

## ▶ VOLUNTARY SUSPENSION FORM

Instructions on how to use this form:

- Download and save this form to your computer then enter the details. All information fields must be completed, including your signature. Click in the first blue shaded box and type. You may then tab or click into the next box.
- Email a pdf copy or an image of the completed form to [info@nzrab.org.nz](mailto:info@nzrab.org.nz). Alternatively post a hard copy to NZRAB, PO Box 11106, Manners Street, Wellington, 6142. Don't forget to keep a copy for yourself.

### Requesting Voluntary Suspension

A Registered Architect can elect to put their registration on hold by entering voluntary suspension for a period of 1 – 5 years. Each request must be made in 1-year blocks; however a person can apply to have their registration reinstated before their period of voluntary suspension ends.

Please note that a period of voluntary suspension cannot be backdated.

Full Name	
Registration Number	
Date Start	
Date End	

I agree that while I am in voluntary suspension:

- I will not describe myself as a (New Zealand) Registered Architect, either in New Zealand or overseas.
- I will not describe myself as an architect in the context of designing buildings, preparing plans and specifications for buildings, or supervising the construction of buildings in New Zealand.
- I will not provide building design services under a trading name which implies that I am an architect
- I will ensure my contact details are kept up to date with NZRAB.
- I will as far as is practicable remove any marketing material or other information describing me as an architect websites, catalogue advertising (e.g. Yellow Pages), brochures, practice invoices, business cards etc.

I understand that while I am in voluntary suspension:

- I am entitled to do and record CPD via the NZRAB's CPD framework in the normal way.
- I need to reinstate my registration in order to undergo my 5-yearly Continuing Registration Competence Review, and if I do not, then prior to my registration being reactivated, the Board must assess that I meet the minimum standards for registration by way of a [Pathway 4 application](#) for formerly NZ registered architects.
- That it is my responsibility to update the Executive Office on my practising intentions before my period of voluntary suspension expires.

For more information please read the [Annual Registrations and Voluntary Suspension policy](#)

Signature \_\_\_\_\_ Date \_\_\_\_\_