



Pre-registration application (overseas-qualified)

Introduction

Before completing this application ensure you have read the *Introduction guide for overseas-qualified people*. It details available pathways to registration.

The *Introduction guide* can be found here on the Board's website:
http://www.pgdb.co.nz/trade/tradespeople_coming_to_NZ.html

Processing your application

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

If your application has been accepted

You will be provided with a confirmation letter which outlines your next step and an application form for a *provisional licence*.

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 next step - either the Board's written examination(s) (*tradesman* level) or the Advanced Proficiency Assessment (*certifying* level).

If your application has been returned to you

You'll be advised why it has been returned.

If you have any questions about this form either:

- call the registration team on **0800 743 262** (or 0064 4 494 2970 from overseas) between 8am and 5pm, Monday to Friday (NZ time, note that the office is closed on NZ public holidays); or
- email registration@pgdb.co.nz

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

What is certified evidence? Certified evidence is a photocopy of your original document that has been verified by a person authorised to make such declarations, for example, a Justice of the Peace, barrister or solicitor, notary public, court registrar or deputy registrar, or a Member of Parliament.

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** evidence 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.

Ensure you have fulfilled the requirements otherwise your application will be returned to you.

Part 1:

- All contact details fields are complete.

Part 2:

- Relevant boxes ticked.

Part 3:

- Required documentation **attached**.

Part 4:

- Questions 1-6 answered, and relevant documentation **attached**.

Part 5:

- Full name written.
- Signed.
- 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



PART 1 – Applicant’s details

PLEASE COMPLETE IN CAPITAL LETTERS:

Authorisation number: _____ (if you have held an authorisation from the Board before)

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: _____ @ _____

PART 2 – Registration classe(s)

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

| | | | | |
|----------------------|-------------------------------------|-----------|-----------------------|-------------------------------------|
| Tradesman | <input checked="" type="checkbox"/> | or | Certifying | <input checked="" 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 | <input type="checkbox"/> |

Tradesman class - standards for registration

You must provide the following documentation with your 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 or 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 the 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 documentation with your 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.

PART 4 – Fit and proper person information

Section 36 of the Plumbers, Gasfitters, and Drainlayers Act 2006 sets out who can be registered as a plumber, gasfitter, or drainlayer. It states that people applying to be registered have to satisfy the Board they are a fit and proper person. Everyone applying to be registered has to undergo a fit and proper person check.

In order to help ensure you meet this requirement when you apply for registration, the Board requires you to provide this information in your pre-registration application. 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:

| | | |
|---|-----|----|
| 1. Are you currently facing any criminal charges in New Zealand or overseas? | Yes | No |
| 2. Do you have any disciplinary convictions for plumbing, gasfitting, or drainlaying in New Zealand or overseas? | Yes | No |
| 3. Are you currently facing any disciplinary charges for plumbing, gasfitting, or drainlaying in New Zealand or overseas? | Yes | No |
| 4. 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 |
| 5. Do you have a physical or mental condition that may effect your ability to safely do plumbing, gasfitting or drainlaying? | Yes | No |
| 6. 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 questions, 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.

PART 5 – Confirmation of accuracy

By signing this form, I confirm that:

- the information contained in this application is true and correct, and
- I understand that if I obtained either my registration or licence wrongfully, the Board may, following due process, cancel them.

Full name of applicant

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 assessing your eligibility for pre-registration. 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.

Send your application to us

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

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Wellington 6143
New Zealand

or

Courier to:

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Wellington Central 6011
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