OVERSEAS QUALIFICATION APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

Please fill in this form to get your overseas plumber, gasfitter, or drainlayer qualification assessed. You will need to complete the application form, submit all required evidence, and pay the application fee before your application can be reviewed.

Before submitting your application, please read our Overseas Qualification Application Information Guide.

To apply, submit the completed application form, evidence checklist, and all required evidence. Email your application and evidence as separate PDF's to RFR@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):**	
Email:		**Contact phone number:**	

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	☐		

CHOOSE YOUR TRADE AND REGISTRATION CLASS

Choose which qualification/s you want us to assess and which level of registration you would like to apply for:

- **Plumber, gasfitter, drainlayer:** you can work independently, but will need a licensed certifier to supervise you and sign off work
- **Certifying plumber, gasfitter, drainlayer**: you can supervise others and sign off/verify work.

NOTE: Each trade is assessed separately in New Zealand. Our information guide will help you decide which registration class to choose.

☐ Plumber	☐ Certifying plumber
☐ Gasfitter	☐ Certifying gasfitter
☐ Drainlayer	☐ Certifying drainlayer

TRAINING/QUALIFICATIONS

Enter the details of your formal training and qualifications in the trade(s) you are applying for. You will also need to supply evidence of each qualification.

Please see the overseas qualification information guide for more information about the formal qualification requirements.

Dates (dd/mm/yy) to (dd/mm/yy):	**Name of training/qualification:**	**Country:**
Eg: 01/01/18 – 01/12/22	*Eg: National Certificate in plumbing (level 4)*	*Eg: New Zealand*

WORK EXPERIENCE

Enter the details of your full-time work experience in the trade(s) you are applying for. You will also need to supply evidence of your work experience.

You need to have a minimum number of years' full-time work experience in your trade:

- plumber, four years (or six years for certifying)
- gasfitter, four years (or six years for certifying)
- drainlayer, two years (of four years for certifying).

Dates (dd/mm/yy) to (dd/mm/yy):	**Name of employer or business:**	**Type of work:**	**Country:**
Eg: 01/01/22 – 01/12/25	*Plumbing LTD*	*Plumbing – residential maintenance*	*New Zealand*

FEES:

- Please be advised that once payment has been made, it is non-refundable.
- Please do not include any credit card information with this form.
- Once we have received your application, we will send you a secure payment link.

Find more information about our fees here.

Which trades do you want us to assess?

☐ Plumber	☐ Gasfitter	☐ Drainlayer

Confirm the fees you will be paying (NZD$1,080.00 per trade):

☐ One trade **NZ$1,080.00**	☐ Two trades **NZ$2,160.00**	☐ Three trades **NZ$3,240.00**

APPLICANTS DECLARATION:

By signing and submitting this application, you understand that:

1. You declare that the information you have provided is true and correct.
2. Before carrying out any sanitary plumbing, gasfitting, or drainlaying in New Zealand you must be licensed by the Board and can only work under the supervision of a certifier.
3. The licensing year runs from 1 April to 31 March each year, and you must be licensed before 1 April to continue working in the trades each year.
4. Once you have passed the registration exam(s) or Advanced Proficiency Assessment, you can then apply for registration.
5. You can work under a provisional licence for up to 12 months to give you time to pass the APA(s) or exam(s) and apply for registration.
6. The Board may seek personal information about you from another party such as a referee or former employer. You have the right to access and correct any personal information the Board holds about, including any information obtained from another party

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:**	

PRE-REGISTRATION ELIGIBILITY

Plumbers, Gasfitters and Drainlayers Board

You must meet the Board's fit and proper person requirements before you register in New Zealand.

If you meet the requirements, we will grant you with pre-registration eligibility which means that you meet the criteria to proceed with registration in New Zealand

FITNESS TO PRACTICE QUESTIONS:		
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. 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

EVIDENCE CHECKLIST

Plumbers, Gasfitters and Drainlayers Board

For each trade you would like us to assess (plumbing, gasfitting, drainlaying), you need to submit evidence to show that you have the relevant formal qualification, full-time work experience, and knowledge.

