.co.nz to find out more.

Please note - all the below fees are excluding GST.

**CCNZ Standard member fees**

$800 to apply for Civil Trades Certification, includes all endorsements

**CCNZ non-member fees**

$950 to apply for Civil Trades Certification, includes all endorsements

**CCNZ Annual Registration Fee**

$175 to apply for Civil Trades Certification, includes all endorsements

We have implemented an annual registration fee effective 1st January 2025 which replaces the previous 3 yearly recertification. Annual registrations will require a letter of attestation from your employer and the submission of supporting documentation prepared by each candidate.