

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

Notes:

- 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.

Your record is available from the Ministry of Justice (<http://www.justice.govt.nz/criminal-records/get-your-own/>) within 10-20 working days.

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:

- Certified copy** of your *National Certificate in Drainlaying* attached

Part 3:

- Relevant yes/no box ticked
- Supervisor has completed their fields.

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

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 – Qualifying standards for registration as a Tradesman Drainlayer

Check the two standards you meet:

- Passed the Board's 9197 Tradesman Drainlayer exam.

AND

- National Certificate in Drainlaying issued by the New Zealand Qualifications Authority.

- **Do I need to attach a certified copy of my NZQA National Certificate?**

Yes.



- **What is a certified copy?**

A certified copy of a document is one that has been officially declared to be correct by a person able to make a declaration under the Oaths and Declarations Act 1957. This can be done by taking the original document and a good quality photocopy of it to either a:

- ✓ a lawyer, or
- ✓ Justice of the Peace, or
- ✓ Court Registrar.

They will check the photocopy against the original, and then sign the photocopy to say they certify it as a true and correct copy of the original. This service is usually free of charge.

- **How do I find a lawyer, or a Justice of the Peace, or a Court Registrar?**

Use Google to find a lawyer or JP near you, or your nearest Court. Court Registrars are at your local court house. JP's are also listed in your local White Pages.

- **Why don't you recommend police officers?**

Not a lot of police officers are able to make declarations under the Oaths and Declarations Act 1957. All lawyers, JP's, and Court Registrars can make the declaration.

OR

- You have an overseas drainlaying qualification that has been accepted by the Board.

OR

- You have had a section 52 exemption approved by the Board from one of the previous qualifying standards.

PART 3 – Application for a practising licence and supervision

Once you are registered, do you require a practising licence for the **2018 licensing year (expires 31 March 2019)** 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.

If you wish to be issued a practising licence so you may carry out drainlaying work once you are registered, please complete the details below with your nominated supervisor. Your supervisor must be registered in the certifying class and **hold a current licence** for the 1 April 2018-31 March 2019 licensing period before your application can be processed.

Applicant (**Tradesman Drainlayer**):

I nominate the following person to be my supervisor: _____

I understand that:

- I may only carry out drainlaying work while holding a current licence and under the supervision of my *Certifying Drainlayer* supervisor below, or a “nominated supervisor” that my *Certifier* nominates
- I may carry out testing of drainlaying, unless it is for the purposes of verifying compliance under the Building Act 2004
- I may physically supervise, as a “nominated person”, drainlaying undertaken by a person under supervision
- If I am a “nominated supervisor” and provide physical supervision of a person I must promptly notify the person’s supervising Certifying Drainlayer of any concerns I have about the competency of the work done by that person or the safety measures in place in respect of the work done by that person
- My name, registration type and licensing information will be listed on my online public register page
- My name and licence type will be listed on my supervisor’s online public register page
- At all times when undertaking drainlaying I must be able to produce my current licence card on demand.

Nominated supervisor (Certifying Drainlayer):

By signing this form, you agree to comply with your responsibilities as a supervisor and understand:

- You must ensure that drainlaying undertaken by the applicant
 - a) Is performed competently;
 - b) Is subject to appropriate safety measures; and
 - c) Complies with the requirements of all relevant regulations, including regulations made under the Building Act 2004.
- You must ensure that the applicant
 - a) Is competent to perform the tasks undertaken;
 - b) Is adequately supervised while carrying out drainlaying;
 - c) complies with all relevant regulations, including regulations made under the Building Act 2004; and
 - d) Can produce their current licence card on demand.
- You may nominate another currently licensed *Certifying Drainlayer* or *Tradesman Drainlayer* (“nominated person”) to provide physical supervision of the applicant. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another *Certifying Drainlayer* or *Tradesman Drainlayer* to provide physical supervision of that work.
- You must verify work where verification is required.
- You must notify the Board in writing if your supervision of any person ceases. You remain responsible for all drainlaying undertaken by a person under your supervision until the Board has received written notice that you are no longer supervising that person. Email licensing@pgdb.co.nz
- The applicant’s name and licence type will be listed on your online public register page.

Refer to the Board’s supervision guidelines (<http://www.pgdb.co.nz/trade/licensing.html>) for further guidance.

Name of supervisor

Authorisation number

Signature of supervisor

____/____/20____
Dated

PART 4 – Photo ID

Example:

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 to get a photo to us is 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:



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 – Fee

- 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*).

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

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.