Things to consider when gathering your evidence:

- where specified your evidence needs to be a certified copy. A certified copy is a photocopy of an original document that has been officially declared to be true and correct by a lawyer, Justice of the Peace (JP), or Court Registrar.
- each piece of evidence must be in English or translated using a professional translation agency.
- each piece of evidence should be saved in a separate PDF file and clearly named
- providing a good range of quality evidence can make the assessment process easier and quicker to complete.

All evidence is mandatory, unless specified. Complete each checklist to make sure that you submit all the required evidence.

IDENTIFICATION CHECKLIST
☐ **A certified copy of Identification** showing your full legal name (such as your passport).

POLICE CERTIFICATE CHECKLIST
You need to submit evidence for **one** of the below options:
☐ **A certified police certificate** dated within the last six months for any countries you have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years. You can find out how to get the required police certificate here.
☐ **A certified copy of evidence** that you have been granted New Zealand Residence. If your residency was issued more than 12 months ago, you will also need to submit a Ministry of Justice Criminal Record check, that has been dated within the past month.

QUALIFICATION CHECKLIST
You need to submit evidence showing that you have completed a formal overseas qualification/s, equivalent to the New Zealand (level 4) qualification in your trade.
☐ **A certified copy of your overseas qualification** which shows: • your qualification was completed through a formal training programme • the trade/s your qualification was for • the issuing institution's name • the date and year that your qualification was issued • a transcript showing the competencies or topics covered in your qualification
☐ **A certified copy of your Health and safety certificate/training** If you do not have this certificate, you will need to complete it in New Zealand, within 12 months of your provisional licence being issued.
☐ **A certified copy of your confined spaces certificate/training** If you do not have this certificate, you will need to complete it in New Zealand, within 12 months of your provisional licence being issued.
☐ **Certified copies of other relevant training or upskilling certificates** eg. asbestos handling, solar heating, supplier training.

WORK EXPERIENCE CHECKLIST

You need to submit evidence showing that you have the required full-time work experience in each trade that you are applying for:

- plumber, four years (or six years for certifying)
- gasfitter, four years (or six years for certifying)
- drainlayer, two years (of four years for certifying).

☐ **Reference letters** showing that you have the required full-time experience in your trade. Your reference letters need to:

- be dated, and signed by your referee
- cover the required number of years required for your trade, with exact dates (dd/mm/yyyy) of employment
- if you were employed to carry out plumbing, gasfitting, or drainlaying work full-time.
- list specific plumbing, gasfitting, and/or drainlaying work that you carried out
- verify that you have completed the work carried out in any photo or video evidence that you submit.

The Board may contact your referee if they have questions. Your reference letter needs to include the phone number or email address of your referee.

Alternatively, your referee may email their reference directly to: RFR@pgdb.co.nz

☐ **Photos or videos showing a range of work that you have completed**. Any photos or videos need to include a description, date, and location showing where the work was completed.

☐ **Certified copy of overseas plumbing, gasfitting and/or drainlaying licence or registration documents** (if applicable to your country).

☐ **Other relevant evidence** to show relevant work or training you have completed in your trade:

- Building Consent Authority site inspection paperwork or testimonials from council inspectors.
- job cards verified by supervisor.
- certified copies of invoices, tax records, contracts, design plans, council/ territorial authority plans, quotes, consent/permits, etc.
- A range of eight gas certificates with your name on the documents to verify you completed the work (gasfitting only).

PLUMBING COMPETENCIES CHECKLIST

Only complete this checklist if you want us to review your **plumbing** qualification and experience.

You need to submit evidence to show your specific experience or formal training in each competency.

The above work experience and qualification checklists provide examples of evidence that can show each competency.

Competency:	**What evidence are you submitting to show this competency?**
☐ Competently works with tools and equipment for plumbing projects	*Example: qualification transcript shows this competency.*
☐ Understands the properties of water and application of less frequently used materials. (such as glass, earthenware, galvanised steel, ABS, cast iron, composites etc).	
☐ Understands the application of materials used in sanitary plumbing, including material protection and jointing methods.	

