



Plumber's Licensing Board

Restricted plumbing permit

Form 106

Use of this form

This form is to be used by the holder of

- an electrical worker's licence;
- an electrical contractor's licence; or
- a gasfitting permit or authorisation,

to apply for a restricted plumbing permit issued by the Plumbers Licensing Board.

Restricted plumbing permit

In brief, the holder of a restricted plumbing permit is authorised to disconnect, remove, install and reconnect:

- a compression union;
- a temperature/pressure relief valve;
- an expansion control valve,

in the course of removing or replacing a water heater.

For a complete description refer to regulation 13A of the Plumbers Licensing and Plumbing Standards Regulations 2000.

Duration of restricted plumbing permit

The restricted plumbing permit is valid for three years.

Application and permit fees

Two fees are payable with this application:

- a non-refundable application fee of \$22.50.
- a permit fee of \$282.00.

GST is not payable on the application or permit fee. If the Board does not grant your permit, the permit fee will be refunded.

Permit requirements

To be considered for a permit you must:

- provide a complete application including payment of application and permit fees;
- have the required qualifications;
- be a fit and proper person to hold a permit; and
- comply with any other requirements.

Photographs

Provide two identical passport size photographs of yourself. The photographs are used in the identity card issued with your permit. Video camera or photocopied images are not suitable.

Complete your application

Your application cannot be processed unless all sections are completed, photos and all other attachments provided and all fees paid.

Incomplete applications

The Building Commission cannot process incomplete applications. If your application is incomplete it may be returned and the application fee will not be refunded.

Certified copies

If you are providing a copy of a document with your application rather than the original it must be a certified copy. To have a copy certified you must show a copy of the document, together with the original document to a person who is a qualified witness. The witness must:

- certify the copy is a true copy of the original;
- place their signature, together with their full name and address and their qualification to be a witness, immediately adjacent to the words of certification.

The following people, who must not be related to the applicant, are qualified to witness:

- Accountant
- Bank Manager
- Chemist
- Dentist
- Doctor
- Justice of the Peace
- Lawyer
- Local Government Councillor
- Minister of Religion
- Police Officer
- Post Office Manager
- Public Servant
- Real Estate Agent

and other people listed in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Lodging your application

Complete and sign your application. Lodge it with your supporting documents:

By post

Lodge your application and pay by credit card using the payment slip on the form or pay by cheque or money order made payable to the Building Commission.


Building Commission
Locked Bag 14
Cloisters Square WA 6850


In person

Lodge your application and pay by cash, cheque, or credit card at the Building Commission counter.

Building Commission
Level 1/ 303 Sevenoaks Street
Cannington WA 6107

Office hours are:
Mon–Fri 8:30 am to 4:30 pm.

 This application cannot be submitted by email or fax.

 BPAY and online payment are not available for this permit.

Return of documents

The Building Commission will not return documents including photographs submitted in permit applications. If you need a copy of the application or attached documents, please make a copy before you lodge your application.

After your application is lodged

If your application is complete it will be assessed by Building Commission officers. The officers will contact you if more information is required.

SAT review of Board decisions

If you are aggrieved by a decision of the Board refusing to renew your licence or imposing a condition on your licence you may apply to the State Administrative Tribunal for a review of the decision.

More information

If you need more information about the status of your application or about plumber licensing generally please call 1300 489 099 or email plumbers@commerce.wa.gov.au.



OFFICE USE

Plumber's Licensing Board

106

Restricted plumbing permit

Your application cannot be assessed unless all sections are completed and all attachments are provided.

Personal details

Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify
Family name				
First name				
Other name(s)			Date of birth	
Have you been known by any other names?	<input type="checkbox"/> No <input type="checkbox"/> Yes			



If you answered "yes" above, attach a separate page with full details. Attached

Address – a street address, not a post office box.

Street			
Suburb	State	Postcode	

Postal address – address for correspondence from the Building Commission.

Street or PO Box			
Suburb	State	Postcode	

Contact details – required for a permit but not published in the register.

