EXEMPTION FROM THE MINIMUM STANDARDS FOR REGISTRATION APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

Please fill in this form if you are applying for an exemption from the registration or licence requirements. You must be able to show detailed evidence to support your request.

Please read these documents before applying:

- Exemption from the minimum standards of registration information guide
- Exemption from the minimum standards of registration evidence guide.

Please email this completed form and your evidence as separate PDFs to registration@pgdb.co.nz.

PERSONAL DETAILS:

Surname:		**First name(s):**	
Date of birth (dd/mm/yyyy):		**Gender:**	Male ☐ Female ☐ Prefer not to disclose: ☐
Have you held a licence with the Board before?	☐ Yes ☐ No	**PGDB number (if applicable):**	
Mobile:		**Phone:**	
Email:			

Postal address:	Street number and name:
	Suburb:
	State (if relevant):
	Country:
	Post code:

Ethnicity:	New Zealand Pākehā	☐	Indian	☐
	New Zealand European	☐	Chinese	☐
	Māori	☐	South African	☐
	Pasifika	☐	Other:	☐
	European	☐		

TRAINING/ QUALIFICATIONS:

Enter all training and qualifications that show you are competent in the trade(s) you are applying for.
You need to supply certified copies of all qualifications before your application is considered.

Dates (dd/mm/yy) to (dd/mm/yy):	**Name of training/qualification:**	**Country:**
Eg: 01/01/2018 – 01/12/2022	*National certificate in plumbing*	*New Zealand*

EMPLOYMENT HISTORY:

Enter all employment history that supports that you are competent in the trade(s) you are applying for. You will need to supply detailed evidence of all entries. You will need to give greater details of the type of work you did in your evidence letters.

Dates (dd/mm/yy) to (dd/mm/yy):	**Name of employer:**	**Type of work**	**Country:**
Eg: 01/01/2022 – 01/12/2022	*Plumbing LTD*	*Plumbing – residential maintenance*	*New Zealand*

LICENSING HISTORY:

Enter all places where you have held a registration and/or a license for your trade(s). You do not have to enter the licenses you have held in New Zealand.

Dates (dd/mm/yy) to (dd/mm/yy):	**Type of licence:**	**Issuer of licence**	**Country:**
Eg: 01/01/2022 – 01/12/2022	*Plumbing contractor's licence*	*The Plumbers Licensing Board – Western Australia*	*Australia*

CONTINUING PROFESSIONAL DEVELOPENT (CPD):

If you completed CPD, courses or upskilling in the last 24 months in your trade please list them below. You will need to supply evidence of all entries.

Date completed (dd/mm/yy):	**Name of CPD:**	**Country:**
01/01/2022	*Rheem - Water heater 101*	*New Zealand*

FITNESS TO PRACTICE:

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

- a full written explanation of the relevant matter
- any relevant documents e.g., decisions, charges, letters, health certificates.

1. Are you currently subject to any of the following in New Zealand or overseas: a. a police investigation; and/or b. a criminal charge being laid by the police; and/or c. a guilty finding in a criminal proceeding including convictable driving offences? Disclosure is required even if the criminal proceedings resulted in discharge without conviction or a similar finding (for NZ applicants, please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record) Information about the Criminal Records Act 2004 can be found at https://www.justice.govt.nz/criminal-records/clean-slate.	☐ YES	☐ NO
2. Have you been subject to a formal inquiry or investigation into your performance or conduct, undertaken by an employer, or complaints, licensing, or professional body in New Zealand or overseas?	☐ YES	☐ NO
3. Have you had an adverse finding in any disciplinary action by an employer, or complaints, licensing, or professional body in New Zealand or overseas?	☐ YES	☐ NO
4. Have you had any restrictions placed on your practice of plumbing, gasfitting or drainlaying by an employer, or complaints, licensing, or professional body?	☐ YES	☐ NO
5. 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
6. Do you have a physical or mental condition that may affect your ability to safely carry out plumbing, gasfitting or drainlaying?	☐ YES	☐ NO
7. Have you carried out any plumbing, gasfitting or drainlaying in New Zealand or overseas when you were not legally allowed to?	☐ YES	☐ NO

QUESTIONS:

If you are unsure about the answers to these questions, please call us at 0800 743 262.

What type of registration or licence do you intend to apply for if your application is successful?

NOTE: You can find a description of each registration type in the Gazette notice here. You can apply for any combination of the below options (i.e become a 'plumber' and a 'certifying drainlayer')

☐ Restricted Plumber	☐ Plumber	☐ Certifying Plumber
☐ Restricted Gasfitter	☐ Gasfitter	☐ Certifying Gasfitter
☐ Restricted Drainlayer	☐ Drainlayer	☐ Certifying Drainlayer

Why are you not eligible to apply for registration or renewal of your licence in the usual way?

NOTE: you can find the requirements of each registration pathway in the Gazette notice here.

☐ I have not been registered and held a licence for 24 months to become registered as a certifying (select which trade(s) below):

- ☐ Plumber
- ☐ Gasfitter
- ☐ Drainlayer

☐ I have not passed/completed a required examination(s) (tick which exam below):

- ☐ 9192 Plumbing registration
- ☐ 9193 Gasfitting registration
- ☐ 9197 Drainlaying registration
- ☐ 9195 Certifying Plumber
- ☐ 9196 Certifying Gasfitter
- ☐ 9198 Certifying Drainlayer

☐ I do not hold the New Zealand Certificate

☐ Other (please write the details below):

Why do you want this exemption?

NOTE: please provide a detailed explanation about:

- why you think you should be exempt from the registration or licensing requirement?
- why you are not able to apply for registration or the renew your practicing licence in the usual way
- what are the consequences for you if your application is not successful (i.e., for your visa, ability to make a living)?
- what evidence you have to support your reasoning?

You can use additional pages to write your answers.

APPLICANTS DECLARATION:

By submitting this application, I declare that the information I have provided is true and correct.

Please see our Privacy Statement to understand how we collect, use, share and store your personal information, including when we collect it from others or verify it with third parties, and how you can access and correct your personal information.

Find our Privacy Statement at https://www.pgdb.co.nz/resources/website_privacy_statement/

☐	I have read and understand the Privacy Statement		
Applicants signature:		**Date:**	

FEES:	
TOTAL TO PAY:	☐ $1,200.00

- Applications for an exemption are set on a full cost recovery basis. That means that the fee charged is the cost of the Board delivering that service. You may receive a refund or a further bill at the end of your application depending on the time and resources used to review your application.
- It is important that you submit a complete application and evidence to avoid additional costs.
- The fee will be charged before the initial assessment is completed and we will advise of you any refund or further bill at the end of your application.

- **Please do not include any credit card information with this form.**
- Once we have reviewed your application, we will send you a secure payment link.
- We no longer accept payments using credit or debit card information provided on the application form. This change helps us comply with our bank's requirements and protects your personal information.
- Find more information about our fees at https://www.pgdb.co.nz/apply_for_registration/fees/