☐ Rainwater handling or harvesting	
☐ Installation of pipework verified by your supervisor, including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding.	
☐ Installation and maintenance of sanitary appliances and fixtures.	
☐ Installation, commissioning and maintenance of hot water systems, valving. requirements, seismic and safe tray requirements.	
☐ Installation of foul water systems, venting, gradients, common faults/testing,	
☐ Alternative water sources and supplies	
☐ Pump types, installations, and maintenance	
☐ Installation, testing and maintenance of water supply backflow prevention devices	
☐ Weather tightness methods in relation to penetrations of the building envelope	
☐ Specifications, installation, materials flashings, and maintenance of roofs relating to plumbing installation	
☐ Draw job specifications	
☐ Different solar water heating systems, installations, and maintenance requirements	
☐ Apply safe working practices and environmentally sustainable considerations to complete work with plumbing systems	
☐ Understands as-built drawings and job variations	
☐ Understands working with sheet metal equipment for plumbing (sheet-metal work verified by supervisor)	
☐ Domestic fire and sprinkler systems	
☐ Ducted heating systems	
☐ Boosted solar and hydronic heating systems	
☐ Apply practical knowledge or installation and maintenance to solid fuel space heaters	

GASFITTING COMPETENCIES CHECKLIST

Only complete this checklist if you want us to review your **gasfitting** qualification and experience.

You need to submit evidence to show your specific experience or training for each competency.

The above work experience and qualification checklists provide examples of evidence that can show each competency.

Competency:	**What evidence are you submitting to show this competency?**
☐ Understands the properties of gas	*Example: qualification transcript shows this competency.*
☐ Understands the application of materials used in gasfitting, including material protection and jointing methods	
☐ Understanding of atmospheric pressure, vaporisation, combustion, heat transfer, and efficiency	
☐ Gasfitting tools and testing equipment	
☐ Understanding of different types of flues, limitations of flue designs, flue materials, installation requirements of different flues. Including onsite evidence of flue installation	
☐ Understanding of how flueless gas appliances operate, room size requirements and where they can and cannot be installed	
☐ Understanding of safety devices and combustion air requirements	
☐ Installation of gas pipework and show understanding of purging techniques, testing procedures and leak tracing methods	
☐ Maintenance of mechanical gas and electronic gas appliances and equipment including an understanding of commissioning procedures for and maintenance of	
☐ Installation of an LPG Cylinder station and the equipment related including location restrictions	
☐ Weather tightness methods in relation to penetrations of the building envelope	
☐ Non-domestic LPG applications, commercial catering trailers, commercial kitchens, sizing the system, vaporisers, interlocks	
☐ Non-domestic NG applications, commercial kitchens, industrial boilers, metering, interlocks, generally installations > 500mj/hj	
☐ Understanding of gas legislation (including gas certificates, knowledge of WorkSafe databases, how to notify WorkSafe NZ etc).	
☐ Understanding of electrical and electronics work that applies to gasfitting within the limitations under the Electricity Act 1992	

☐ LPG Installation in a mobile application	
☐ Specifications, installation, materials flashings, and maintenance of roofs	
☐ Gas boosted solar and hydronic heating systems	
☐ Ducted heating systems	
☐ Draw job specifications	
☐ Understands working with sheet-metal equipment and pattern creation for gasfitting (sheet-metal work verified by supervisor)	
☐ Understands the properties of less frequently used materials	
☐ Understanding of as built drawings and job variations	

DRAINLAYING COMPENENCIES CHECKLIST	
Only complete this checklist if you want us to review your **drainlaying** qualification and experience. You need to submit evidence to show your specific experience or training for each competency. The above work experience and qualification checklists provide examples of evidence that can show each competency.	
Competency:	**What evidence are you submitting to show this competency?**
☐ Understands safe excavation and trenching methods	*Example: qualification transcript shows this competency.*
☐ Understands installing and maintaining trade waster interceptor traps, including grease traps, petrol traps etc	
☐ Evidence of working with tools and equipment for drainlaying projects	
☐ Understands the properties of wastewater	
☐ Understanding of as-built drawings and job variations	
☐ Wet and dry inspection chambers	

☐ Installation of pipework verified by your supervisor including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding.	
☐ Installation and maintenance of surface water handling systems	
☐ Pump types, installations, and maintenance	
☐ Draw job specifications	
☐ Wing wall structures, baffles, and grates	
☐ Installation and maintenance of wastewater treatment systems	
☐ Understands the properties and application of materials used in drainlaying, including material protection and jointing methods. This includes less frequently used materials such as glass, cast iron, galvanised steel, lead, composites, ABS, vitrified clay (earthenware).	