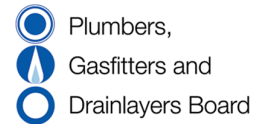


TRADESMAN PRE-REGISTRATION ELIGIBILITY APPLICATION



Please fill in this form if you have completed the [Recommendation for Registration \(RFR\) Category A](#) overseas qualified assessment through [The Skills Organisation](#) (Skills).

What you need to know:

- This application is free
- This application will take 10 working days to process. We will contact you by email if any more information is required.
- If your application is approved, you will be eligible to apply for a provisional licence. The provisional licence allows you to legally work in New Zealand while you prepare and complete the tradesman registration examination.

Please email this completed form 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:	Street number and name:		
	Suburb:		
	City/Town:	Post code:	
	State:	Country:	
Email:			

Ethnicity:	New Zealand European	☐	Niuean	☐
	Māori	☐	Chinese	☐
	Samoan	☐	Indian	☐
	Cook Island Māori	☐	Other	☐
	Tongan	☐		

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 police investigation; and/or • a criminal charge being laid by the police; and/or • 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

REQUIRED DOCUMENTATION:

Please attach the documentation outlined in Option 1 or Option 2 with your application:

OPTION 1:

A certified copy of evidence that you have been granted New Zealand residence, (and if older than 12 months must be accompanied by a current NZ criminal record from the Ministry of Justice <https://www.justice.govt.nz/criminal-records/get-your-own/>).

and

Authorisation for the Board to verify your New Zealand residency using the Visa Verification Service <https://www.immigration.govt.nz/about-us/our-online-systems/visa-verification-service/using>

OPTION 2:

Original or Certified copy of Police Certificates dated within the last 6 months from any countries you have lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years. Find out how to get the required Police Certificate [here](#).

REGISTRATION TYPE:

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

☐	Tradesman Plumber
☐	Tradesman Gasfitter
☐	Tradesman Drainlayer

CONFIRMATION OF ACCURACY:

- a) By signing this application, you:
- b) verify that all information given is true and correct
- c) 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
- d) understand 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
- e) understand that you will need to enrol in and pass the Tradesman exam(s) which take place usually daily/monthly (depending on where in NZ you are based), and your results are issued within 24 hours
- f) understand that once you have passed the Tradesman exam(s) you can then apply for registration as a Tradesman, and this includes supplying current Police Certificates dated within the last 6 months
- g) understand that you will be able to work under a Provisional Licence for up to 12 months to give you time to pass the exam(s) and apply for registration, and that you may need to be enrolled to sit the exam(s) before a Provisional Licence will be issued.

**Applicants
signature:**

Date: