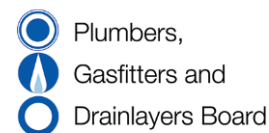


# REGISTRATION APPLICATION FORM



Please fill in this form if you want to apply for registration as a plumber, gasfitter, and/or drainlayer.

Please attach a New Zealand Ministry of Justice Criminal Record check dated within the last month with your application. You can order this free of charge from:

<https://www.criminalrecords.govt.nz/#>

Your application will take up to 10 working days to review. If we need any more information we will contact you by email.

When your application is complete, your application will be assigned to the next available registration round.

Please email this completed form and required documentation as separate PDFs to [registration@pgdb.co.nz](mailto:registration@pgdb.co.nz).

PERSONAL DETAILS:			
<b>Surname:</b>		<b>First Name(s):</b>	
<b>Date of birth (dd/mm/yyyy):</b>		<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose: <input type="checkbox"/>
<b>Phone:</b>		<b>PGDB number (if applicable):</b>	
<b>Postal address: (No PO Boxes)</b>	Street number and name:		
	Suburb:		
	City/Town:	Post code:	
<b>Email:</b>			
<b>Ethnicity:</b>	New Zealand Pākehā <input type="checkbox"/> New Zealand European <input type="checkbox"/> Māori <input type="checkbox"/> Pasifika <input type="checkbox"/> European <input type="checkbox"/>	Indian <input type="checkbox"/> Chinese <input type="checkbox"/> South African <input type="checkbox"/> Other ..... <input type="checkbox"/>	

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

**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:**

Street number and name:

Suburb:

Tick if same as pg1 ☐

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. a police investigation; and/or
  - b. a criminal charge being laid by the police; and/or
  - c. 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?	<input type="checkbox"/> YES	<input type="checkbox"/> 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. Do you have a physical or mental condition that may affect your ability to safely carry out plumbing, gasfitting or drainlaying?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Have you carried out any plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

REGISTRATION TYPE:	
Select in which trades you are applying for registration. You can select multiple trades. You will need to supply evidence you meet the registration criteria for each trade you select:	
<input type="checkbox"/>	Plumber
<input type="checkbox"/>	Gasfitter
<input type="checkbox"/>	Drainlayer

PRACTISING LICENCE:	
Once you are registered, do you require a practising licence to carry out work?	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Yes, I need a practising licence</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>No, I am applying for registration only</li> </ul> <p>I understand and acknowledge that I am applying for registration only, and do not require a practising licence. I am aware that I cannot carry out restricted work without a current licence. I am aware that once this registration class has been obtained, any authorisations that I currently hold in this trade will be cancelled.</p>

REGISTRATION PATHWAY:		
Please tick which pathway you have completed for each trade. Attach the evidence required with your application.		
NZ-based Apprenticeship pathway		
What you need to complete:	Evidence:	Trades:
<input type="checkbox"/> <ul style="list-style-type: none"> <li>NZ Certificate or National Certificate (level 4) (1997 – Present)</li> <li>Registration exam pass (2005- present)</li> </ul>	<ul style="list-style-type: none"> <li>A certified copy of your NZQA-issued certificate <b>or</b> an official copy of your NZQA Record of Achievement</li> <li>A copy of your Ministry of Justice Record dated within one month of submitting your application.</li> </ul> <p>We have your exam pass on file.</p>	<p>In what trade(s) do you meet these requirements:</p> <div> <input type="checkbox"/> Plumbing           <input type="checkbox"/> Gasfitting           <input type="checkbox"/> Drainlaying         </div>
Overseas qualification pathway (Category A)		
What you need to complete:	Evidence:	Trades:
<input type="checkbox"/> <ul style="list-style-type: none"> <li>Category A assessment issued by The Skills Organisation.</li> <li>Registration exam pass (2005- present)</li> </ul>	<ul style="list-style-type: none"> <li>A copy of your Ministry of Justice Record dated within one month of submitting your application.</li> </ul> <p>We have your Skills assessment and exam pass on file.</p>	<p>In what trade(s) do you meet these requirements:</p> <div> <input type="checkbox"/> Plumbing           <input type="checkbox"/> Gasfitting           <input type="checkbox"/> Drainlaying         </div>
Recognition of prior experience (Category B)		
What you need to complete:	Evidence:	Trades:
<input type="checkbox"/> <ul style="list-style-type: none"> <li>Category B assessment issued by The Skills Organisation</li> <li>Registration exam pass (2011- present)</li> </ul>	<ul style="list-style-type: none"> <li>A copy of your Ministry of Justice Record dated within one month of submitting your application.</li> </ul> <p>We have your Skills assessment and exam pass on file.</p>	<p>In what trade(s) do you meet these requirements:</p> <div> <input type="checkbox"/> Plumbing           <input type="checkbox"/> Gasfitting           <input type="checkbox"/> Drainlaying         </div>
Exemption pathway (Section 52)		
What you need to complete:	Evidence:	Trades:
<input type="checkbox"/> <ul style="list-style-type: none"> <li>An exemption application approved by the Board.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of your Ministry of Justice Record dated within one month of submitting your application.</li> </ul> <p>We have your exemption on file.</p>	<p>In what trade(s) do you meet these requirements:</p> <div> <input type="checkbox"/> Plumbing           <input type="checkbox"/> Gasfitting           <input type="checkbox"/> Drainlaying         </div>

