CERTIFYING REGISTRATION APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

Please fill in this form if you want to apply for registration as a certifier.

Please attach a New Zealand Ministry of Justice Criminal Record check dated within the last month with your application. You can order this free of charge from https://www.criminalrecords.govt.nz/#

Your application will take up to 10 working days to review. If we need any more information, we will contact you by email.

When your application is complete, your application will be assigned to the next available registration round.

Please email this completed form and required documentation as separate PDFs to registration@pgdb.co.nz.

PERSONAL DETAILS:			
Surname:		**First Name(s):**	
Date of birth (dd/mm/yyyy):		**Gender:**	Male ☐ Female ☐ Prefer not to disclose: ☐
Phone:		**PGDB number (if applicable):**	
Postal address: (No PO Boxes)	Street number and name:		
	Suburb:		
	City/Town:	Post code:	
Email:			

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

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

REGISTRATION TYPE:

Select which trades you are applying for certifying registration in. You can select multiple trades. You will need to supply evidence you meet the registration criteria for each trade you select:

☐	Certifying Plumber
☐	Certifying Gasfitter
☐	Certifying Drainlayer

ELIGIBILITY REQUIREMENTS:

You need to make sure that you meet the eligibility requirements before applying:

☐	Submit a completed Ministry of Justice Criminal Record Check that has been dated within the past month. You can order this free of charge from: https://www.criminalrecords.govt.nz/#
☐	Hold an active licence as a registered plumber, gasfitter, or drainlayer for 24 months. **Or** Completed an alternative pathway to certifying registration.

PRACTISING LICENCE:

Once you are registered, do you require a practising licence to carry out work?

☐	• Yes, I need a practising licence
☐	• No, I am applying for registration only I understand and acknowledge that I am applying for registration only, and do not require a practising licence. I am aware that I cannot carry out restricted work without a current licence. I am aware that once this registration class has been obtained, any authorisations that I currently hold in this trade will be cancelled.

APPLICANTS DECLARATION:

By submitting this application, I declare that the information I have provided is true and correct.

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:**	

FEES:

- **Please do not include any credit card information with this form.**
- Once we have reviewed your application, we will send you a secure payment link.
- We no longer accept payments using credit or debit card information provided on the application form. This change helps us comply with our bank's requirements and protects your personal information.
- Find more information about our fees at https://www.pgdb.co.nz/apply_for_registration/fees/

Are you applying for registration only?

Certifying Plumber:	Certifying Gasfitter:	Certifying Drainlayer:
☐ $350 registration fee	☐ $350 registration fee	☐ $350 registration fee

Are you applying for registration and a practising licence to carry out work?

Certifying Plumber:	Certifying Gasfitter:	Certifying Drainlayer:
☐ $350 registration fee + ☐ $100 Licensing fee + ☐ $275 Disciplinary Levy (If you already hold a practising licence for the current licensing year, you do not need to pay this levy again) + ☐ $4.50 Physical Licence card (optional)	☐ $350 registration fee + ☐ $100 Licensing fee + ☐ $275 Disciplinary Levy (If you already hold a practising licence for the current licensing year, you do not need to pay this levy again) + ☐ $4.50 Physical Licence card (optional)	☐ $350 registration fee + ☐ $100 Licensing fee + ☐ $275 Disciplinary Levy (If you already hold a practising licence for the current licensing year, you do not need to pay this levy again) + ☐ $4.50 Physical Licence card (optional)

TOTAL	$ _____