TRANS-TASMAN MUTUAL RECOGNITION (TTMRA) APPLICATION FORM

Plumbers, Gasfitters and Drainlayers Board

Please fill in this form if you want to apply for registration in New Zealand under the Trans-Tasman Mutual Recognition Act 1997.

You can find more information about the application process in the TTMRA information guide on our website.

Please email the completed application form, statutory declaration and supporting documentation as a PDF 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:**	

Postal address: (No PO Boxes)	Street number and name:	
	Suburb:	
	City/Town:	Post code:
	State:	Country:

Email:	

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

PUBLIC REGISTER DETAILS:

The Plumbers, Gasfitters, and Drainlayers Act 2006 requires the Board to have a public record of all registered Plumbers, Gasfitters and Drainlayers. This helps the public to hire people who are allowed to do restricted work.

Your entry on the public register must have:

- your name
- current licence(s)
- registration history
- your supervisors
- a contact phone number
- street address
- a work email address (if you have one).

Contact phone number for public register: Tick if same as pg1 ☐	

Work email for public register: Tick if same as pg1 ☐	

Address for public register: Tick if same as pg1 ☐	Street number and name:	
	Suburb:	
	City/Town:	Post code:

REGISTRATION TYPE:

Select which trades you are applying for registration in. You can select multiple trades. You will need to supply evidence you meet the registration criteria for each trade you select:

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

EVIDENCE REQUIRED (drainlaying registration only):

In New Zealand, stormwater work is restricted work and can only be carried out by authorised drainlayers.

If you are from Western Australia, New South Wales or Australian Capital Territory where stormwater work is not restricted, you will need to be able to provide evidence showing your skills and experience doing stormwater work if you wish to work as a drainlayer in New Zealand.

Examples of the kinds of evidence you will need to provide include:

- photos of work that you have completed
- references from current or previous employers outlining the stormwater work that you have carried out
- a written statement from yourself detailing the stormwater work you have completed
- any other documentation you may consider relevant.

This evidence will be assessed by our Technical Advisor to determine whether you have the necessary experience to carry out stormwater work in New Zealand and, if so, what level of registration and licence you are entitled to.

Go to page 5 if you are applying at the certifying level.

SUPERVISION (NOT APPLICABLE TO CERTIFYING REGISTRATION):

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

1. You must ensure 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).
2. 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); and
    d. Can produce their current licence card on demand.
3. You can have a 'Nominated Person' to provide physical supervision of the applicant. The Nominated Person must be registered and hold a current licence as a plumber/gasfitter/drainlayer (where relevant). This does not include restricted licence holders. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another registered and licensed plumber/gasfitter/drainlayer to provide physical supervision of that work.
4. You must notify the Board if your supervision of the applicant ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the applicant until we receive written notice that you are no longer supervising that person, or until their licence expires. Use your PGDB app, trade login, or email licensing@pgdb.co.nz to notify us.

CERTIFYING PLUMBER:			
Licence Number:		**Full Name:**	
Date:		**Signature:**	

CERTIFYING GASFITTER:			
Licence Number:		**Full Name:**	
Date:		**Signature:**	

CERTIFYING DRAINLAYER:			
Licence Number:		**Full Name:**	
Date:		**Signature:**	

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

FEES:

- **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/

Are you applying for registration only?

Plumber:	Gasfitter:	Drainlayer:
☐ $350 registration fee	☐ $350 registration fee	☐ $350 registration fee

Are you applying for registration and a practising licence?

Plumber:	Gasfitter:	Drainlayer:
☐ $350 registration fee + ☐ $100 Licensing fee + ☐ $275 Disciplinary Levy (If you already hold a practising licence for the current licensing year, you do not need to pay this levy again) + ☐ $4.50 Physical Licence card (optional)	☐ $350 registration fee + ☐ $100 Licensing fee + ☐ $275 Disciplinary Levy (If you already hold a practising licence for the current licensing year, you do not need to pay this levy again) + ☐ $4.50 Physical Licence card (optional)	☐ $350 registration fee + ☐ $100 Licensing fee + ☐ $275 Disciplinary Levy (If you already hold a practising licence for the current licensing year, you do not need to pay this levy again) + ☐ $4.50 Physical Licence card (optional)

TOTAL	$ _____

ACCESS TO INFORMATION:

I give authorisation to the NZ Plumbers, Gasfitters and Drainlayers Board 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.

Applicants signature:		**Date:**	

APPLICANTS DECLARATION:			
By signing this application, you: a) verify that all information given is true and correct. b) understand that 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 c) understand the licensing year runs from 1 April - 31 March and you must be licensed before 1 April to continue working in the trades each year. 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:**	

IMPORTANT: Please complete the Statutory Declaration on page 7 and submit this with your application.

STATUTORY
DECLARATION NOTICE

Plumbers, Gasfitters and Drainlayers Board

The Board requires you to make a statutory declaration about your eligibility to work. Please complete, sign and date the following notice in the presence of a Justice of the Peace or Lawyer and submit this with your application.

IN ACCORDANCE WITH THE PROVISIONS OF THE TRANS-TASMAN MUTUAL RECOGNITION ACT 1997:	
I (Full name):	
Address of:	
Occupation of:	

SOLEMNLY AND SINCERLEY DECLARE THAT:		
I am currently registered in the Australian state/territory of upon which I base my application	☐ YES	☐ NO
I attach a certified copy of my current passport as proof of identity.	☐ YES	☐ NO

I CONFIRM THAT THE ATTACHED CERTIFIED COPIES ARE A TRUE AND ACCURATE COPY, THIS INCLUDES MY:		
Registration certificate(s), if any	☐ YES	☐ NO
Current licence(s) – front and back	☐ YES	☐ NO
Qualification certificate(s) e.g. TAFE certificate III in plumbing	☐ YES	☐ NO
National Police Certificate issued by the Australian Federal Police. This must be dated within the past month	☐ YES	☐ NO
Police certificate from any other country that you have lived in for 12 months or more	☐ YES	☐ NO

I HAVE REGISTRATION/LICENCES IN THE FOLLOWING AUSTRALAN STATES/TERRITORIES:			
State/territory	**Registration**	**Registration number**	**Licence expiry date**

QUALIFICATION DECLARATION: We request this information in relation to the statement released by the Australian Skills Quality Authority (ASQA) regarding cancelled qualifications.		
Name of your qualification:		
Name of the Registered Training Organisation (RTO) you received your qualification from:		
Date your qualification(s) were issued:		
Did you complete your training directly with the Registered Training Organisation or through a third party? (if yes, provide details of the third party).	☐ YES	☐ NO

LICENCE DECLARATIONS		
Has your registration/licence been cancelled or is it currently suspended in any state or territory of Australia as a result of any disciplinary action?	☐ YES	☐ NO
Are you personally prohibited from carrying out work in the trade for which registration is sought or are you subject to any special conditions as a result of criminal, civil or disciplinary proceedings in any participating jurisdiction under the TTMRA?	☐ YES	☐ NO
Are you the subject of any 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)?	☐ YES	☐ NO
Do you understand that if documents submitted to support your application are found to be forged, false or altered, your registration will be cancelled, and the appropriate authorities will be notified?	☐ YES	☐ NO
Do any special conditions apply to you carrying out the occupation for which registration is sought?	☐ YES	☐ NO
Do you have any special conditions that apply to your licence or registration in Australia? (You must attach details of these conditions)	☐ YES	☐ NO

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: **(This must be signed by the Justice of the Peace or Lawyer)**	
Name: **(Name Justice of the Peace or Lawyer)**	

STAMP OF JUSTICE OF THE PEACE OR LAWYER: