

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

### PLEASE READ CAREFULLY

This application is for:

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

### Requirements

1. Please **complete the attached application form** and return it to this office with;
2. **Verified copies of the required documents.** 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). Please **DO NOT SEND ORIGINALS.**

- examination results 9194 Certifying Common
- examination results 9196 Certifying Gasfitting

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

- letter of reference from the Certifying Gasfitter under whose direction you have been working, confirming that you have 2 years experience as a gasfitter from the date of your registration and that you have held a licence and been working under the supervision of a Certifying Gasfitter.

### **3. Registration Fee(s)**

\$500.00 Certifying 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 Gasfitter and Certifying Plumber, 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 3.**

**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"/>	Certifying Gasfitter	\$500.00
}	<i>Inclusive of licence fee and certificate of registration</i>	
	Disciplinary Levy	\$266.00
<b>Total (GST inclusive)</b>		<b><u>\$766.00</u></b>

If you paid to uplift one licence prior to 31 July 2010 tick the following:

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

If you paid to uplift two licences prior to 31 July 2010 tick the following:

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

If you paid to uplift three licences prior to 31 July 2010 tick the following:

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

If you have uplifted a licence on or after 31 July 2010 tick the following:

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

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

### SECTION 1

Authorisation no. (previously called Registration no.): \_\_\_\_\_

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone numbers Work:( ) \_\_\_\_\_ Home:( ) \_\_\_\_\_

Fax:( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

### SECTION 2

I hereby apply for Registration (tick the following) pursuant to section 37 the Plumbers, Gasfitters and Drainlayers Act 2006.

**Please use the Disciplinary Levy Calculation Sheet on page 3 to calculate your total**

<input type="checkbox"/>	} Certifying Gasfitter		\$500.00
<input type="checkbox"/>	} <i>Inclusive of licence fee and certificate of registration</i>		
	Disciplinary Levy (as calculated by you)		\$ _____
<b>Total (GST inclusive)</b>			<b>\$ _____</b>

Your signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION 3

My cheque is enclosed

Visa or

Master Card

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Name on credit card \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_\_

**Privacy Act 1993** The Plumbers, Gasfitters and Drainlayers Act 2006 requires the Board to make public the following information on its register: full name, postal address, contact phone number, email address, registration number, registration status, current licence or exemption status. Unless otherwise notified, your mobile phone number will be the default contact telephone number for the purposes of the register. In the event you object to any of the above information appearing on the public register, please email the Registrar on [registrar@pgdb.co.nz](mailto:registrar@pgdb.co.nz) with specific details outlining the reasons for removal of the information.

## 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
  
- 2 year letter of reference** from the Certifying Gasfitter under whose supervision you have been working
  
- Verified copy\*** of exam results (if required – see page 1)

**\*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.**