

Licence renewal application (Journeyman/Tradesman/Certifying)

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

1 April 2018 - 31 March 2019 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.
- *Before* you send this form, make sure you've completed the 2017 Mico CPD course. You can check your result in your login: <http://www.pgdb.co.nz>
- 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 2019 *e.g. if we receive and process your form on 1 June 2018, then your licence(s) are valid from 1 June 2018 until 31 March 2019.*
- 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 (press option 1)** between 8am and 5pm, Monday to Friday.

Licence renewal application for Journeyman/Tradesman/Certifying

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1 April 2018 - 31 March 2019 licensing year

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 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 phone number*: _____

2. Work address:

Unit number: _____ Street name: _____

Suburb: _____

City/town: _____

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.

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

***Note:** If you haven't yet 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 application(s). Call us on 0800 743 262, Mon-Fri, 8am-5pm if you need any help clearing this up.

PART 3 – Photo ID licence card

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, email licensing@pgdb.co.nz

Example:



PART 4 – Supervisor’s details for Journeyman/Tradesman

This section must be completed by your nominated supervisor(s) for each trade. **Supervisor(s) must be registered in the Certifying class and hold a current licence(s) for the 1 April 2018-31 March 2019 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
- 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:

	Total	
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 2018/19 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 (scanner used, PDF only accepted. Photographs NOT accepted, nor PDF's converted from a photograph): licensing@pgdb.co.nz

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0800 743 262 (option 1) between 8am and 5pm, Monday to Friday.*