

Application for Registration and Practising Licence as a Licensed Gasfitter 31 July 2010 - 31 March 2011

PLEASE READ CAREFULLY

This application is for:

1. Registration as a Licensed Gasfitter under section 37 of the Plumbers, Gasfitters, and Drainlayers Act 2006 ("the Act"); and
2. Practising licence as a Licensed Gasfitter under section 45 of the Act.

Requirements

1. Please **complete the attached application form** and return it to this office with;
2. **Verified copies of the required documents** as listed in **one** of the following options. Documents **must be verified** by a Justice of the Peace or a person authorised to take an oath or declaration such as a Barrister or Solicitor, Notary Public, Registrar of the Court or other officer authorised to take Statutory Declarations (e.g. sworn Police Officers). **DO NOT SEND ORIGINALS.**

If you completed your training prior to 1998

- examination results A191 and C193 for gasfitting
- evidence of completion of apprenticeship
- evidence of having achieved a pass in the third stage gasfitting practical block course

If you completed your training from 1998 to July 2002 (inclusive)

- National Certificate in Gasfitting (DO NOT SEND ORIGINAL)

If you completed your training from August 2002 to present

- National Certificate in Gasfitting (DO NOT SEND ORIGINAL)
- pass in examination 9193 Licensed Gasfitter (see Note on Page 2)

If you have held a limited certificate for a continuous period of 5 years

- examination results 9193 Licensed Gasfitter
- practical test of workmanship results form from the assessment centre
- evidence of having held a limited certificate for a continuous period of 5 years

If you have held a limited certificate in gasfitting continuously for 3 or more years, followed by an exemption under supervision for a continuous period of 2 years (this provision ceases on 31 March 2012)

- examination results 9193 Licensed Gasfitter
- practical test of workmanship results form from the assessment centre
- evidence of having held a limited certificate for a continuous period of 3 or more years, followed by an exemption under supervision for a continuous period of 2 years

If you are an Overseas Applicant who has had their qualifications recognised by the Board

- examination results 9193 Licensed Gasfitter
- practical test of workmanship results form from the assessment centre

If you are a Licensed Plumber seeking registration as a Licensed Gasfitter

- examination results 9193 Licensed Gasfitter
- evidence of having achieved a pass in the third stage gasfitting practical block course

Please note:

- National Certificate in Gasfitting

The National Certificate in Gasfitting is issued by the New Zealand Qualifications Authority (NZQA). Contact details PO Box 160, Wellington, or phone 0800 697 296.

- A pass in the Board's registration examination 9193

We require examination results for exams held before November 2005 only, as after 2005 the Board holds the results.

3. Registration Fee(s)

\$500.00 Licensed Gasfitter.

This fee is for processing your application and includes your practising licence for the year ending 31 March 2011 (\$100.00) and certificate of registration (\$50.00).

In addition, you must also pay the current disciplinary levy (\$266.00).

However, if **prior to 31 July 2010** you renewed any practising licence/s for the current licensing year, the \$50.00 disciplinary levy you paid for each of one or more licence(s) is deducted from the current disciplinary levy e.g. if you are a current Licensed Plumber, deduct \$50.00 from \$266.00; If you are a current Licensed Plumber and Certifying Drainlayer, deduct \$100.00 from \$266.00. Please refer over the page for more information.

If you relicensed in any trade **on or after 31 July 2010**, you are only required to pay the \$500.00 registration fee, as you will have already paid the full disciplinary levy.

Please use the Registration Fee and Disciplinary Levy Calculation Sheet on page 4.

If you do not intend to work in Gasfitting after you are registered, please contact the Board before you submit this application.

All fees are inclusive of Goods and Services Tax (GST).

Board Meetings

If you meet the requirements for registration, your application will be considered by the Board at its next meeting and you will be notified accordingly. The meeting schedule is on the Registration section of the Board's website.

Change of Address

Section 76 of the Act requires a practising licence holder to notify the Registrar of their new street address within 3 months of changing address.

Should you have any queries or require clarification on any matter to do with your registration, please contact the Board on (04) 494 2970

Registration Fee and Disciplinary Levy Calculation Sheet

If you have **not uplifted a licence this year** (1 April 2010-31 March 2011) tick the following:

<input type="checkbox"/>	Licensed Gasfitter	\$500.00
<input type="checkbox"/>	<i>Inclusive of licence fee and certificate of registration</i>	
	Disciplinary Levy	\$266.00
		Total (GST inclusive) <u>\$766.00</u>

If you paid to uplift **one licence** prior to 31 July tick the following:

<input type="checkbox"/>	Licensed Gasfitter	\$500.00
<input type="checkbox"/>	<i>Inclusive of licence fee and certificate of registration</i>	
	Disciplinary Levy	\$216.00
		Total (GST inclusive) <u>\$716.00</u>

If you paid to uplift **two licences** prior to 31 July tick the following:

<input type="checkbox"/>	Licensed Gasfitter	\$500.00
<input type="checkbox"/>	<i>Inclusive of licence fee and certificate of registration</i>	
	Disciplinary Levy	\$166.00
		Total (GST inclusive) <u>\$666.00</u>

If you paid to uplift **three licences** prior to 31 July tick the following:

<input type="checkbox"/>	Licensed Gasfitter	\$500.00
<input type="checkbox"/>	<i>Inclusive of licence fee and certificate of registration</i>	
	Disciplinary Levy	\$116.00
		Total (GST inclusive) <u>\$616.00</u>

If you have **uplifted a licence on or after 31 July** tick the following:

<input type="checkbox"/>	Licensed Gasfitter	\$500.00
<input type="checkbox"/>	<i>Inclusive of licence fee and certificate of registration</i>	
		Total (GST inclusive) <u>\$500.00</u>

Documentation Checklist

In order for the application to be processed the following must be supplied. Please note incomplete applications will be returned.

- All 3 sections of the application form are complete

- Verified copies*** of required documents (see page 2)

***Please note: Any copied documentation must be verified and signed by a Justice of the Peace, Lawyer or Registrar of the Court or a person authorised to make an oath or declaration. Please DO NOT SEND ORIGINALS.**