

2021 Limited Certificate Trainee application

under section 14 of the Plumbers, Gasfitters, and Drainlayers Act 2006

This application requires:

- You must be enrolled at Level 4 with The Skills Organisation, Masterlink, ATT, Unitec, or Ara. (Or for Levels 2/3, a pre-trade provider)
- Your contact details
- Your supervising Certifier(s) must have an active 2021 licence and must complete page 3
- Correct fee payment \$55 if you're studying at Ara, Unitec, or in pre-trade.

Please note:

- Fields marked * are **required**
- We will process or return this application within 5 working days of receiving it.
- If your application has been returned to you this means one (or more) of the requirements (*) is missing and we cannot process the application.
- From 1 April 2021, the PGDB licence cards will be virtual and will be viewable on the PGDB licensing app. If you haven't downloaded the app, you can do it by visiting <https://www.pgdb.co.nz/trade/licensing/licensing-app/>.



2021 Limited Certificate Trainee Application

Complete all fields marked *

PERSONAL DETAILS

* Licence number:

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* Family name/surname: _____

* First and middle name(s): _____

* Date of birth (dd/mm/yyyy): ____/____/____

* Home address

Unit and/or house number: _____ Street name: _____

Suburb: _____

City/town: _____ Postcode: _____

* Postal address (if different): _____

Suburb: _____

City/town: _____ Postcode: _____

* Email: _____@_____

* Mobile number: _____ Other phone number: _____

TRADE(S) YOU'RE ENROLLED FOR

* Tick the trade(s) you are enrolled for:

Plumber Gasfitter Drainlayer

NB if you want to work in any trade you're not enrolled in, your supervising Certifier 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/>

TRAINING PROVIDER

* 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** (nationwide)
- Masterlink** (nationwide)
- Apprenticeship Training Trust** (nationwide)
- Ara** (Christchurch)
- Unitec** (Auckland)

Levels 2 or 3 (pre-trade):

- * *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: _____

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 under section 14 of the Plumbers, Gasfitters, and Drainlayers Act 2006. However, the Board may use this information for any other purposes required or permitted by the Act, 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.

SUPERVISOR(S) TO COMPLETE

* Your supervising Certifier(s) must complete this page and have a 2021 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 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: _____

* Signature of certifier: _____ * Date: _____

Certifying Gasfitter

* Licence number: * Full name: _____

* Signature of certifier: _____ * Date: _____

Certifying Drainlayer

* Licence number: * Full name: _____

* Signature of certifier: _____ * Date: _____

FEE

- *** Enrolled with UNITEC, ARA, or doing a PRE-TRADE course?** Complete card details below, if you require a tax receipt afterwards go to your PGDB trade login (<https://www.pgdb.co.nz/trade/trade-log-in/>).
 - The fee is **\$55.00** (GST inclusive) and is per person, per year.
 - We do not accept purchase orders.
- **Enrolled with THE SKILLS ORGANISATION, MASTERLINK, or ATT?** Skills will have already paid this fee on your behalf.
- **Do you require a physical licence card?** Yes No (Please note, this will add an additional cost of \$4.50 to the total amount)

Credit/debit card (Visa or Mastercard only) *Please note: A convenience fee will be charged when payments are made by either a Visa or Mastercard credit or debit cards.*

* 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.

CHECK

Check you have answered all fields marked " * ". We can only process your application if you complete the form accurately. If you miss out any requirements we can't process it and your application will be returned to you.

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 (photographs/photo files will be rejected, you must use a flatbed scanner to scan this notification as PDF to email, no phones/apps).