

Eligibility application for overseas-qualified persons (pre-registration)

Application

- **What is a certified copy?**

A certified copy of a document has been officially declared true and correct by a lawyer or a Justice of the Peace (JP). This service is usually free of charge.

1. Use Google to find a lawyer or Justice of the Peace. (In New Zealand JP's are also listed in your local White Pages).
2. Take the original document and a good quality photocopy of it to them.
3. They will check the photocopy against the original, and then sign, date, and stamp the photocopy to say they certify it as a true and correct copy of the original.
4. Attach the certified copy to your application.

- **Before** completing this application ensure you have read the *Overseas-qualified Guide*. Go to the Board's website: http://www.pgdb.co.nz/trade/tradespeople_coming_to_NZ.html

- **Processing your application**

We'll process your application within 10 working days of receiving it and inform you of the outcome.

- ***If your application has been returned to you***

One (or more) of the things required is missing and we can't process the application – we'll tell you what you've missed.

Use the checklist and ensure you have completed all requirements **before** sending the application. Not providing all requirements delays processing your application.

- ***If your application has been accepted***

We'll post you a letter confirming you have been approved and can now enrol for either the Board's written examination(s) (Tradesman level) or the Advanced Proficiency Assessment (Certifying level).

We will also include a Provisional Licence application. A Provisional Licence enables you to undertake sanitary plumbing/gasfitting/drainlaying work under the supervision of a Certifier for a maximum of 12 months while you complete your Tradesman exam/APA for Certifying level.

Note - Certifying level applicants only

If you are applying for the Certifying class of registration, you must supply evidence that you have:

- a **minimum of 6 years** working full time in the plumbing and/or gasfitting trade
- and/or a **minimum of 4 years** working full time in the drainlaying trade.

What counts for evidence you have to provide of working full-time in the relevant trade?

1. Employed:

- A letter from current or past employer(s) or supervisor(s) which:
 - details the **exact type** of plumbing/gasfitting/drainlaying work that you carried out, and
 - provides **exact dates** of employment.
 - **NB** Any letters must be on letterhead, dated and signed by the author.

2. Self-employed:

- **Certified copies** of:
 - + Invoices
 - + Plans
 - + Codes of compliance or sign-off certificates
 - + Quotes
 - + Official forms/documents from work you have carried out
 - + As-built plans/as-laid plans (i.e. as it has been laid)
 - + Consents/permits
- Testimonials from inspectors:
 - + Detailing the exact type of sanitary plumbing/gasfitting/drainlaying work that you carried out, and
 - + confirm exact dates of work.
 - + **NB** Any letters must be on letterhead, dated and signed by the author.
- Photographs of work undertaken
- Any other documents that may assist the Board in assessing your application.



Eligibility application for overseas-qualified persons (pre-registration) 1 April 2019-31 March 2020

Complete fields in CAPITAL LETTERS, fields marked * are required

APPLICANT'S DETAILS

Authorisation 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)

Postal address (where all correspondence will be directed)* :

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

Suburb: _____

City/town: _____ Postcode: _____

State: _____ Country: _____

Mobile number: + _____
Country code Carrier code Phone number

Home phone: + _____
Country code Area code Phone number

Work phone: + _____
Country code Area code Phone number

Email: _____@_____

FIT AND PROPER PERSON INFORMATION

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

*** 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, 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.

REGISTRATION CLASS(ES)

*** Tick which trade(s) and class(es) of registration in New Zealand you want to apply for:**

- | | | |
|---|-----------|--|
| TRADESMAN | OR | CERTIFYING |
| <input type="checkbox"/> Tradesman Plumber | | <input type="checkbox"/> Certifying Plumber |
| <input type="checkbox"/> Tradesman Gasfitter | | <input type="checkbox"/> Certifying Gasfitter |
| <input type="checkbox"/> Tradesman Drainlayer | | <input type="checkbox"/> Certifying Drainlayer |

TRADESMAN class – standards for registration.

*You must provide the following with this application:

- 1***
- certified copy** of evidence that you have been granted New Zealand residence (if older than 12 months **must** be accompanied by a current NZ criminal record from the Ministry of Justice).

OR

- original** police certificates that are no older than 6 months from your country of citizenship (unless you can provide satisfactory evidence that you have never lived there), **and** from any country you have lived in for 12 months of more (whether in one visit or intermittently) in the last 10 years.

AND

- 2***
- a **certified copy** of a “Recommendation for Registration” from The Skills Organisation with an outcome stating your qualification is equivalent to, or greater than the NZ Certificate in Plumbing/Gasfitting/Drainlaying at Level 4.

OR

- a **certified copy** of your PGDB Section 52 exemption notice; and
- evidence that you have a **minimum of four years** working full time in the plumbing and/or gasfitting trade (see page 2 for what counts as evidence).
- evidence that you have a **minimum of two years** working full time in the drainlaying trade (see page 2 for what counts as evidence).

CERTIFYING class – standards for registration.

*You must provide the following with this application:

1*

- a **certified copy** of a “Recommendation for Registration” from The Skills Organisation with an outcome stating your qualification is equivalent to, or greater than the NZ Certificate in Plumbing/Gasfitting/Drainlaying at Level 4.

OR

- a **certified copy** of the PGDB Section 52 exemption notice.

AND

2*

- certified copy** of evidence that you have been granted New Zealand residence (if older than 12 months **must** be accompanied by a current NZ criminal record from the Ministry of Justice)

OR

- original** police certificates that are no older than 6 months from your country of citizenship (unless you can provide satisfactory evidence that you have never lived there), **and** from any country you have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years;

AND

3*

- evidence that you have a **minimum of six years** working full time in the plumbing and/or gasfitting trade.
- and/or evidence that you have a **minimum of four years** working full time in the drainlaying trade.

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 assessing your eligibility for registration as a person with overseas qualifications. 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.

CHECKLIST

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 your application will be returned to you.

- Page 1 – Have you completed the *Applicant's Details* section?
- Page 2 - Have you answered questions A-F (and, where relevant attached documentation)?
- Page 2 - Have you ticked the trade(s) and class(es) of registration you want to apply for?
- Page 3 – TRADESMAN ONLY have you ticked the standards for registration you meet and attached the required evidence?
- Page 4 – CERTIFYING ONLY have you ticked the standards for registration you meet and attached the required evidence?
- This page - Have you signed and dated the *Confirmation of Accuracy*?

Send your complete 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