

Application for registration under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA)

2017 licensing year (expires 31 March 2018)

Important information for all applicants

This application is for Australian-qualified tradespeople to apply for registration in New Zealand under the Trans-Tasman Mutual Recognition Act ("TTMRA").

The TTMRA provides for mutual recognition of equivalent occupational registration and a streamlined registration process, providing the requirements outlined below are met. An Australian plumber, gasfitter or drainlayer seeking registration in New Zealand must give notice in writing to the Board of their intention to become registered as a plumber, gasfitter or drainlayer in New Zealand. An applicant must provide the information prescribed by section 19(2) of the TTMRA.

Upon receiving this application the Plumbers, Gasfitters and Drainlayers Board ("the Board") will contact the relevant Australian authority in the state in which you are authorised, to confirm your details. If you are confirmed to hold an equivalent qualification, you will be granted New Zealand registration and a practising licence in the equivalent class.

Registration and licensing

Registration will be granted following formal approval of your application by the Board.

The Board maintains a public register of all registered plumbers, gasfitters and drainlayers. Registration is for life, unless the person's name is removed from the register for disciplinary reasons, or if formally requested to be removed by the individual.

This application includes the fee for a registration certificate and a practising licence to carry out plumbing, gasfitting and/or drainlaying work for the current 1 April 2017-31 March 2018 licence year.

The practising licence will be valid from the date you become registered until 31 March 2018. Following this you will then renew your practising licence annually on 1 April if you are continuing to work in the trade in New Zealand.

Important information for applicants

The Board may postpone or refuse registration if any of the application information provided is false or misleading, if the required information is missing, or if the prescribed fees have not been provided.

You will be informed in writing of the outcome of your application within one month of receipt at the Board's office. If for any reason your application is postponed or refused you will be informed of the reason(s) for this and afforded a right of reply.

Under section 25 of the TTMRA the Board has discretion to place terms and conditions on your registration and/or practising licence in accordance with the restrictions of your Australian licence type.

Once a person is registered in New Zealand and holds a licence authorising him/her to work in plumbing and/or gasfitting and/or drainlaying, he/she will be subject to all the laws of New Zealand applicable to registered persons in those trades.

If information provided to support an application for registration in New Zealand is subsequently found to be false, forged or altered, the application will be cancelled and the appropriate authorities informed.

If your Australian qualification is confirmed to be less than the equivalent New Zealand *Tradesman* class of registration an alternative pathway to become registered will be suggested to you.

Before you complete your contact details in Part 1 please note the following:

The details you provide in the public address field will appear on the Board's online public register. You must provide a contact work phone number for the online public register.

All details in the private address field will remain confidential to the Board and will be the preferred address used for all Board correspondence sent by post.

Note: As of 6 December 2016, the registration class previously known as "Licensed" is now called "Tradesman".

CHECKLIST

Ensure you have fulfilled these requirements otherwise your form will be sent back to you:

Part 1:

- Contact details fields are correct and complete, including public register details.

Part 2:

- Statutory declaration fields correct and complete
- Certified** copies of Registration certificate(s) from the relevant state authority attached
- Certified** copies of current licence(s) (front and back) attached
- Certified** copies of qualification certificate(s) e.g. *TAFE certificate III in plumbing* attached
- Certified** copy of current passport
- Access to information box ticked, and signed and dated.

Part 3:

- Payment details correct and complete

Part 4 (if required):

- Your certifying supervisor has signed Part 4 of this application

Part 5:

- Current Australian criminal record **attached**
- Current overseas criminal record(s) **attached** (read the criteria to check if this is relevant to you)
- Questions 1-7 answered.

Part 6:

- Photo ID completed.

Part 7:

- Name, abode, occupation completed.
- Signed and dated

Post to: PGDB, PO Box 10655, Wellington 6143, New Zealand

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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 registration certificate(s) and licence card will be sent to:

Unit and/or house number: _____ Street name: _____

Suburb: _____

City/town: _____ Postcode: _____

Home phone (private): _____ Mobile phone (private): _____

Online PUBLIC REGISTER information:

1. Work address*:

Unit number: _____ Street name: _____

Suburb: _____

City/town: _____

2. Work phone number*: _____

3. Email (if any): _____ @ _____

Qualification history *attach certified copies of qualification certificates.

Qualification(s) on which initial registration was granted*	Country in which the qualification was obtained	Name of education institution where qualification was achieved	Year

PART 2 – Statutory declaration notice

In this section the Board requires you to make a statutory declaration about your eligibility to work.

Please complete, sign and date the following notice in the presence of a Court Registrar, Justice of the Peace, Notary Public, Lawyer or any other person authorised to take statutory declarations in Australia.

In New Zealand, and in accordance with the provisions of the Trans-Tasman Mutual Recognition Act 1997 –

I (full name)

(address of)

(occupation as a)

solemnly and sincerely declare that:

1. I am currently registered in the Australian state/territory of _____ upon which I base my application for registration.
2. I **attach** a certified copy of my current passport as proof of identity.

3. I confirm that the **attached** documents evidencing my registration in the state/territory of Australia nominated above are a true and accurate copy. This includes my

- registration certificate(s),
- current licence(s) – front and back, and
- qualification certificate(s) e.g. *TAFE certificate III in plumbing*

4. I have registration in the following Australian states and/or territories

Registration	Registration number	Licence expiry date	State/territory

5. My registration has not been cancelled nor is it currently suspended in any state or territory of Australia as a result of any disciplinary action.