**SUPERVISION:**

**By signing this form, you agree to comply with your responsibilities as a supervisor and understand:**

1. You must ensure 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).
2. 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); and
  - d. Can produce their current licence card on demand.
3. You can have a 'Nominated Person' to provide physical supervision of the applicant. The Nominated Person must be registered and hold a current licence as a plumber/gasfitter/drainlayer (where relevant). This does not include restricted licence holders. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another registered and licensed plumber/gasfitter/drainlayer to provide physical supervision of that work.
4. You must verify (or certify for gasfitting) work where verification or certification is required.
5. You must notify the Board if your supervision of the applicant ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the applicant until we receive written notice that you are no longer supervising that person, or until their licence expires. Use your PGDB app, trade login, or email [licensing@pgdb.co.nz](mailto:licensing@pgdb.co.nz) to notify us.

**CERTIFYING PLUMBER:**

<b>Licence Number:</b>		<b>Full Name:</b>	
<b>Date:</b>		<b>Signature:</b>	

**CERTIFYING GASFITTER:**

<b>Licence Number:</b>		<b>Full Name:</b>	
<b>Date:</b>		<b>Signature:</b>	

**CERTIFYING DRAINLAYER:**

<b>Licence Number:</b>		<b>Full Name:</b>	
<b>Date:</b>		<b>Signature:</b>	

**APPLICANTS DECLARATION:**

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

The Board collects personal information, including your name, address, contact details, and billing information, to process your application and maintain the public register. Your information is handled, stored and kept secure in accordance with the Privacy Act 2020. The Board will not share your personal information unless it is necessary to do so for the purpose for which the information was collected, you have consented to its disclosure, or where disclosure is required or permitted by law. Any third parties who may have access to your information for permitted purposes will be subject to the Board's information security and privacy requirements. You may request access to your personal information and request that it is corrected if any of that information is inaccurate.

**Applicants  
signature:**

**Date:**

**FEES:** Please see our fees at [https://www.pgdb.co.nz/apply\\_for\\_registration/fees/](https://www.pgdb.co.nz/apply_for_registration/fees/) **Please note: A credit card fee of 1.90% will be charged when payments are made by either a Visa or Mastercard credit or debit cards.**

**Are you applying for registration only?**

Plumber:

☐ \$350 Registration fee

Gasfitter:

☐ \$350 Registration fee

Drainlayer:

☐ \$350 Registration fee

**Are you applying for registration and a practising licence to carry out work?**

Plumber:

☐ \$350 Registration fee

+

☐ \$100 Licensing fee

+

☐ \$275 Disciplinary Levy  
(If you already hold a practising licence for the current licensing year, you do not need to pay this levy again)

+

☐ \$4.50 Physical Licence card (optional)

Gasfitter:

☐ \$350 Registration fee

+

☐ \$100 Licensing fee

+

☐ \$275 Disciplinary Levy  
(If you already hold a practising licence for the current licensing year, you do not need to pay this levy again)

+

☐ \$4.50 Physical Licence card (optional)

Drainlayer:

☐ \$350 Registration fee

+

☐ \$100 Licensing fee

+

☐ \$275 Disciplinary Levy  
(If you already hold a practising licence for the current licensing year, you do not need to pay this levy again)

+

☐ \$4.50 Physical Licence card (optional)

**TOTAL**

\$ \_\_\_\_\_

**Card number:**

**Card expiry date:**

/

**Name on card:**

**Cardholder phone number:**

**Cardholders signature:**

I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit card or debit card (including the credit card fee of 1.90% charged when payments are made by either a Visa or Mastercard credit or debit cards.):