

## Licence renewal application (Journeyman/Tradesman/Certifying)

under section 51 of the Plumbers, Gasfitters, and Drainlayers Act 2006

### 1 April 2017 - 31 March 2018 licensing year

- **USE THIS FORM** to renew your licence(s) for any trades in which you are registered as a Journeyman and/or Tradesman and/or Certifying practitioner.
  - **\*Note: If you haven't applied for registration as a Journeyman yet, then this is the wrong application. Go to <http://www.pgdb.co.nz/trade/registration.html> for the Journeyman registration applications. Call us on 0800 743 262, Mon-Fri, 8am-5pm if you need any help clearing this up.**
- *Before* you send this form, make sure you've completed the 2016 Mico CPD course.
- Your application will be processed within 5 working days of receipt. You will be active on the public register instantly, and you can expect your licence card within 5-10 working days.
- The licence(s) are valid from the date of issue until the following 31st of March 2018 *e.g. if we receive and process your form on 1 June 2017, then your licence(s) are valid from 1 June 2017 until 31 March 2018.*
- Note: As of 6 December 2016, the registration class previously known as "licensed" is now called "tradesman".
- **Public register information** is a legislated requirement under the PGD Act 2006. For more information, see the Board's *Policy on the register of plumbers, gasfitters, and drainlayers*: <http://www.pgdb.co.nz/legislation-policies/policies.html>

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



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**1 April 2017 - 31 March 2018 licensing year**

## **PART 1 – Applicant's details**

**PLEASE COMPLETE IN CAPITAL LETTERS** \*Denotes information which is required

Registration number\*: \_\_\_\_\_

Family name/surname\*: \_\_\_\_\_

First and middle name(s)\*: \_\_\_\_\_

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

### **PRIVATE information:**

**\*Address where licence card will be sent to:**

Unit and/or house number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_

City/town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile phone (private): \_\_\_\_\_ Home phone (private): \_\_\_\_\_

### **Online PUBLIC REGISTER information:**

1. Work address\*:

Unit number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_

City/town: \_\_\_\_\_

2. Work phone number\*: \_\_\_\_\_

3. Email (if any): \_\_\_\_\_ @ \_\_\_\_\_

## PART 2 – Licence type to be renewed

Please tick the licence(s) you wish to renew. If you are registered in the Journeyman or Tradesman classes, your Certifying supervisor for each trade must complete part 4 of this application.

<b>Certifying</b>	<input type="checkbox"/> Plumber	<input type="checkbox"/> Gasfitter	<input type="checkbox"/> Drainlayer
<b>Tradesman</b>	<input type="checkbox"/> Plumber	<input type="checkbox"/> Gasfitter	<input type="checkbox"/> Drainlayer
<b>Journeyman*</b>	<input type="checkbox"/> Plumber	<input type="checkbox"/> Gasfitter	<input type="checkbox"/> Drainlayer

**\*Note: If you haven't applied for registration as a Journeyman, then this is the wrong application. Go to <http://www.pgdb.co.nz/trade/registration.html> for the Journeyman registration applications. Call us on 0800 743 262, Mon-Fri, 8am-5pm if you need any help clearing this up.**

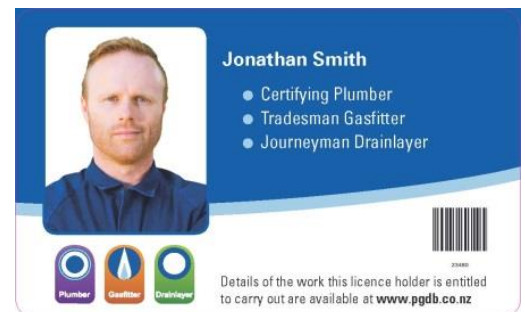
## PART 3 – Photo ID

Photo ID is now available for the 2017 licensing year.

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.

Example:



**Alternatively**, 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:** \_\_\_\_\_

## PART 4 – Supervisor’s details for Journeyman/Tradesman

Journeyman and Tradesman must nominate a Certifying supervisor for each trade they want to renew. Your nominated supervisor(s) will need to complete this section. **Supervisor(s) must be registered in the Certifying class and hold a current licence(s) for the 1 April 2017-31 March 2018 licensing period before your application can be processed.**

### 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 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).
- 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 (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 applicant. However, you remain responsible at all times for all aspects of the work done by the applicant 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 applicant ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the applicant 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](mailto:licensing@pgdb.co.nz)
- The applicant’s name and authorisation type will be listed on your online public register page as being under your supervision.

### Plumbing

Name of certifier: \_\_\_\_\_ Authorisation number: \_\_\_\_\_

Signature of certifier: \_\_\_\_\_ Date: \_\_\_\_\_

### Gasfitting

Name of certifier: \_\_\_\_\_ Authorisation number: \_\_\_\_\_

Signature of certifier: \_\_\_\_\_ Date: \_\_\_\_\_

### Drainlaying

Name of certifier: \_\_\_\_\_ Authorisation number: \_\_\_\_\_

Signature of certifier: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 5 – Fees and credit/debit card information

- All fees include GST.
- We do not accept purchase orders.
- If you require a tax receipt afterwards you can access one using your practitioner log-in (under *My Account*, click *View Statement History*).

**The fees are as follows. Please tick one:**

	<b>Total</b>	
One licence (\$86.00) + Disciplinary and prosecution levy (\$271.00)	\$357.00	<input type="checkbox"/>
Two licences (\$172.00) + Disciplinary and prosecution levy (\$271.00)	\$443.00	<input type="checkbox"/>
Three licences (\$258.00) + Disciplinary and prosecution levy (\$271.00)	\$529.00	<input type="checkbox"/>

**NB** The disciplinary and prosecution levy is paid once per person per year. If you have already renewed a licence in the 2017/18 year, you will only need to pay the remaining licence fee(s).

**Card type (credit/debit):**  Mastercard  Visa      **Expiry date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Full name of cardholder:** \_\_\_\_\_

**Card number:**

**Cardholder's signature:** \_\_\_\_\_ *I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit or debit card.*

## PART 6 – Confirmation of accuracy

By signing this application you verify that all information given is true and correct.

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Date**

**Privacy Act 1993:** The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of issuing or renewing your licence(s). However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006 and the Privacy Act 1993. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.

**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 3 - (scanner used, PDF only accepted. Photographs NOT accepted, nor PDF's converted from a photograph):**

[licensing@pgdb.co.nz](mailto:licensing@pgdb.co.nz)