

## **Application for registration under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA)**

*2018 licensing year (expires 31 March 2019)*

This application is for Australian-qualified tradespeople to apply for registration and a practicing licence in New Zealand under the Trans-Tasman Mutual Recognition Act 1997 (“TTMRA”).

The TTMRA provides for mutual recognition of equivalent occupational registration and a streamlined registration process, providing the requirements are met. An Australian plumber, gasfitter or drainlayer seeking registration in New Zealand must give notice in writing to the Board of their intention to become registered as a plumber, gasfitter or drainlayer in New Zealand. An applicant must provide the information prescribed by section 19(2) of the TTMRA.

Upon receiving this application the Plumbers, Gasfitters and Drainlayers Board (“the Board”) will contact the relevant Australian authority in the state(s) in which you are authorised, to confirm your details. If you are confirmed to hold an equivalent qualification, you will be granted New Zealand registration and a practising licence in the equivalent class. There are two main classes of registration: “*Tradesman*” and “*Certifying*”.

## What is Tradesman level?

People registered and licensed in the *Tradesman* class have demonstrated they possess the fundamental competencies required to work in their trade. They must work under the supervision of a *Certifier* and under the direction of their *Certifier* may physically supervise, as a "nominated person", sanitary plumbing/gasfitting/drainlaying work undertaken by another currently authorised *Tradesman*, *Provisional licence holder*, *Journeyman*, *Trainee Limited Certificate*, or *Exemption Under Supervision* for the relevant trade.

Once registered at *Tradesman* level, the requirements to move up to *Certifying* level are:

- 1) to have held a licence at *Tradesman* level in the relevant trade for an aggregate period of 24 months **and**
- 2) passed the relevant written 9195/9196/9198 examination(s).

## What is Certifying level?

The *Certifying* class is the top level registration and licence. *Certifiers* have demonstrated they possess the advanced competencies required to test and certify their own work and be responsible for the work of those they supervise. They are the only ones that can verify work for official purposes (e.g. sign off compliance documents for local councils).

## What's the difference between 'registered' and 'licensed'?

**Registered** is the specific level i.e. *Tradesman* or *Certifying*. Registration on its own is not an authorisation for a person to work in the trade.

A **licence** authorises you to undertake restricted work as a *Tradesman* or *Certifier* for the current 1 April 2018-31 March 2019 licensing year.

With this application you are applying for (1) registration **and** (2) a practising licence at either *Tradesman* or *Certifying* levels.

The licence will be valid from the date you become registered until 31 March 2019. You will then renew your practising licence annually before 1 April each year if you are continuing to work in the trade in New Zealand. Continuing Professional Development (CPD) is a requirement of licence renewal and the relevant course will need to be completed before you can renew your licence(s).

Once your application has been processed, you will be on the public register and we will send you a registration certificate and a licence card.

### **Important information for applicants**

The Board may postpone or refuse registration if any of the application information provided is false or misleading, if the required information is missing, or if the prescribed fees have not been provided.

You will be informed in writing of the outcome of your application within one month of receipt at the Board's office. If for any reason your application is postponed or refused you will be informed of the reason(s) for this and afforded a right of reply.

Under section 25 of the TTMRA the Board has discretion to place terms and conditions on your registration and/or practising licence in accordance with the restrictions of your Australian licence type.

Once a person is registered in New Zealand and holds a licence authorising him/her to work in plumbing and/or gasfitting and/or drainlaying, he/she will be subject to all the laws of New Zealand applicable to registered persons in those trades.

If information provided to support an application for registration in New Zealand is subsequently found to be false, forged or altered, the application will be cancelled and the appropriate authorities informed.

If your Australian qualification is confirmed to be less than the equivalent New Zealand *Tradesman* class of registration an alternative pathway to become registered will be suggested to you.

### **Part 1 – public register details:**

The details you provide in the public address field will appear on the Board's online public register (<http://www.pgdb.co.nz/search/public-register.html>). You must provide a contact work phone number for the online public register.

All details in the private address field will remain confidential to the Board and will be the preferred address used for all Board correspondence sent by post.

## Relevant guidance documents

If you intend to work in New Zealand there is a legal and regulatory framework that you will need to understand. Please be aware that some resources are free to download and others will have to be purchased.

