

1 April 2017 - 31 March 2018 licensing year

PART 1 – Supervisor of exempt person (applicant's details)

Supervisor's full name: _____

Authorisation number: _____

Trade(s) supervising: Plumbing Gasfitting Drainlaying

Supervisor's signature: _____ Date: _____

Note to the supervisor

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

- You must ensure that sanitary plumbing/gasfitting/drainlaying (where relevant) undertaken by the exempted person:
 - 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).
- You must ensure that the exempted person:
 - 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 (for gasfitting); and
 - d) Can produce their current authorisation card on demand.
- You may nominate another currently licensed *Certifying Plumber/Gasfitter/Drainlayer* (where relevant) or *Tradesman Plumber/Gasfitter/Drainlayer* (where relevant) (this is called a "nominated person") to provide physical supervision of the exempted person. However, you remain responsible at all times for all aspects of the work done by the exempted person even where you have nominated another *Certifying or Tradesman Plumber/Gasfitter/Drainlayer* to provide physical supervision of that work.
- You must verify or certify (for gasfitting) work where verification or certification is required.
- You must notify the Board in writing if your supervision of the exempted person ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the exempted person until the Board has received written notice that you are no longer supervising that person, or until their authorisation expires. Email licensing@pgdb.co.nz
- The exempted person's name and authorisation type will be listed on your online public register page as being under your supervision.
- You must ensure that for the first 24 months of holding an Exemption Under Supervision and doing sanitary plumbing/gasfitting/drainlaying the exempt person works at all times in your presence, or the presence of a nominated person.
- **Certifying Gasfitters note:** A person working under an Exemption Under Supervision for gasfitting may only do, or assist in doing, gasfitting if no pipe or appliance they work on is connected to any supply of gas.

PART 2 – Exempt person's information

COMPLETE IN CAPITAL LETTERS *Denotes information which is required

Authorisation number*: _____ (if you have held an authorisation from the Board before)

Family name/surname*: _____

First and middle name(s)*: _____

Date of birth*: ____/____/____ e.g. 04/09/1981

PERSONAL information:

1. **Mobile phone number/home phone number***: _____

2. **Email**: _____@_____

WORK information:

1. **Work postal address*** (where authorisation card will be posted to):

Unit number: _____ **Street name**: _____

Suburb: _____

City/town: _____

2. **Work phone number***: _____

PART 3 – Exemption type and fee(s)

- All fees include GST.
- We do not accept purchase orders.

Please tick the relevant box(es) to indicate which exemption(s) you are applying for:

<input type="checkbox"/>	Plumbing	\$86.00
<input type="checkbox"/>	Gasfitting	\$86.00
<input type="checkbox"/>	Drainlaying	\$86.00

Total (as calculated by you) \$ _____

Card type (credit/debit): Mastercard Visa

Full name of cardholder: _____

Card number:

Expiry date: _____/_____

Cardholder's signature: _____

I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit or debit card.

PART 4 – Photo ID

Photo ID is now available for the 2017 licensing year.

If you're renewing:

The easiest way to get your photo on your card is to use your online practitioner log-in and upload a head and shoulder photo (free!).

If you've forgotten your password, call our licensing team during 8am-5pm, Monday to Friday, on 0800 743 262.

Alternatively

If this is your first authorisation (which means you won't have a log-in yet), or you just don't have the ability to get online to upload a photo to your log-in, you can attach a passport photo here and **post** your application to us:



By submitting this passport photo you certify that this photo is a true likeness of yourself:

Signature: _____

Date: _____

Please make sure you have met the fee(s) and supervision requirements before submitting your application.

Send completed form by either:

Post: PGDB, PO Box 10655, The Terrace, Wellington 6143

Email – only if you haven't attached a passport photo in part 4 - (scanner used, PDF only accepted. Photographs NOT accepted, nor PDF's converted from a photograph) : licensing@pgdb.co.nz

If you have any questions about this form please call the licensing team on **0800 743 262** between 8am and 5pm, Monday to Friday.