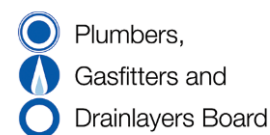


CERTIFYING PLUMBER TO CERTIFYING DRAINLAYER APPLICATION FORM



You may be eligible for certifying drainlayer registration if you are currently licensed as a certifying plumber and have four years of full-time drainlaying experience. **You will need to complete the application form, submit all required evidence, and pay the application fee before your application can be reviewed.**

Before submitting your application, please read our [Certifying Plumber to Certifying Drainlayer Information Guide](#).

When you are ready to apply, submit your application and evidence as separate PDF's to RFR@pgdb.co.nz

PERSONAL DETAILS:																							
Surname:		First name(s):																					
Date of birth (dd/mm/yyyy):		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose																				
Have you held a licence with the Board before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	PGDB number (if applicable):																					
Email address:		Contact phone number:																					
Postal address: (No PO Boxes)	Street number and name: Suburb: City/Town:																						
		Post code:																					
Ethnicity:	<table border="0"> <tbody> <tr> <td>New Zealand Pākehā</td> <td><input type="checkbox"/></td> <td>Indian</td> <td><input type="checkbox"/></td> </tr> <tr> <td>New Zealand European</td> <td><input type="checkbox"/></td> <td>Chinese</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Māori</td> <td><input type="checkbox"/></td> <td>South African</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pasifika</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> <tr> <td>European</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>			New Zealand Pākehā	<input type="checkbox"/>	Indian	<input type="checkbox"/>	New Zealand European	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Māori	<input type="checkbox"/>	South African	<input type="checkbox"/>	Pasifika	<input type="checkbox"/>	Other	<input type="checkbox"/>	European	<input type="checkbox"/>		
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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
- people you supervise (if relevant)
- 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:

Street number and name:

Suburb:

Tick if same as pg1 ☐

City/Town:

Postcode:

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

EMPLOYMENT HISTORY:		
Name of employer:	Type of work:	Start and end date:

FEES
<p>There are two payments you need to make as part of this application:</p> <ol style="list-style-type: none"> 1. You will be sent a payment link to pay for the Certifying Plumber to Certifying Drainlayer application. 2. If your application is successful, you will be sent a payment link to pay for your certifying drainlayer registration and practising licence. <p><i>Please be advised that once payment has been made, it is non-refundable. Find more information about our fees here.</i></p>
<p>Application fee</p> <p><input type="checkbox"/> \$1,080.00 application fee</p>
<p>Registration and practising licence fees</p> <p><i>Please contact us if you do not need a practising licence.</i></p> <p><input type="checkbox"/> \$450.00 Certifying drainlayer registration and practising licence or</p> <p><input type="checkbox"/> \$454.50 Certifying drainlayer registration, practising licence, and physical licence card (optional)</p>

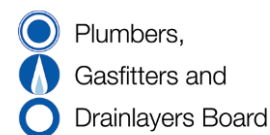
APPLICANTS DECLARATION:

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.

Applicant signature:**Date:**

EVIDENCE CHECKLIST



Things to consider when gathering your evidence:

- each piece of evidence should be saved in a separate PDF file and clearly named
- providing a good range of quality evidence can make the assessment process easier and quicker to complete.
- where specified your evidence needs to be a certified copy. A certified copy is a photocopy of an original document that has been officially declared to be true and correct by a lawyer, Justice of the Peace (JP), or Court Registrar.
- complete each checklist to make sure that you submit all the required evidence.

REQUIRED EVIDENCE CHECKLIST

You need to provide evidence to show that you have the full-time work experience and knowledge required of a certifying drainlayer.

This table outlines the types of evidence you need to submit to show your drainlaying knowledge and experience.

☐ A [Ministry of Justice \(MOJ\) criminal record check](#) dated within the past month

☐ **Reference letters** showing that you have the required full-time experience in your trade. Your reference letters need to:

- be dated, and signed by your referee
- cover four years of full-time restricted drainlaying work experience, with exact dates (dd/mm/yyyy) of employment
- list the specific drainlaying work that you carried out
- verify that you have completed the work carried out in any photo or video evidence that you submit.

The Board may contact your referee if they have questions. Your reference letter needs to include the phone number or email address of your referee.

Alternatively, your referee may email their reference directly to: RFR@pgdb.co.nz.

☐ **Certified copy of your health and safety certificate**

☐ **Certified copy of your confined spaces certificate**

☐ Any other supporting evidence such as upskilling that you have completed which shows your drainlaying knowledge and experience such as:

- **Photos or videos of drainlaying work that you have completed.** You will need to show that you completed the work carried out in these by being in the photo/video or by a statement from your supervisor.
- **Certified copies of upskilling, training, or CPD that you have completed** such as supplier training, JDPE welding, machinery operator.
- **Job cards** – verified by your supervisor.
- **Certified copies of invoices, tax records, contracts, design plans, Council / Territorial Authority plans, quotes, consent/permits, etc.**
- **Territorial Authority site inspection paperwork or testimonials from Council inspectors.**

DRAINLAYING COMPETENCIES

For each of the below competencies, you will need to submit evidence to show your understanding and experience.

Fill out the boxes on the right to state what evidence you have supplied for each competency. For example, reference letters, photos, upskilling certificates.

Competency:	What evidence have you provided?
<input type="checkbox"/> Understands safe excavation and trenching methods	
<input type="checkbox"/> Understands, installing, and maintaining trade waste interceptor traps including grease traps, petrol traps etc.	
<input type="checkbox"/> Evidence of working with tools and equipment for drainlaying projects	
<input type="checkbox"/> Understanding the properties of wastewater and application of less frequently used materials. Application of materials used in drainlaying, including material protection and jointing methods	
<input type="checkbox"/> Understanding of as built drawings & job variations. Draw job specifications	
<input type="checkbox"/> Wet and dry inspection chambers	
<input type="checkbox"/> Installation of pipework verified by your supervisor including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding	
<input type="checkbox"/> Installation of pipework verified by your supervisor including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding	
<input type="checkbox"/> Installation and maintenance of surface water handling systems	
<input type="checkbox"/> Installation and maintenance of wastewater treatment systems. Pump types, installations, and maintenance	
<input type="checkbox"/> Understanding of the regulatory framework for Drainlaying	
<input type="checkbox"/> Understanding of the registration classes and limitations/responsibilities of each	
<input type="checkbox"/> Knowledge of the applicable sections of the NZ Building code requirements and acceptable solutions	
<input type="checkbox"/> Wing wall structures, baffles, and grates	