# REGISTRATION
# APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

Please fill in this form if you want to apply for registration as a plumber, gasfitter, and/or drainlayer.

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 ☐<br>Female ☐<br>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
- your supervisors
- 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: | 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. Are you currently subject to any of the following in New Zealand or overseas:<br>a. a police investigation; and/or<br>b. a criminal charge being laid by the police; and/or<br>c. a guilty finding in a criminal proceeding including convictable driving offences?<br><br>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 in which trades you are applying for registration. You can select multiple trades. You will need to supply evidence you meet the registration criteria for each trade you select:** | |
| ☐ | Plumber |
| ☐ | Gasfitter |
| ☐ | 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/# |
| ☐ | Submit a copy of your New Zealand/National Certificate in plumbing, gasfitting, drainlaying (level 4) or an official copy of your NZQA issued Record of Achievement, which shows your level 4 qualification.<br><br>**Or**<br><br>Be registered as a restricted plumber, gasfitter, or drainlayer.<br><br>**Or**<br>Completed an alternative pathway to registration. |

## SUPERVISION:

**By signing this form**, you agree to comply with your responsibilities as a supervisor and understand:

1. You must ensure sanitary plumbing/gasfitting/drainlaying (where relevant) undertaken by the applicant:
    a. Is performed competently;
    b. Is subject to appropriate safety measures; and
    c. Complies with the requirements of all relevant regulations, including regulations made under the Building Act 2004 (and the Gas Act 1992 for gasfitting).
2. You must ensure that the applicant
    a. Is competent to perform the tasks undertaken;
    b. Is adequately supervised while carrying out sanitary plumbing/gasfitting/drainlaying;
    c. Complies with all relevant regulations, including regulations made under the Building Act 2004 (and the Gas Act 1992); and
    d. Can produce their current licence card on demand.
3. You can have a 'Nominated Person' to provide physical supervision of the applicant. The Nominated Person must be registered and hold a current licence as a plumber/gasfitter/drainlayer (where relevant). This does not include restricted licence holders. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another registered and licensed plumber/gasfitter/drainlayer to provide physical supervision of that work.
4. You must verify (or certify for gasfitting) work where verification or certification is required.
5. You must notify the Board if your supervision of the applicant ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the applicant until we receive written notice that you are no longer supervising that person, or until their licence expires. Use your PGDB app, trade login, or email licensing@pgdb.co.nz to notify us.

| CERTIFYING PLUMBER: | | | |
|---|---|---|---|
| **Licence Number:** | | **Full Name:** | |
| **Date:** | | **Signature:** | |

| CERTIFYING GASFITTER: | | | |
|---|---|---|---|
| **Licence Number:** | | **Full Name:** | |
| **Date:** | | **Signature:** | |

| CERTIFYING DRAINLAYER: | | | |
|---|---|---|---|
| **Licence Number:** | | **Full Name:** | |
| **Date:** | | **Signature:** | |

## 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:** | |

## 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<br>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. |

## 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?**

| Plumber: | Gasfitter: | Drainlayer: |
|---|---|---|
| ☐ $350 Registration fee | ☐ $350 Registration fee | ☐ $350 Registration fee |

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

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

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| **TOTAL** | $ _____ |