

## **Certifying Drainlayer registration (and a practising licence)** *2018 licensing year (expires 31 March 2019)*

**Before starting**, it's best to contact our Registration team on 0800 743 262 between 8am and 5pm, Monday to Friday to check you have held your Tradesman Drainlayer licence for 24 months in total (late renewals, supervisors late accepting supervision online, and supervision removals can all effect the amount of time you've held your TD licence for).

### **Note:**

- As of 6 December 2016, the registration class previously known as "licensed" is now called "tradesman".
- Your application will be processed within 10 working days of receipt.
- Registration rounds take place fortnightly. Your registration will be entered into the public register that day and you will receive your registration certificate within 10 working days. If you have applied for a licence, you will receive your card within 10 working days.
- If you have any questions about this form please call the registration team between 8am-5pm, Monday to Friday on 0800 743 262 (on the options menu press 2).

### **The criminal record(s) requirement**

Our industry plays an essential part in safeguarding public health and safety, and the legislation requires the Board to be satisfied that a person is fit and proper before it issues them with a registration.

Under the Act, we must be satisfied that people are fit and proper every time they apply to be registered. Apart from criminal conviction information, there is little we can do to satisfy this legislative requirement.

Therefore, when registering with the Board, please note that copy of your criminal record is a requirement for registration at Journeyman level, Tradesman level, or Certifying level.

In reality, there are not many convictions that would prevent a person from being registered at any of the three levels. This is because most convictions aren't relevant to whether a person can do their job as a plumber, gasfitter, or drainlayer.

However, there are some convictions that might mean a person isn't fit and proper. For instance, if a person had a large number of theft and burglary convictions that may well be relevant to whether or not they should be registered and allowed into people's homes.

# CHECKLIST

**Ensure you have fulfilled these requirements otherwise your form will be sent back to you:**

**Part 1:**

- Contact details fields are correct and complete, including online public register information.

**Part 2:**

- Relevant box ticked

**Part 3:**

- Relevant yes/no box ticked

**Part 5:**

- Current NZ criminal record **attached**
- Current overseas criminal record(s) **attached** (read the criteria to check if this is relevant to you)
- Questions 3a-f answered.

**Part 6:**

- Payment details complete

**Part 7:**

- Signed and dated

## Send your application to us

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

### Post to:

PGDB  
PO Box 10655  
The Terrace  
Wellington 6143  
New Zealand

*or*

### Courier to:

PGDB  
Level 8, Solnet House  
70 The Terrace  
Wellington Central 6011  
Wellington  
New Zealand

2018 licensing year (expires 31 March 2019)

under sections 36 and 44 of the Plumbers, Gasfitters, and Drainlayers Act 2006

## PART 1 – Applicant's details

**COMPLETE IN CAPITAL LETTERS** \* Denotes information which is required

Registration number\*: \_\_\_\_\_

Family name/surname\*: \_\_\_\_\_

First and middle name(s)\*: \_\_\_\_\_

Date of birth\*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)

### **PRIVATE information:**

*Address where registration certificate and licence card will be sent to:*

Unit and/or house number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_

City/town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone (private): \_\_\_\_\_ Mobile phone (private): \_\_\_\_\_

### **Online PUBLIC REGISTER information:**

1. Work phone number\*: \_\_\_\_\_

2. Work address:

Unit number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_

City/town: \_\_\_\_\_

3. Email (if any): \_\_\_\_\_ @ \_\_\_\_\_

## PART 2 – Standards for CD registration

Tick which standard you have completed:

- Tradesman Drainlayer licence held for 24 months in total + passed 9198 *Certifying Drainlayer* examination after 2011.
- you have an overseas drainlaying qualification that has been accepted by the Board + passed the Board's advanced proficiency assessment.
- you have part of a previous qualifying standard + had a section 52 exemption approved by the Board.

## PART 3 – Application for a practising licence

Once you are registered, do you require a practising licence for the **2018 licensing year (expires 31 March 2019)** licensing period to carry out drainlaying work?

- Yes
- No (please answer below then proceed to Part 5)
  - I am in New Zealand but not currently practising in the trade
  - I am currently overseas.

## PART 4 – Photo ID

**If you already have photo ID** on your card, skip this section. You won't have to update your photo until 2027.

**If you don't have a photo** on your card, the easiest way is to use your online practitioner log-in and upload a head and shoulder photo. If you've forgotten your password, call our licensing team during 8am-5pm, Monday to Friday, on 0800 743 262.

Alternatively, you can attach a passport photo here and post your application to us:

Example:



By submitting this passport photo you certify that this photo is a true likeness of yourself:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## PART 5 – Fit and proper person information

1. **Attach original** NZ criminal record (must be dated within the last month). This is available from the Ministry of Justice (<http://www.justice.govt.nz/criminal-records/get-your-own/>) within 10-20 working days.
2. **Attach original** police certificate(s) from any country you have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years. Must be dated within the last six months.
3. **Answer the following questions** by circling the appropriate option:

a) Are you currently facing any criminal charges in New Zealand or overseas?	Yes	No
b) Do you have any disciplinary convictions for plumbing, gasfitting, or drainlaying in New Zealand or overseas?	Yes	No
c) Are you currently facing any disciplinary charges for plumbing, gasfitting or drainlaying in New Zealand or overseas?	Yes	No
d) 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?	Yes	No
e) Do you have a physical or mental condition that may effect your ability to safely do plumbing, gasfitting or drainlaying?	Yes	No
f) Have you done plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to?	Yes	No

If you have answered "yes" to any of the questions, please ensure you attach the following documentation to your application:

- i a full written explanation of the relevant matter, and
- ii any relevant documentary information e.g. decisions, charges, letters, health certificates.

- **Fit and proper person information** is a legislated requirement under the PGD Act 2006. For more information, see the Board's *Fit and proper person policy*: <http://www.pgdb.co.nz/legislation-policies/policies.html>

## PART 6 – Fees

- All fees include GST.
- We do not accept purchase orders.
- If you require a tax receipt afterwards you can access one using your practitioner log-in (under *My Account*, click *View Statement History*).

<b>Registration fee</b>	<b>\$355.00</b>
<b>2018 Certifying drainlayer licence fee</b>	<b>\$86.00</b>
<b>Disciplinary and prosecution levy</b> (unless already paid in 2018/19 year)	<b>\$271.00</b>
	<b>Total \$_____</b>

### Card type (credit/debit):

Mastercard       Visa

**Full name of cardholder:** \_\_\_\_\_

**Card number:**

**Expiry date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Cardholder's signature:** \_\_\_\_\_ *I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit or debit card.*

## PART 7 – Confirmation of accuracy

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

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Date**

**Privacy Act 1993:** The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of issuing registration and a practising licence. 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.