These legislation and compliance documents can be downloaded for free from [www.legislation.govt.nz](http://www.legislation.govt.nz) or <http://building.govt.nz/compliance-documents>

### Plumbing:

- Plumbers, Gasfitters, and Drainlayers Act 2006
- The Building Act 2004
- Health and Safety at Work Act 2015
- Health (Drinking Water) Amendment Act 2007
  
- The **Building Code and Compliance Documents**:
  - New Zealand Building Code Handbook
  - B2: Durability
  - E1: Surface Water
  - E2: External Moisture
  - G1: Personal Hygiene
  - G3: Food Preparation and Prevention of Contamination
  - G12: Water Supplies
  - G13: Foul Water

### Gasfitting:

- Plumbers, Gasfitters, and Drainlayers Act 2006
- Building Act 2004
- Health and Safety at Work Act 2015
- Gas Act 1992
- Gas (Safety and Measurement) Regulations 2010
  
- The **Building Code and Compliance Documents**:
  - New Zealand Building Code Handbook
  - B2: Durability
  - E2: External moisture
  - G4: Ventilation
  - G11: Gas as an energy source

- Drainlaying:**
- Plumbers, Gasfitters, and Drainlayers Act 2006
  - Building Act 2004
  - Health and Safety at Work Act 2015
  - Health and Safety in Employment Regulations 1995
  - Health Act 1956
  - Resource Management Act 1991
  - The [Building Code and Compliance Documents](#):
    - New Zealand Building Code Handbook
    - B2: Durability
    - E1: Surface water
    - G13: Foul water
    - G14: Industrial Liquid Waste

[www.standards.co.nz](http://www.standards.co.nz) is the essential site for Standards that are used for compliance.

- Plumbing:**
- AS/NZS 3500 Part 0:2003 Glossary of terms
  - AS/NZS 3500 Part 1:2015 Water services
  - AS/NZS 3500 Part 2:2015 Sanitary plumbing and drainage
  - AS/NZS 3500 Part 4:2015 Heated water services
  - AS/NZS 3604:2011 Timber Framed Buildings – Holes and checks in studs, plates and joists.

- Gasfitting:**
- AS/NZS 5601:2013 Gas installations (Parts 1 and 2).
  - AS/NZS 5255: 2013 Safety verification of existing gas installations
  - AS/NZS 5262:2003 Gas appliance safety.
  - AS/NZS 1596:2014 The storage and handling of LP Gas.
  - AS/NZS 3604:2011 Timber Framed Buildings – Holes and checks in studs, plates and joists.

- Drainlaying:**
- AS/NZS 3500 Part 0:2003 Glossary of terms.
  - AS/NZS 3500 Part 2.2015 Sanitary plumbing and drainage
  - AS/NZS 3500 Part 3.2015 Stormwater drainage
  - AS/NZS 1546:2008 On-site domestic wastewater treatment units
  - AS/NZS 1547:2012 On-site domestic wastewater management

# 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 public register details.

## Part 2:

- Statutory declaration fields correct and complete
- Certified** copies of Registration certificate(s) from the relevant state authority attached
- Certified** copies of current licence(s) (front and back) attached
- Certified** copies of qualification certificate(s) e.g. *TAFE certificate III in plumbing* attached
- Certified** copy of current passport
- Access to information box ticked, and signed and dated.

## Part 3:

- Payment details correct and complete

## Part 4 (if Tradesman level):

- Your NZ certifying supervisor has signed Part 4 of this application

## Part 5:

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

## Send your application to us

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

## Part 6:

- Photo ID completed.

## Part 7:

- Name, abode, occupation completed.
- Signed and dated

### 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

# Application for registration under the Trans-Tasman Mutual Recognition Act 1997 (TTMRA)

2018 licensing year (expires 31 March 2019)

## PART 1 – Applicant's details

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

Registration number\*: \_\_\_\_\_ (if you have held an authorisation from us before)

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

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

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

### PRIVATE information:

Address where registration certificate(s) 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): \_\_\_\_\_ @ \_\_\_\_\_

**Qualification history** \*attach **certified** copies of qualification certificates.

Qualification(s) on which initial registration was granted*	Country in which the qualification was obtained	Name of education institution where qualification was achieved	Year

**Access to information**

I give authorisation to the NZ PGDB to make inquiries of and/or to exchange information with the relevant authorities in any state or territory of Australia regarding my activity in the relevant occupation or otherwise regarding my application for registration.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PART 2 – Statutory declaration notice

In this section the Board requires you to make a statutory declaration about your eligibility to work.

Any attachments to the notice must also be signed and verified as attachment to this declaration by a Justice of the Peace, solicitor or other person authorised within your state or territory to witness statutory declarations/affidavits.

**Complete, sign and date the following notice in the presence of a Court Registrar,  
Justice of the Peace, or Lawyer.**

In New Zealand, and in accordance with the provisions of the Trans-Tasman Mutual Recognition Act 1997 –

**I** (full name)

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(address of)

---

(occupation as a)

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### solemnly and sincerely declare that:

1. I am currently registered in the Australian state/territory of \_\_\_\_\_ upon which I base my application for registration.
2. I **attach** a certified copy of my current passport as proof of identity.
3. I confirm that the **attached** documents evidencing my registration in the state/territory of Australia nominated above are a true and accurate copy. This includes my
  - registration certificate(s)
  - current licence(s) – front and back, and
  - qualification certificate(s) e.g. *TAFE certificate III in plumbing*
4. I have registration in the following Australian states and/or territories

