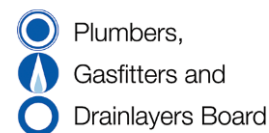


# CERTIFYING REGISTRATION APPLICATION FORM



Please fill in this form if you want to apply for registration as a certifier.

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
- 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

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

REGISTRATION PATHWAY:			
Please tick which pathway you have completed for each trade. Attach the evidence required with your application.			
NZ certifying exam pass pathway			
What you need to complete:	Evidence:	Trades:	
<input type="checkbox"/> <ul style="list-style-type: none"> <li>• Certifying exam pass (2011 – Present)</li> <li>• Have held registration and an active licence in your trade(s) for 24 months in total.</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of your Ministry of Justice Record dated within 1 month of submitting your application.</li> </ul> <p>We have your exam pass on file.</p>	In what trade(s) do you meet these requirements: <input type="checkbox"/> Plumbing <input type="checkbox"/> Gasfitting <input type="checkbox"/> Drainlaying	
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>• Advanced Proficiency Assessment (APA) pass.</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of your Ministry of Justice Record dated within 1 month of submitting your application.</li> </ul> <p>We have your Skills assessment and APA pass on file.</p>	In what trade(s) do you meet these requirements: <input type="checkbox"/> Plumbing <input type="checkbox"/> Gasfitting <input type="checkbox"/> Drainlaying	
Certifying plumber to certifying drainlayer pathway (Category C)			
What you need to complete:	Evidence:	Trades:	
<input type="checkbox"/> <ul style="list-style-type: none"> <li>• Category C assessment issued by The Skills Organisation</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of your Ministry of Justice Record dated within 1 month of submitting your application.</li> </ul> <p>We have your Skills assessment on file.</p>	In what trade(s) do you meet these requirements: <input type="checkbox"/> Drainlaying	
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 1 month of submitting your application.</li> </ul> <p>We have your exemption on file.</p>	In what trade(s) do you meet these requirements: <input type="checkbox"/> Plumbing <input type="checkbox"/> Gasfitting <input type="checkbox"/> Drainlaying	
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>		

**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?**

Certifying Plumber:

☐ \$350 registration fee

Certifying Gasfitter:

☐ \$350 registration fee

Certifying Drainlayer:

☐ \$350 registration fee

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

Certifying 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)

Certifying 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)

Certifying 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:**

**Contact phone number for cardholder:**

**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):