

Important notice for overseas-qualified people

- NZ Immigration may no longer accept *Exemptions Under Supervision* as part of any visa/residency applications. They may require you to already be registered with us at Tradesman or Certifying level for any visa or residency application.
- Contact NZ Immigration to check their requirements before going any further.
- Information on how to get Tradesman/Certifying registration with us: <https://www.pgdb.co.nz/trade/help-for-overseas-tradespeople/>

2020 Exemption Under Supervision notification

under sections 19(a)(i), 21(a)(i), and 25 of the Plumbers, Gasfitters, and Drainlayers Act 2006

This notification requires:

- 1) Each individual notification is a legal document and must be completed in full and unique (i.e. pages cannot be copied from other Notifications).
- 2) The Certifying supervisor must have an active 2020 licence(s) in the relevant trades they want to supervise the Exempt person for, and have completed page 2. If the Exempt person has another Certifying supervisor in a different trade, a separate Notification must be completed and submitted (pages 1-3).
- 3) Personal contact details of the Exempt person
- 4) Correct fee(s) payment \$90/\$180/\$270.

Notification

- **Complete fields in CAPITAL LETTERS, fields marked * are required**
- We'll process or return your notification within 5 working days of receiving it.
 - **If your notification has been returned to you** one (or more) of the requirements (*) is missing and it can't be processed.
 - **If your notification 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.



2020 Exemption Under Supervision Notification

*under sections 19(a)(i), 21(a)(i), and 25 of the Plumbers, Gasfitters, and Drainlayers Act 2006
for the 1 April 2020-31 March 2021 licensing year*

Complete fields in CAPITAL LETTERS, fields marked * are required

EXEMPT PERSON'S DETAILS

* Licence number (if you've held one with us before):

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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: _____

* Email: _____ @ _____

* Mobile number: _____ Other phone number: _____

CERTIFIER SECTION

* **You must already hold a current 2020 Certifying licence in the relevant trade(s), and complete this page once per each Notification (i.e. cannot copy this page for other Notifications).** If the exempt person has another Certifying supervisor in a different trade, a separate Exemption notification must be completed.

By signing this form, you verify that all information given is true and correct, and 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 exempt person:
 - 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 exempted person:
 - 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 for gasfitting); and
 - d. Can produce their current authorisation 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 exempt person. You remain responsible at all times for all aspects of the work done by the exempt person even where you have nominated another Certifying or Tradesman Plumber/Gasfitter/Drainlayer to provide physical supervision of that work.
4. You must ensure that for the first 24 months of holding an Exemption Under Supervision and doing sanitary plumbing/gasfitting/drainlaying the exempt person works at all times in your presence, or the presence of a 'Nominated Person'.
5. You must verify (or certify for gasfitting) work where verification or certification is required.
6. You must notify the Board if your supervision of the exempt person ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the exempt person under your supervision 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.
7. **Certifying Gasfitters NB:** A person working under an Exemption Under Supervision for gasfitting may do, or assist in doing, gasfitting if no pipe or appliance they work on is connected to any supply of gas.

* Licence number:

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* First and middle name(s): _____

* Family name/surname: _____

* Tick the trade(s) you will supervise the exempt person for:

Plumbing (\$90) Gasfitting (\$90) Drainlaying (\$90)

* Signature: _____

* Dated: _____

FEE(S)

- All fees include GST.
- We do not accept purchase orders.
- Credit/debit card (Visa or Mastercard only)

One trade **\$90.00**

*** Select the total:** Two trades **\$180.00**

Three trades **\$270.00**

* 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 " * ". We can only process your notification if you complete the form accurately. If you miss out any requirements it can't be processed and will be returned to you.

SEND YOUR COMPLETE NOTIFICATION 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 this notification as PDF to email, no phones/apps).