Registration	Registration number	Licence expiry date	State/territory

5. My registration has not been cancelled nor is it currently suspended in any state or territory of Australia as a result of any disciplinary action.
  6. I have not been personally prohibited from carrying out work in the trade for which registration is sought nor am I subject to any special conditions as a result of criminal, civil or disciplinary proceedings in any participating jurisdiction under the TTMRA.
  7. No special conditions apply to my carrying on the occupation for which registration is sought.  
*If special conditions do apply (please attach details of these conditions).*
  8. I am not the subject of disciplinary proceedings in any state or territory of Australia (including preliminary investigations or action that might lead to such proceeding) in relation to the above trade(s).
  9. I understand that if documents submitted to support my application are found to be forged, false or altered, my registration will be cancelled and the appropriate authorities notified.
- 10. I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.**

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

Declared at \_\_\_\_\_

On this day of \_\_\_\_\_

Witnessed by \_\_\_\_\_  
*(Signature of Court Registrar, Justice of the Peace, Lawyer)*

Name \_\_\_\_\_  
*(Name of Court Registrar, Justice of the Peace, Lawyer)*

<i>Stamp (Court Registrar, Justice of the Peace, Lawyer)</i>

## PART 3 – Fees

	Registration fee per trade		Licence fee per trade		
Plumbing	\$355	+	\$86		\$271 Disciplinary and prosecution levy paid once per year, per individual
Gasfitting	\$355	+	\$86	+	
Drainlaying	\$355	+	\$86		

Select your total (fees are in NZ dollars)

- One trade      \$712
- Two trades      \$1153
- Three trades      \$1594

**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 4 – Supervision of licence

If your Australian licence is deemed to be the equivalent of the New Zealand **Tradesman** class of registration you will be required to nominate a NZ 'certifying' person who will be responsible for supervising your work for the relevant trade as a condition of your licence. If possible, please complete these details now so a practising licence can be issued without delay.

### Note to the supervisor

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

- You must ensure that sanitary plumbing/gasfitting/drainlaying (where relevant) 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 and the Gas Act 1992 (for gasfitting).
- You must ensure that the applicant:
  - a) Is competent to perform the tasks undertaken;
  - b) Is adequately supervised while carrying out sanitary plumbing/gasfitting/drainlaying;
  - c) Complies with all relevant regulations, including regulations made under the Building Act 2004 and the Gas Act 1992 (for gasfitting); and
  - d) Can produce their current authorisation card on demand.
- You may nominate another currently licensed *Certifying Plumber/Gasfitter/Drainlayer* (where relevant) or *Tradesman Plumber/Gasfitter/Drainlayer* (where relevant) (this is called a "nominated person") to provide physical supervision of the applicant. However, you remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another *Certifying* or *Tradesman Plumber/Gasfitter/Drainlayer* to provide physical supervision of that work.
- You must verify or certify (for gasfitting) work where verification or certification is required.
- You must notify the Board in writing if your supervision of the applicant ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the applicant until the Board has received written notice that you are no longer supervising that person, or until their authorisation expires. Email [licensing@pgdb.co.nz](mailto:licensing@pgdb.co.nz)
- The applicant's name and authorisation type will be listed on your online public register page as being under your supervision.

### NZ Certifying Plumber

Name of certifier: \_\_\_\_\_ Authorisation number: \_\_\_\_\_

Signature of certifier: \_\_\_\_\_ Date: \_\_\_\_\_

### NZ Certifying Gasfitter

Name of certifier: \_\_\_\_\_ Authorisation number: \_\_\_\_\_

Signature of certifier: \_\_\_\_\_ Date: \_\_\_\_\_

### NZ Certifying Drainlayer

Name of certifier: \_\_\_\_\_ Authorisation number: \_\_\_\_\_

Signature of certifier: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 5 – Fit and proper person

1. **Attach original Australian National Police Certificate** – Standard Disclosure – name check only (issued by the Australian Federal Police): <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>. Must be dated within the last month.
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 Australia, New Zealand, or overseas?	Yes	No
b) Do you have any disciplinary convictions for plumbing, gasfitting, or drainlaying in Australia, New Zealand, or overseas?	Yes	No
c) Are you currently facing any disciplinary charges for plumbing, gasfitting, or drainlaying in Australia, New Zealand, or overseas?	Yes	No
d) Has your plumbing, gasfitting, or drainlaying authorisation (licence and/or registration) in Australia, 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 Australia, 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.

**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 – Photo ID card

**NZ licence cards have photo ID on them** Attach a passport photo (no older than 12 months) to this application form:



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

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

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

## PART 7 – Confirmation of accuracy

**I** (*insert full name*),

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**of** (*insert place of abode*),

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(*insert occupation*),

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**solemnly and sincerely declare that the information contained in this application is true and correct.**

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Privacy:** The information requested in this form is collected from the applicant by the Plumbers, Gasfitters and Drainlayers Board ("the Board") pursuant to the Trans-Tasman Mutual Recognition Act 1997 and the Privacy Act 1993 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, the Trans-Tasman Mutual Recognition Act 1997, 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

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Wellington 6143  
New Zealand

*or*

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