

Certifying Drainlayer registration (and a practising licence) *2018 licensing year (expires 31 March 2019)*

Before starting, it's best to contact our Registration team on 0800 743 262 between 8am and 5pm, Monday to Friday to check you have held your Tradesman Drainlayer licence for 24 months in total (late renewals, supervisors late accepting supervision online, and supervision removals can all effect the amount of time you've held your TD licence for).

Note:

- As of 6 December 2016, the registration class previously known as "licensed" is now called "tradesman".
- Your application will be processed within 10 working days of receipt.
- Registration rounds take place fortnightly. Your registration will be entered into the public register that day and you will receive your registration certificate within 10 working days. If you have applied for a licence, you will receive your card within 10 working days.
- If you have any questions about this form please call the registration team between 8am-5pm, Monday to Friday on 0800 743 262 (on the options menu press 2).

The criminal record(s) requirement

Our industry plays an essential part in safeguarding public health and safety, and the legislation requires the Board to be satisfied that a person is fit and proper before it issues them with a registration.

Under the Act, we must be satisfied that people are fit and proper every time they apply to be registered. Apart from criminal conviction information, there is little we can do to satisfy this legislative requirement.

Therefore, when registering with the Board, please note that copy of your criminal record is a requirement for registration at Journeyman level, Tradesman level, or Certifying level.

In reality, there are not many convictions that would prevent a person from being registered at any of the three levels. This is because most convictions aren't relevant to whether a person can do their job as a plumber, gasfitter, or drainlayer.

However, there are some convictions that might mean a person isn't fit and proper. For instance, if a person had a large number of theft and burglary convictions that may well be relevant to whether or not they should be registered and allowed into people's homes.

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 online public register information.

Part 2:

- Relevant box ticked

Part 3:

- Relevant yes/no box ticked

Part 5:

- Current NZ 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:

- Payment details complete

Part 7:

- Signed and dated

Send your complete application to:

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):**
registration@pgdb.co.nz

PART 1 – Applicant's details

COMPLETE IN CAPITAL LETTERS * Denotes information which is required

Registration number*: _____

Family name/surname*: _____

First and middle name(s)*: _____

Date of birth*: ____ / ____ / ____ (dd/mm/yyyy)

PRIVATE information:

Address where registration certificate 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 phone number***: _____

2. **Work address:**

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

Suburb: _____

City/town: _____

3. **Email (if any):** _____ @ _____

PART 2 – Standards for CD registration

Tick which standard you have completed:

- Tradesman Drainlayer licence held for 24 months in total + passed 9198 *Certifying Drainlayer* examination after 2011.
- you have an overseas drainlaying qualification that has been accepted by the Board + passed the Board's advanced proficiency assessment.
- you have part of a previous qualifying standard + had a section 52 exemption approved by the Board.

PART 3 – Application for a practising licence

Once you are registered, do you require a practising licence for the **2018 licensing year (expires 31 March 2019)** licensing period to carry out drainlaying work?

- Yes
- No (please answer below then proceed to Part 5)
 - I am in New Zealand but not currently practising in the trade
 - I am currently overseas.

PART 4 – Photo ID

If you already have photo ID on your card, skip this section. You won't have to update your photo until 2027.

If you don't have a photo on your card, the easiest way is to use your online practitioner log-in and upload a head and shoulder photo. If you've forgotten your password, call our licensing team during 8am-5pm, Monday to Friday, on 0800 743 262.

Alternatively, you can attach a passport photo here and post your application to us:

Example:



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

Signature: _____

Date: _____

PART 5 – Fit and proper person information

1. **Attach** a copy of your **current** NZ criminal record (i.e. dated within the last month). This is available from the Ministry of Justice (<http://www.justice.govt.nz/criminal-records/get-your-own/>) within 10-20 working days.
2. **Attach** a copy of your criminal record history from all countries 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 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 – Fees

- 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*).

Registration fee	\$355.00
2018 Certifying drainlayer licence fee	\$86.00
Disciplinary and prosecution levy (unless already paid in 2018/19 year)	\$271.00
Total	\$ _____

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 7 – 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 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 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.