



Pre-registration application (overseas-qualified)

Introduction

Before completing this application ensure you have read the *Introduction guide for overseas-qualified people*. It details available pathways to registration.

The *Introduction guide* can be found here on the Board's website:
http://www.pgdb.co.nz/trade/tradespeople_coming_to_NZ.html

Processing your application

We'll process your application and inform you of the outcome within 10 working days of receiving it.

If your application has been accepted you will be provided with an application form for a *provisional licence*. A *provisional licence* enables you to undertake sanitary plumbing/gasfitting/drainlaying work for up to 12 months while you complete either the Board's written examination(s) (*tradesman* level) or the APA (*certifying* level). If you do not pass the written examinations or APA within 12 months, it is unlikely a provisional licence renewal application will be accepted, and you would need to apply for a limited authorisation (i.e. *exemption under supervision*).

If you have any questions about this form either:

- call the registration team on **0800 743 262** (or 0064 4 494 2970 from overseas) between 8am and 5pm, Monday to Friday (NZ time); or
- email registration@pgdb.co.nz

What is certified evidence? Certified evidence is a photocopy of your original document that has been verified by a person authorised to make such declarations, for example, a Justice of the Peace, barrister or solicitor, notary public, court registrar or deputy registrar, or a Member of Parliament.

What counts for evidence that you've worked full-time in the relevant trade?

1. Employed:

- A letter from current or past employer(s) or supervisor(s) which:
 - details the **exact type** of plumbing/gasfitting/drainlaying work that you carried out, and
 - provides **exact dates** of employment.
 - **NB** Any letters must be on letterhead, dated and signed by the author.

2. Self-employed:

- **Certified** evidence of:
 - + Invoices
 - + Plans
 - + Codes of compliance or sign-off certificates
 - + Quotes
 - + Official forms/documents from work you have carried out
 - + As-built plans/as-laid plans (i.e. as it has been laid)
 - + Consents/permits
- Testimonials from inspectors:
 - + Detailing the exact type of sanitary plumbing/gasfitting/drainlaying work that you carried out, and
 - + confirm exact dates of work.
 - + **NB** Any letters must be on letterhead, dated and signed by the author.
- Photographs of work undertaken
- Any other documents that may assist the Board in assessing your application.

Checklist

Part 1:

- All contact details fields are complete.

Part 2:

- Relevant boxes ticked.

Part 3:

- Required documentation **attached**.

Part 4:

- Questions 1-8 answered, and relevant documentation attached.

Part 5:

- Full name written.
- Signed.
- Dated.

NB Ensure you have fulfilled the requirements otherwise your application will be returned to you.

You must post your complete application to:

PGDB
PO Box 10655
The Terrace
Wellington 6143
New Zealand

PART 1 – Applicant’s details

PLEASE COMPLETE IN CAPITAL LETTERS:

Authorisation number: _____ (if you have held an authorisation from the Board before)

Family name/surname: _____

First and middle name(s): _____

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

Postal address (where all correspondence will be directed):

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

Suburb: _____

City/town: _____ **Postcode:** _____

State: _____ **Country:** _____

Mobile number: + _____
Country code Carrier code Phone number

Home phone: + _____
Country code Area code Phone number

Work phone: + _____
Country code Area code Phone number

Email: _____ @ _____

PART 2 – Registration classe(s)

Please indicate which trade(s) and class(es) of registration in New Zealand you wish to apply for:

Tradesman	✓	Certifying	✓
Tradesman plumber		Certifying plumber	
Tradesman gasfitter		Certifying gasfitter	
Tradesman drainlayer		Certifying drainlayer	

Tradesman class - standards for registration

You must provide the following documentation with your application:

1

- a certified copy of a "Recommendation for Registration" from The Skills Organisation with an outcome stating your qualification is equivalent to, or greater than the National Certificate/NZ Certificate in Plumbing/Gasfitting/Drainlaying at Level 4.

OR

- a certified copy of the PGDB Section 52 exemption notice.

AND

2

- certified copy of evidence that you have been granted New Zealand residence (if older than 12 months must be accompanied by a NZ criminal record).

OR

- original police certificates that are no older than 6 months from you country of citizenship (unless you can provide satisfactory evidence that you have never lived there), **and** from any country you have lived in for 12 months of more (whether in one visit or intermittently) in the last 10 years.

AND

3

- evidence that you have a **minimum of four years** working full time in the plumbing and/or gasfitting trade.
- and/or evidence that you have a **minimum of two years** working full time in the drainlaying trade.

Certifying class – standards for registration

You must provide the following documentation with your application:

1

- a certified copy of a "Recommendation for Registration" from The Skills Organisation with an outcome stating your qualification is equivalent to, or greater than the National Certificate/NZ Certificate in Plumbing/Gasfitting/Drainlaying at Level 4.

OR

- a certified copy of the PGDB Section 52 exemption notice.

AND

2

- certified copy of evidence that you have been granted New Zealand residence (if older than 12 months must be accompanied by a NZ criminal record)

OR

- original police certificates that are no older than 6 months from you country of citizenship (unless you can provide satisfactory evidence that you have never lived there), **and** from any country you have lived in for 12 months of more (whether in one visit or intermittently) in the last 10 years;

AND

3

- evidence that you have a **minimum of six years** working full time in the plumbing and/or gasfitting trade
- and/or evidence that you have a **minimum of four years** working full time in the drainlaying trade.

PART 4 – Fit and proper person information

Section 36 of the Plumbers, Gasfitters, and Drainlayers Act 2006 sets out who can be registered as a plumber, gasfitter, or drainlayer. It states that people applying to be registered have to satisfy the Board they are a fit and proper person. Everyone applying to be registered has to undergo a fit and proper person check.

In order to help ensure you meet this requirement when you apply for registration, the Board requires you to provide this information in your pre-registration application. For further information regarding the fit and proper person information please refer to Part 4 of your introduction guide for overseas qualified tradespeople.

Please answer the following questions by circling the appropriate option:

1. Have you ever been convicted of any crime or offence in New Zealand or overseas other than one concealed by the Criminal Records (Clean Slate) Act 2004?*	Yes	No
2. Are you currently the subject of criminal proceedings in respect of any crime or offence in New Zealand or overseas?	Yes	No
3. 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
4. Are you currently the subject of current plumbing, gasfitting, or drainlaying disciplinary action in New Zealand or a foreign country?	Yes	No
5. 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
6. 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
7. 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
8. 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 see the following instructions:

- a If you have answered "Yes" to question 1, please ensure you attach the following documentation to your application:
- i a recent copy of your overseas criminal record, and
 - ii copies of any criminal records from any other country you have lived in for more than 12 months over the past 7 years
 - iii a copy the Ministry of Justice's Priv/F2 form, with section 1 completed. The authorisation form is available on the Ministry of Justice website at <http://www.justice.govt.nz/services/criminal-records/request-authorisation-to-view-someone2019s-criminal-record> (**NB** the third party process can take up to 4 months for the Ministry of Justice to complete).
- b If you have answered "Yes" to any other 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.

* To find out more information about the Criminal Records (Clean Slate) Act 2004, please go to this link <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>

PART 5 – Confirmation of accuracy

By signing this form, I confirm that:

- the information contained in this application is true and correct, and
- I understand that if I obtained either my registration or licence wrongfully, the Board may, following due process, cancel them.

Full name of applicant

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 assessing your eligibility for pre-registration. 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.