PRACTISING LICENCE RENEWAL APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

Please fill in this form if you want to renew your practising licence.

Your application will take up to five working days to process. If we need any more information we will contact you by email.

When will your licence be renewed?
Your licence will not be renewed until:

- you have paid the required fees
- your supervisor holds a current licence and approves the supervision nomination (if applicable)
- you have completed the CPD requirement (please visit: https://www.pgdb.co.nz/trade/cpd/)

Please email this completed form to licensing@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:**	
Postal address:	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:	Street number and name:	
	Suburb:	
Tick if same as pg1 ☐	City/Town:	Post code:

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. Have you been investigated by the Police or have any charges been laid by the Police in New Zealand or overseas since you last renewed your practising licence?	☐ YES	☐ NO
2. Have you been convicted of any criminal offences in New Zealand or overseas since you last renewed your practising licence?	☐ YES	☐ NO
3. Have you been convicted of any disciplinary offence in relation to plumbing, gasfitting or drainlaying in New Zealand or overseas since you last renewed your practising licence?	☐ YES	☐ NO
4. Has your plumbing, gasfitting, or drainlaying registration or licence been cancelled, suspended, or restricted, or have you been disqualified from doing any kind of plumbing, gasfitting or drainlaying in New Zealand or overseas since you last renewed your practising licence?	☐ YES	☐ NO
5. Have you developed a mental or physical health condition since you last renewed your practising licence which may affect your ability to safely carry out plumbing, gasfitting or drainlaying work	☐ YES	☐ NO

LICENCE TYPE:					
Select which licence(s) you are applying for. You can select multiple trades: **Any licences renewals that are not certifying, must have the supervising certifier(s) complete Page 4 of this application form and have an active certifying practising licence(s) in the relevant trade(s)**					
☐	Certifying Plumber	☐	Plumber (complete pg4)	☐	Restricted Plumber (complete pg4)
☐	Certifying Gasfitter	☐	Gasfitter (complete pg4)	☐	Restricted Gasfitter (complete pg4)
☐	Certifying Drainlayer	☐	Drainlayer (complete pg4)	☐	Restricted Drainlayer (complete pg4)

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. You can also pay online using your trade login. - 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/trade/fees/		
SELECT THE CORRECT FEE – Your fee depends on how many licences you need. Tick the boxes below and add up the total cost of your licence(s).		
One licence: ☐ $100 Licensing fee + ☐ $275 Disciplinary and Prosecution Levy*	Two licences: ☐ $200 Licensing fee + ☐ $275 Disciplinary and Prosecution Levy*	Three licences: ☐ $300 Licensing fee + ☐ $275 Disciplinary and Prosecution Levy*
☐ $4.50 Physical Licence card (optional)		
TOTAL TO PAY:	$_____	
***The Disciplinary and Prosecution Levy is charged once per licensing year, regardless of how many licences you hold.**		

SUPERVISION

Please nominate your supervisor by adding their licence number and full name below.

Once your application has been reviewed, your supervisor will receive a notification stating that they need to approve the nomination through their trade login.

You need to complete this section if you are renewing your plumber, gasfitter, or drainlayer licence or restricted licence.

CERTIFYING PLUMBER SUPERVISOR:

Licence Number:		**Full Name:**	

CERTIFYING GASFITTER SUPERVISOR:

Licence Number:		**Full Name:**	

CERTIFYING DRAINLAYER SUPERVISOR:

Licence Number:		**Full Name:**	

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:**	