6. I have not been personally prohibited from carrying out work in the trade for which registration is sought nor am I subject to any special conditions as a result of criminal, civil or disciplinary proceedings in any participating jurisdiction under the TTMRA.

7. No special conditions apply to my carrying on the occupation for which registration is sought.

If special conditions do apply (please attach details of these conditions).

8. I am not the subject of disciplinary proceedings in any state or territory of Australia (including preliminary investigations or action that might lead to such proceeding) in relation to the above trade(s).

9. I understand that if documents submitted to support my application are found to be forged, false or altered, my registration will be cancelled and the appropriate authorities notified.

10. I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature of applicant _____

Declared at _____

On this day of _____

Witnessed by _____
(Justice of the Peace, solicitor or other person authorised to take a statutory declaration).

Any attachments to the notice must also be signed and verified as attachment to this declaration by a Justice of the Peace, solicitor or other person authorised within your state or territory to witness statutory declarations/affidavits.

Please ensure certified copies of your current licence(s) are attached to this application.

Access to information

I give authorisation to the Board to make inquiries of and/or to exchange information with the relevant authorities in any state or territory of Australia regarding my activity in the relevant occupation or otherwise regarding my application for registration.

Signature of applicant: _____ **Date:** _____

PART 3 – Fees

Disciplinary and prosecution levy **\$271.00**

AND

Plumbing

Registration fee \$355.00
 Practising licence \$86.00

and/or

Gasfitting

Registration fee \$355.00
 Practising licence \$86.00

and/or

Drainlaying

Registration fee \$355.00
 Practising licence \$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 – Supervision of licence

If your Australian licence is deemed to be the equivalent of the New Zealand **Tradesman** class of registration you will be required to nominate a NZ 'certifying' person who will be responsible for supervising your work for the relevant trade as a condition of your licence. If possible, please complete these details now so a practising licence can be issued without delay.

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
- The applicant's name and authorisation type will be listed on your online public register page as being under your supervision.

Certifying Plumber

Name of certifier: _____ Authorisation number: _____

Signature of certifier: _____ Date: _____

Certifying Gasfitter

Name of certifier: _____ Authorisation number: _____

Signature of certifier: _____ Date: _____

Certifying Drainlayer

Name of certifier: _____ Authorisation number: _____

Signature of certifier: _____ Date: _____

PART 5 – Fit and proper person

1. **Attach current** (i.e. dated within the last month) *Australian National Police Certificate – Standard Disclosure – name check only* (issued by the Australian Federal Police): <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
2. **Attach** your criminal record history/histories from all countries outside of Australia in which you have lived for more than 12 consecutive months within the last 10 years. Your report must be no more than three months old.
3. **Answer the following questions by circling the appropriate option:**

1. Are you currently the subject of criminal proceedings in respect of any crime or offence in Australia, New Zealand or overseas?	Yes	No
2. Have you been the subject of sanitary plumbing, gasfitting, or drainlaying disciplinary action in New Zealand or a foreign country that has resulted in a finding of guilt, however expressed?	Yes	No
3. Are you currently the subject of current plumbing, gasfitting, or drainlaying disciplinary action in New Zealand or a foreign country?	Yes	No
4. Has your sanitary plumbing, gasfitting, and or drainlaying registration or licence in New Zealand or a foreign country been cancelled or suspended, or revoked and not restored?	Yes	No
5. Do you have a mental or physical condition that may render you unable to perform the functions required for the practice of sanitary plumbing, gasfitting, and or drainlaying?	Yes	No
6. Have you engaged in sanitary plumbing, gasfitting, and or drainlaying in New Zealand when not authorised under the Plumbers, Gasfitters, or Drainlayers Act 2006?	Yes	No
7. Have you engaged in sanitary plumbing, gasfitting, and or drainlaying in a foreign country when not permitted by or under the law of that country to do so; or if permitted to do so, in contravention of a condition of the permission?	Yes	No

If you have answered “yes” to any of the questions, please ensure you attach the following documentation to your application:

- i a full written explanation of the relevant matter, and
 - ii any relevant documentary information, for example decisions, charges, letters, health certificates.
- **Fit and proper person information** is a legislated requirement under the PGD Act 2006. For more information, see the Board’s *Fit and proper person policy*: <http://www.pgdb.co.nz/legislation-policies/policies.html>

PART 6 – Photo ID card

NZ licence cards have photo ID on them.

If you have had a licence with us before, 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 (or 00 64 4 494 2970 from overseas).

Alternatively

If this is your first application with us (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 to this application form:



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

Signature: _____

Date: _____

Example:



PART 7 – Confirmation of accuracy

I *(insert full name),*

of *(insert place of abode),*

(insert occupation),

solemnly and sincerely declare that the information contained in this application is true and correct.

Signature of applicant: _____ **Date:** _____

Privacy: The information requested in this form is collected from the applicant by the Plumbers, Gasfitters and Drainlayers Board ("the Board") pursuant to the Trans-Tasman Mutual Recognition Act 1997 and the Privacy Act 1993 for the purpose of issuing registration and a practising licence. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006, the Trans-Tasman Mutual Recognition Act 1997, 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.