

Section 18 exemption application

- This exemption authorises a person (who is not registered or licensed as a plumber) to install and maintain certain sanitary plumbing equipment (or supervise the maintenance of that equipment) in industrial or commercial premises.

What is a certified copy?

A certified copy of a document has been officially declared true and correct by a lawyer, Justice of the Peace (JP), or Court Registrar. This service is usually free of charge.

1. Use Google to find a lawyer, Justice of the Peace, or your nearest courthouse for a Court Registrar. (JP's are also listed in your local White Pages).
2. Take the original document and a good quality photocopy of it to them.
3. They will check the photocopy against the original, and then sign the photocopy to say they certify it as a true and correct copy of the original.
4. Attach the certified copy to your application.

Processing your application

We'll process your application within 20 working days of receiving it and inform you of the outcome.

If your application has been returned to you

One (or more) of the things required is missing and we can't process the application – we'll tell you what you've missed.

Use the checklist and ensure you have completed all requirements **before** sending the application. Not providing all requirements delays processing your application and could increase the cost you must pay.

If you have any questions

Call our Technical Services Advisor, Paul Costelloe, on **04 495 2613** between 8am and 5pm, Monday to Friday.

Before you start:

1. Read the following sections of the Plumbers, Gasfitters, and Drainlayers Act 2006

(<https://www.pgdb.co.nz/legislation-policies/legislation.html>)

- *Section 3 – Purposes of this Act*
- *Section 6 - Meaning of sanitary plumbing*
- *Section 18 - Exemption for installing and maintaining particular sanitary plumbing equipment*

2. Read the competencies required for plumbing registration and licensing

(<https://www.pgdb.co.nz/legislation-policies/policies.html>)

CHECKLIST

Check you have answered all fields marked “*”, and the questions on this form that relate to you. We can only process your application if you complete the form accurately. If you miss out any requirements your application will be returned to you and could increase the cost you must pay.

- Page 1 and 2* – Have you completed the *Applicant’s Details* section?
- Page 2* - Have you read the information about the cost of the application and included the correct card payment details?
- Page 3* - Have you answered questions 1, 2, 3, and where required, attached **certified copies**?
- Page 4* – Have you attached the three requirements?
- Page 4* - Have you signed and dated the *Confirmation of Accuracy*?

SENDING YOUR APPLICATION TO US

Post: PGDB, PO Box 10655, The Terrace, Wellington 6143

or

Courier: PGDB, Level 8 Solnet House, 70 The Terrace, Wellington Central, Wellington 6011

We recommend you send your application to us by courier so you can track delivery.

Exemption for installing and maintaining particular sanitary plumbing equipment

under section 18 of the Plumbers, Gasfitters, and Drainlayers Act 2006

Complete fields in CAPITAL LETTERS, fields marked * are required

APPLICANT'S DETAILS

PGDB registration number* (if you've ever had one):

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Family name/surname*: _____

First and middle name(s)*: _____

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

Postal address*

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

Suburb: _____

City/town: _____ Postcode: _____

Mobile phone*: _____ Home phone: _____

Work phone number*: _____

Work address:

Unit number: _____ Street name: _____

Suburb: _____

City/town: _____

Email: _____@_____

*Have you previously held an exemption to install and maintain sanitary plumbing equipment before?

No

Yes, the year I last held it was _____ and my exemption number was_____.

FEE PAYMENT(S)

- All fees include GST.
- 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.

Credit/debit card (Visa or Mastercard only)

Card number*:

Card expiry date*: /

Cardholder's name
(as it appears on card)*:

Contact phone number for cardholder*: _____

Cardholder's signature*:

I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit card or debit card.

QUESTION 1

*Have you attained any plumbing qualification(s) that are relevant to the type of sanitary plumbing you wish to undertake?

- No
- Yes (*Attach **certified copy**, and *on a separate piece of paper detail the extent that the qualification(s) enable you to satisfy the competencies that must be demonstrated by an applicant for registration as a plumber.

QUESTION 2

*Have you passed any plumbing examinations or assessments in New Zealand or overseas?

- No
- Yes (*Attach **certified copy** of result(s))

QUESTION 3

*Tick the type(s) of premises in which you wish to undertake the particular sanitary plumbing work:

- Commercial Industrial

QUESTION 4

*On separate piece of paper, answer 4A-4K:

- 4A)** List the sanitary plumbing equipment you wish to undertake work on.
- 4B)** Provide a description of the abovementioned sanitary plumbing equipment.
- 4C)** State the site address(es) where the sanitary plumbing equipment is located.
- 4D)** List any formal plumbing training that you have undertaken.
- 4E)** List any plumbing upskilling/continuing professional development (CPD) programmes that you have undertaken.
- 4F)** List your experience that is relevant to the type of sanitary plumbing you wish to undertake.

- 4G)** Outline your knowledge of NZ compliance requirements (e.g. relevant Standards and codes of practice) relating to the sanitary plumbing you wish to undertake.
- 4H)** Detail any supplier or technical support that is available to you when undertaking the sanitary plumbing work you wish to undertake.
- 4I)** Advise us about your safety and compliance record.
- 4J)** Outline the extent to which you have supervised people undertaking sanitary plumbing work previously.
- 4K)** Supply information of persons (if any) you wish to supervise installing and maintaining particular sanitary plumbing equipment:
- i. First name and middle name(s)
 - ii. Last name
 - iii. Postal address
 - iv. Attach **certified copies** of their qualifications and experience.

ATTACHMENTS

*Attach to this application:

- Your complete answers to questions 4A-4K (and to question 1 if relevant).
- A current copy of your *Health and Safety* plan.
- A current copy of your *Quality Management System*.

CONFIRMATION OF ACCURACY

By signing this application, you verify that all information given is true and correct.

Signature*: _____ 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 application and administering your exemption. 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.