

### What do I need to complete this application form?

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1) **You have to be enrolled for training with . . .** The Skills Organisation, Masterlink, Apprenticeship Training Trust, Ara, Unitec (or a pre-trade provider).

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2) **ARA, Unitec, or pre-trade students** Correct fee is \$55

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3) **Your supervising Certifier(s) must have active 2019 licence(s), and must complete the Supervision section.** Your supervising Certifier(s) can renew their licence online through their PGDB login.

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### Application

- **Processing your application**

We'll process or return your application within 5 working days of receiving it.

- **If your application has been returned to you**

- One (or more) of the things required is missing and we can't process the application – we'll tell you what you've missed.
- Use the checklist and ensure you have completed all requirements **before** sending the application. Not providing all requirements delays processing your application.

- **If your application has been accepted**

- Your licence(s) will show on your Certifying supervisor(s) public register page as soon as we process your application (<http://www2.pgdb.co.nz/PGDB/PublicRegister.aspx>).
- You will receive your licence card within 10 working days.
- Your licence(s) are valid from the date of issue until 31<sup>st</sup> March 2020 *e.g. if we receive and process your form on 1 June 2019, your licence(s) are valid from 1 June 2019 until 31 March 2020.*

## CHECKLIST

**Check you have answered all fields marked “\*”, and the questions on this form that relate to you. We can only process your application if you complete the form accurately. If you miss out any requirements your application will be returned to you.**

- Page 1* – Have you completed the *Applicant's Details* section?
- Page 2* - Have you ticked the trades you're currently enrolled for?
- Page 2* - Have you ticked the training provider you're enrolled with?
- Page 2* – Skills trainees only: Have you signed the bottom of the page?
- Page 3* - Your supervisor(s) have active 2019 licence(s) and have completed the required fields?
- Page 4* – Ara/Unitec/Pre-trade trainees: Have you included the correct card payment details?
- Page 4* - Have you signed and dated the *Confirmation of Accuracy*?

## SEND YOUR COMPLETE APPLICATION TO US

**Post to:** PGDB, PO Box 10655, The Terrace, Wellington 6143 (NZ Post can take around 3-5 working days)

*or*

**Use flatbed scanner for PDF file and email to:**

[licensing@pgdb.co.nz](mailto:licensing@pgdb.co.nz) (photographs/photo files will be rejected, you must use a flatbed scanner to scan applications as PDF to email, no phones/apps).



## TRAINEE LIMITED CERTIFICATE 2019/20

*under section 14 of the Plumbers, Gasfitters, and Drainlayers Act 2006  
1 April 2019-31 March 2020 licensing year*

Complete fields in CAPITAL LETTERS, fields marked \* are required

### APPLICANT'S DETAILS

Licence number\* (if you've held one with us before):

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

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

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

Postal address for licence card\*

Unit and/or house number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_

City/town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Mobile phone\* : \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Work address:

Unit number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_

City/town: \_\_\_\_\_

## TRADE(S) YOU'RE ENROLLED FOR

\* Tick the trade(s) you are enrolled for.

Plumbing

Gasfitting

Drainlaying

**NB** if you want to work in any trade you're not enrolled in, your supervisor will need to notify the Board of an Exemption Under Supervision for you. They can print off the EUS notification from: <https://www.pgdb.co.nz/trade/licensing.html>

## TRAINING PROVIDER YOU'RE ENROLLED WITH

\* Tick the training provider you're enrolled with. We'll contact them to confirm you're enrolled for for the trades you ticked above:

### Level 4:

The Skills Organisation

Masterlink

Apprenticeship Training Trust

Ara

Unitec

### Pre-trade (Levels 2 or 3):

attach a copy of enrolment confirmation letter from your training provider to this form

## THE SKILLS ORGANISATION

If you have a training agreement with **The Skills Organisation** complete this section:

*I confirm that I have signed a training agreement with The Skills Organisation in which I authorise The Skills Organisation to disclose information, including my personal information, to the Plumbers, Gasfitters and Drainlayers Board for the purposes of my application for a trainee limited certificate authorisation.*

Skills trainee signature\* : \_\_\_\_\_

## SUPERVISOR(S)

\* Your supervising Certifier(s) must complete this page and must have a 2019 Certifying practising licence(s) in the relevant trade(s).

**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 for gasfitting); and
  - d. Can produce their current licence card on demand.
3. 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. 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.
4. You must ensure that for the first 12 months of holding a trainee limited certificate and doing sanitary plumbing/gasfitting/drainlaying the trainee works at all times in your presence, or the presence of a 'Nominated Person'.
5. You must verify (or certify for gasfitting) work where verification or certification is required.
6. 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 under your supervision until the Board has received written notice that you are no longer supervising that person, or until their licence expires. Email [licensing@pgdb.co.nz](mailto:licensing@pgdb.co.nz)

### Certifying Plumber

Registration number \* :  Full name \* : \_\_\_\_\_

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

### Certifying Gasfitter

Registration number \* :  Full name \* : \_\_\_\_\_

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

### Certifying Drainlayer

Registration number \* :  Full name \* : \_\_\_\_\_

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

## FEE

- The fee is **\$55.00**, includes GST, and is per person, per year.
- We do not accept purchase orders.
- **Enrolled with THE SKILLS ORGANISATION, MASTERLINK, or ATT?** They take care of this fee on your behalf so go to the next section.
- **Enrolled with UNITEC, ARA, or doing a PRE-TRADE course?** Complete card details below, and if you require a receipt afterwards you can access one using your practitioner log-in (under *My Account*, click *View Statement History*).

### Credit/debit card (Visa or Mastercard only)

Card number\*:

Card expiry date\*:   /

Cardholder's name  
(as it appears on card)\*:

Contact phone number for cardholder\*: \_\_\_\_\_

Cardholder's signature\*:

*I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit card or debit card.*

## CONFIRMATION OF ACCURACY

*By signing this application, you verify that all information given is true and correct.*

Signature\*: \_\_\_\_\_ Date\*: \_\_\_\_\_

**Privacy Act 1993:** The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of issuing a trainee limited certificate. 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.