CERTIFYING PLUMBER TO CERTIFYING DRAINLAYER APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

You may be eligible for certifying drainlayer registration if you have four years of full-time work experience and authorisation history with the Board as a drainlayer, and are currently licensed as a certifying plumber. You will need to complete the application form, submit all required evidence, and pay the application fee before your application can be reviewed.

Before submitting your application, please read our Certifying Plumber to Certifying Drainlayer Information Guide.

When you are ready to apply, submit your application and evidence as separate PDF's to RFR@pgdb.co.nz

PERSONAL DETAILS:			
Surname:		**First name(s):**	
Date of birth (dd/mm/yyyy):		**Gender:**	☐ Male ☐ Female ☐ Prefer not to disclose
Have you held a licence with the Board before?	☐ Yes ☐ No	**PGDB number (if applicable):**	
Email address:		**Contact phone number:**	
Postal address: (No PO Boxes)	Street number and name: Suburb: City/Town:		Post code:

Ethnicity:	New Zealand Pākehā ☐ New Zealand European ☐ Māori ☐ Pasifika ☐ European ☐	Indian ☐ Chinese ☐ South African ☐ Other ..... ☐	

PUBLIC REGISTER DETAILS:

Our Act requires us to have a public record of all registered plumbers, gasfitters and drainlayers. This helps the public to hire people who are allowed to do restricted work.
Your entry on the public register must have:

- your name
- current licence(s)
- registration history
- people you supervise (if relevant)
- a contact phone number
- street address
- a work email address (if you have one).

Contact phone number for public register: Tick if same as pg1 ☐	

Work email for public register: Tick if same as pg1 ☐	

Address for public register: Tick if same as pg1 ☐	Street number and name:	
	Suburb:	
	City/Town:	Postcode:

FITNESS TO PRACTICE:

If you answer "yes" to any of the following questions, please attach the following documentation to your application:

- **a full written explanation of the relevant matter**
- **any relevant documents e.g. decisions, charges, letters, health certificates.**

1. Are you currently subject to any of the following in New Zealand or overseas: a. a police investigation; and/or b. a criminal charge being laid by the police; and/or c. a guilty finding in a criminal proceeding including convictable driving offences? Disclosure is required even if the criminal proceedings resulted in discharge without conviction or a similar finding (for NZ applicants, please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record) Information about the Criminal Records Act 2004 can be found at https://www.justice.govt.nz/criminal-records/clean-slate.	☐ YES	☐ NO
2. Have you been subject to a formal inquiry or investigation into your performance or conduct, undertaken by an employer, or complaints, licensing, or professional body in New Zealand or overseas?	☐ YES	☐ NO
3. Have you had an adverse finding in any disciplinary action by an employer, or complaints, licensing, or professional body in New Zealand or overseas?	☐ YES	☐ NO

4. Have you had any restrictions placed on your practice of plumbing, gasfitting or drainlaying by an employer, or complaints, licensing, or professional body?	☐ YES	☐ NO
5. Has your plumbing, gasfitting or drainlaying authorisation (licence and/or registration) in New Zealand or overseas been cancelled, suspended, revoked or restricted in any way?	☐ YES	☐ NO
6. Do you have a physical or mental condition that may affect your ability to safely carry out plumbing, gasfitting or drainlaying?	☐ YES	☐ NO
7. Have you carried out any plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to?	☐ YES	☐ NO

WORK EXPERIENCE

As part of your application, you need to have:

- **Four years of drainlayer authorisation history with the Board**
- Four years of full-time drainlayer work experience. Please fill out the details of your full-time work experience using the table below.

If you are unsure that your authorisation history covers the required four years, please call the Registration team on: 0800 743262.

Name of employer/supervisor:	Type of work:	Start and end date:

FEES

There are two payments you need to make as part of this application:

1. You will be sent a payment link to pay for the certifying plumber to certifying drainlayer application.
2. If your application is successful, you will be sent a payment link to pay for your certifying drainlayer registration and practising licence.

Please be advised that once payment has been made, it is non-refundable. Find more information about our fees here.

Application fee

☐ $**1,080.00** application fee

Registration and practising licence fees

Please contact us if you do not need a practising licence.

☐ **$450.00** Certifying drainlayer registration and practising licence **or**

☐ **$454.50** Certifying drainlayer registration, practising licence, and physical licence card (optional)

APPLICANTS DECLARATION:			
By submitting this application, you understand that: 1. You declare that the information I have provided is true and correct 2. The Board may seek personal information about you from another party such as a referee or former employer. You have the right to access and correct any personal information the Board holds about you, including any information obtained from a third party. Please see our Privacy Statement to understand how we collect, use, share and store your personal information, including when we collect it from others or verify it with third parties, and how you can access and correct your personal information. Find our Privacy Statement at https://www.pgdb.co.nz/resources/website_privacy_statement/			
☐	I have read and understand the Privacy Statement		
Applicants signature:		**Date:**	

EVIDENCE CHECKLIST

Plumbers, Gasfitters and Drainlayers Board

Things to consider when gathering your evidence:

- each piece of evidence should be saved in a separate PDF file and clearly named
- providing a good range of quality evidence can make the assessment process easier and quicker to complete.
- where specified your evidence needs to be a certified copy. A certified copy is a photocopy of an original document that has been officially declared to be true and correct by a lawyer, Justice of the Peace (JP), or Court Registrar.
- complete each checklist to make sure that you submit all the required evidence.

REQUIRED EVIDENCE CHECKLIST
You need to provide evidence to show that you have the full-time work experience and knowledge required of a certifying drainlayer. This table outlines the types of evidence you need to submit to show your drainlaying knowledge and experience.
☐ A Ministry of Justice (MOJ) criminal record check dated within the past month
☐ **Reference letters** showing that you have the required full-time experience in your trade. Your reference letters need to: • be dated, and signed by your referee • cover four years of full-time restricted drainlaying work experience, with exact dates (dd/mm/yyyy) of employment • list the specific drainlaying work that you carried out • verify that you have completed the work carried out in any photo or video evidence that you submit. **The Board may contact your referee if they have questions.** Your reference letter needs to include the phone number or email address of your referee. Alternatively, your referee may email their reference directly to: RFR@pgdb.co.nz.
☐ **Certified copy of your health and safety certificate**
☐ **Certified copy of your confined spaces certificate**
☐ **Photos or videos of drainlaying work that you have completed**. You will need to show that you completed the work carried out in these by being in the photo/video or in a statement from your supervisor.
☐ Any other supporting evidence such as upskilling that you have completed which shows your drainlaying knowledge and experience such as: • **Certified copies of upskilling, training, or CPD that you have completed** such as supplier training, JDPE welding, machinery operation. • **Job cards** verified by your supervisor. • **Certified copies of invoices, tax records, contracts, design plans, Council / Territorial Authority plans, quotes, consent/permits, etc.** • **Territorial Authority site inspection paperwork or testimonials from Council inspectors.**

DRAINLAYING COMPETENCIES	
For each of the below competencies, you will need to submit evidence to show your knowledge and experience. Fill out the boxes on the right to state what evidence you have supplied for each competency. For example, reference letters, photos, upskilling certificates.	
Competency:	**What evidence have you provided?**
☐ Understands safe excavation and trenching methods	
☐ Understands, installing, and maintaining trade waste interceptor traps including grease traps, petrol traps etc.	
☐ Evidence of working with tools and equipment for drainlaying projects	
☐ Understanding the properties of wastewater and application of less frequently used materials. Application of materials used in drainlaying, including material protection and jointing methods	
☐ Understanding of as-built drawings & job variations. Draw job specifications	
☐ Wet and dry inspection chambers	
☐ Installation of pipework verified by your supervisor including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding	
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☐ Installation and maintenance of surface water handling systems	
☐ Installation and maintenance of wastewater treatment systems. Pump types, installations, and maintenance	
☐ Understanding of the regulatory framework for Drainlaying	
☐ Understanding of the registration classes and limitations/responsibilities of each	
☐ Knowledge of the applicable sections of the NZ Building code requirements and acceptable solutions	
☐ Wing wall structures, baffles, and grates	