

What you need before you complete this application:

1. Completed the 2019 Mico CPD course (if you did the online version, you must have received your certificate). You can check your result is on file using the PGDB App or your trade login (<https://www.pgdb.co.nz/trade/licensing/>)
2. If you're renewing your Journeyman/Tradesman licence(s), your supervising Certifier(s) must have active 2020 licence(s), and complete page 3
3. Correct fees (either \$375/\$465/\$555)

Application

- **Complete fields in CAPITAL LETTERS, fields marked * are required**
- We'll process or return your application within 5 working days of receiving it.
 - **If your application has been returned to you** one (or more) of the requirements (*) is missing and we can't process the application.
 - **If your application has been accepted**
 - We'll send you a text as soon as you're active, so you know you can start work. Your licence(s) are valid from the date of issue until 31st March 2021 *e.g. if we receive and process your form on 1 June 2020, your licence(s) are valid from 1 June 2020 until 31 March 2021.*
 - Your licence(s) will show on the Public Register (<https://www2.pgdb.co.nz/public-register>) and you'll be able to see your electronic licence card in the PGDB app and your PGDB trade login (<https://www.pgdb.co.nz/trade/licensing/>).
 - You will receive your licence card within 10 working days.

*If you have any questions about this form please call the licensing team on **0800 743 262 (option 1)** between 8am and 5pm, Monday to Friday.*



2020 Licence renewal application

*under section 51 of the Plumbers, Gasfitters, and Drainlayers Act 2006
1 April 2020-31 March 2021 licensing year*

Complete fields in CAPITAL LETTERS, fields marked * are required

APPLICANT'S DETAILS

* Licence number:

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* Family name/surname: _____

* First and middle name(s): _____

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

* Home address

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

Suburb: _____

City/town: _____ Postcode: _____

* Postal address (if different): _____

Suburb: _____

City/town: _____ Postcode: _____

* Mobile number: _____ Other phone number: _____

Email: _____ @ _____

PUBLIC REGISTER – CONTACT DETAILS

The public register is a legal requirement under the PGD Act 2006.

1. * **Work phone number:** _____
2. **Work address:** _____
Suburb: _____
City/town: _____
3. **Email:** _____ @ _____

LICENCE TYPE

* Tick the licence(s) you want to renew:

- | | | | | | | |
|-------------------|--------------------------|----------------|--------------------------|------------------|--------------------------|-------------------|
| Journeyman | <input type="checkbox"/> | <i>Plumber</i> | <input type="checkbox"/> | <i>Gasfitter</i> | <input type="checkbox"/> | <i>Drainlayer</i> |
| Tradesman | <input type="checkbox"/> | <i>Plumber</i> | <input type="checkbox"/> | <i>Gasfitter</i> | <input type="checkbox"/> | <i>Drainlayer</i> |
| Certifying | <input type="checkbox"/> | <i>Plumber</i> | <input type="checkbox"/> | <i>Gasfitter</i> | <input type="checkbox"/> | <i>Drainlayer</i> |

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 issuing or renewing your licence(s). 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.

SUPERVISOR(S) FOR JOURNEYMAN/TRADESMAN RENEWALS

*** If you are renewing Journeyman/Tradesman licences, your supervising Certifier(s) must complete this page and have a 2020 Certifying practising licence(s) in the relevant trade(s).**

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 may nominate another currently licensed Certifying Plumber/Gasfitter/Drainlayer (where relevant) or Tradesman Plumber/Gasfitter/Drainlayer (where relevant) (this is called a 'Nominated Person') to provide physical supervision of the applicant. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another Certifying or Tradesman 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 to notify us.

Certifying Plumber

*** Licence number:** *** Full name:** _____

*** Signature of certifier:** _____ *** Date:** _____

Certifying Gasfitter

*** Licence number:** *** Full name:** _____

*** Signature of certifier:** _____ *** Date:** _____

Certifying Drainlayer

*** Licence number:** *** Full name:** _____

*** Signature of certifier:** _____ *** Date:** _____

FEES

- All fees include GST, and we do not accept purchase orders.
- If you require a tax receipt afterwards go to your PGDB trade login (<https://www.pgdb.co.nz/trade/licensing/>).

* Select your total

One licence (\$90.00) + Disciplinary and prosecution levy (\$285.00)	\$375.00	<input type="checkbox"/>
Two licences (\$180.00) + Disciplinary and prosecution levy (\$285.00)	\$465.00	<input type="checkbox"/>
Three licences (\$270.00) + Disciplinary and prosecution levy (\$285.00)	\$555.00	<input type="checkbox"/>

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.

CHECK

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 we can't process it and your application will be returned to you.

SEND YOUR COMPLETE APPLICATION TO US

Post to: PGDB, PO Box 10655, The Terrace, Wellington 6143 (NZ Post can take around 3-5 working days)

or

Use flatbed scanner for PDF file and email to:

licensing@pgdb.co.nz (photographs/photo files will be rejected, you must use a flatbed scanner to scan applications as PDF to email, no phones/apps).