SECTION 24
EXEMPTION APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

Fill in this form if you are a registered and licensed gasfitter and want to do specific sanitary plumbing work in relation to water heaters.

What you need to know:

- If your application is approved you will be granted with a section 24 exemption. This exemption allows a gasfitter to fix or unfix, or assist in fixing or unfixing:
  1. A gas water heater, or
  2. Any pipe that supplies, or is intended to supply, water to a gas water heater or hot water from a gas water heater to any fitting or appliance
- This application will take up to 20 working days to process.

Please email this completed form and any required attachments as a PDF (no photos) to licensing@pgdb.co.nz.

PERSONAL DETAILS:

Surname:		**First Name(s):**	
Date of birth (dd/mm/yyyy):		**Gender:**	Male ☐ Female ☐ Prefer not to disclose: ☐
Have you held a licence with the Board before?	☐ Yes ☐ No	**PGDB number (if applicable):**	
Mobile:		**Phone:**	
Email:			

Ethnicity:	New Zealand Pākehā ☐ New Zealand European ☐ Māori ☐ Pasifika ☐ European ☐	Indian ☐ Chinese ☐ South African ☐ Other …… ☐

Postal address: (No PO Boxes)	

PUBLIC REGISTER DETAILS:

Our Act requires us to have a public record of all registered Plumbers, Gasfitters and Drainlayers. This helps the public to hire people who are allowed to do restricted work.
Your entry on the public register must have:

- your name
- current licence(s)
- registration history
- your supervisors
- a contact phone number
- street address
- a work email address (if you have one).

Contact phone number for public register: Tick if same as pg1 ☐	

Work email for public register: Tick if same as pg1 ☐	

Address for public register: Tick if same as pg1 ☐	Street number and name:	
	Suburb:	
	City/Town:	Post code:

FITNESS TO PRACTICE:

If you answer "yes" to any of the following questions, please attach the following documentation to your application:

- a full written explanation of the relevant matter
- any relevant documents e.g. decisions, charges, letters, health certificates.

1. Are you currently subject to any of the following in New Zealand or overseas: • a police investigation; and/or • a criminal charge being laid by the police; and/or • a guilty finding in a criminal proceeding including convictable driving offences? Disclosure is required even if the criminal proceedings resulted in discharge without conviction or a similar finding (for NZ applicants, please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record) Information about the Criminal Records Act 2004 can be found at https://www.justice.govt.nz/criminal-records/clean-slate.	☐ YES	☐ NO
2. Have you been subject to a formal inquiry or investigation into your performance or conduct, undertaken by an employer, or complaints, licensing, or professional body in New Zealand or overseas?	☐ YES	☐ NO
3. Have you had an adverse finding in any disciplinary action by an employer, or complaints, licensing, or professional body in New Zealand or overseas?	☐ YES	☐ NO

4. Have you had any restrictions placed on your practice of plumbing, gasfitting or drainlaying by an employer, or complaints, licensing, or professional body?	☐ YES	☐ NO
5. Has your plumbing, gasfitting or drainlaying authorisation (licence and/or registration) in New Zealand or overseas been cancelled, suspended, revoked or restricted in any way?	☐ YES	☐ NO
6. Do you have a physical or mental condition that may affect your ability to safely carry out plumbing, gasfitting or drainlaying?	☐ YES	☐ NO
7. Have you carried out any plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to?	☐ YES	☐ NO

QUESTIONS:

1. Have you previously held an exemption of this type? If **yes**, please detail: • The last year you held it: _____ • Your exemption number: _____	☐ YES	☐ NO
2. Have you got any plumbing qualification(s), here or overseas, that are relevant to the fixing or unfixing of gas water heater and working on associated piping? If **yes**, please attach certified copies of your qualifications, and a separate document explaining how they are relevant and show your competency to carry out this work.	☐ YES	☐ NO
3. What experience do you have in fixing and unfixing gas water heaters and working on associated piping? If **some**, please attach a separate document explaining how your experience shows your competency to carry out this work.	☐ SOME	☐ NONE
4. Have you done any plumbing upskilling courses or continuing professional development (CPD) programmes that are relevant? If **yes**, please attach certified copies of evidence/certificates, and a separate documents listing what they are and why they are relevant.	☐ YES	☐ NO

RELEVANT INFORMATION:

1. Why are you applying for this exemption?

2. What is your knowledge of NZ compliance requirements relating to this plumbing work? *E.g. relevant Standards and codes of practice*

3. What technical support is available to you when undertaking this plumbing work?

4. Tell us about your safety and compliance record.

REQUIRED ATTACHMENTS:

- Your complete answers to the above questions.
- A current copy of your *Health and Safety* plan.
- A current copy of your *Quality Management System*.

APPLICANTS DECLARATION:

I declare that I understand:
If approved, I can carry out limited sanitary plumbing work in relation to water heaters. This exemption will allow me to fix or unfix, or assist in fixing or unfixing:

1. A gas water heater, or
2. Any pipe that supplies, or is intended to supply, water to a gas water heater or hot water from a gas water heater to any fitting or appliance.

By submitting this application, I declare that the information I have provided is true and correct.

Please see our Privacy Statement to understand how we collect, use, share and store your personal information, including when we collect it from others or verify it with third parties, and how you can access and correct your personal information.

Find our Privacy Statement at https://www.pgdb.co.nz/resources/website_privacy_statement/

☐	I have read and understand the Privacy Statement		
Applicants signature:		**Date:**	

FEES:

The cost of your application is the full processing cost. This may vary from application to application and the amount you will have to pay will only be known once your application has been processed. You are required to pay an initial sum of $635 when you make your application to us.

Once we know the full and final cost, we will notify you and you must pay any outstanding balance owed.

- **Please do not include any credit card information with this form.**
- Once we have reviewed your application, we will send you a secure payment link.
- We no longer accept payments using credit or debit card information provided on the application form. This change helps us comply with our bank's requirements and protects your personal information.
- Find more information about our fees at https://www.pgdb.co.nz/apply_for_registration/fees/

Total:	$635.00