Phone (home)	()	Phone (work)	()
Phone (mobile)			Fax ()
Email			

PROOF OF IDENTITY



Provide proof of your identity by attaching certified copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points	Office use
70 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate		
40 points - for first document from this category. 25 points - for additional documents from this category.	<input type="checkbox"/> Current Australian issued licence or permit card e.g. Drivers licence <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification		
35 points A document from this set must show your name and current residential address.	<input type="checkbox"/> Mortgage document held by an Australian financial body <input type="checkbox"/> Australian Land Title Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia		
25 points	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Credit or debit card issued by Australian banking or credit institution <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate		
Total points			

PHOTOGRAPHS

Submit two identical hard copy, passport sized photographs. The photographs must be:

- of the head and shoulders showing the face without sunglasses;
- not more than one month old;
- clear and in colour;
- taken against a plain background; and
- suitable for use on an identification card.



Original photographs of the applicant.

Attached

FITNESS AND PROPRIETY

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1 | Have you ever been refused an occupational licence as a plumber by a licensing board or similar body in any Australian state or territory? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | Have you ever been refused an occupational licence other than as a plumber, by a licensing board or similar body in any Australian state or territory? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | Has your occupational licence with any licensing board ever been suspended or cancelled, other than for non-payment of fees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | Have you ever been disciplined by any licensing board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | Are you currently the subject of disciplinary proceedings by any licensing board, including any preliminary investigation or action that might lead to disciplinary proceedings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | Have you ever been the subject of an order made by the State Administrative Tribunal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7 | Have you been a director or officer, of a corporation that has been the subject of disciplinary proceedings for contravention of the <i>Plumbers Licensing Act 1995</i> , <i>Building Act 2011</i> , <i>Building Services (Registration) Act 2011</i> or the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> or the <i>Home Building Contracts Act 1991</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | Have you ever been disqualified from being a company director? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | Have you ever been a director or officer of a company that has been declared an insolvent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | Have you ever been declared bankrupt? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Are there any other matters which may be relevant to your suitability for a restricted plumbing permit about which the Board should be informed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



If you answered 'yes' to any of questions 1 to 11 above, attach details and if appropriate, a list of cases. If you prefer you may place these attachments in a sealed envelope marked with your name. A "yes" response will be considered by the Board on the facts presented and may not affect your application.

Attached N/A

NATIONAL POLICE CERTIFICATE

You are required to submit an Australian National Police Certificate. A conviction does not necessarily affect your permit.



Attach an original or certified copy of an Australian National Police Certificate dated within three months of this application date. Apply at Australia Post.

Attached

- | | | | |
|----|---|------------------------------|-----------------------------|
| 12 | Have you resided in another country for one or more years during the last five years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|----|---|------------------------------|-----------------------------|



If you answered 'yes' to question 12 above, attach an original or certified copy of police certificates dated no more than three months before your Australian arrival date from all other countries in which you resided for one or more years during the last five years. Have the certificates officially translated into English if they are in other languages.

Attached N/A

REQUIRED QUALIFICATION AND OCCUPATIONAL LICENCE OR PERMIT

Schedule 3 Division 2 of the Plumbers Licensing and Plumbing Standards Regulations 2000 states the qualifications for each plumbing licence. An applicant for a restricted plumbing permit must hold:

- evidence of completion of unit of study: Exchange Water Heating Systems, and
- an electrical worker's licence or electrical contractor's licence issued under regulation 24 of the Electricity (Licensing) Regulations 1991, or a gasfitting permit or authorization issued under regulation 12 of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999.

Do you hold the required qualification and occupational licence?

- Unit of Study: Exchange Water Heating Systems Yes No



Attach a copy of your:

- Evidence of completion of the unit Exchange Water Heating Systems issued by a Registered Training Organisation Attached

and

- Hold an electrical worker's licence or electrical contractor's issued under regulation 24 of the Electricity (Licensing) Regulations 1991 Yes No

or

- Hold a gasfitting permit or authorization issued under regulation 12 of the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999. Yes No



Attach a copy of your:

- electrical worker's licence or electrical contractor's licence, or Attached N/A
- gasfitting permit or authorisation. Attached N/A

The Board may accept an alternative qualification that it determines is equivalent to a scheduled qualification. An applicant with an alternative qualification must explain why the Board should accept that qualification. Phone the Building Commission on 1300 489 099 if your qualification is not listed above.

DECLARATION BY APPLICANT**False and misleading information**

Regulation 16 of the Plumbers Licensing and Plumbers Standards Regulations 2000 provides for penalties of up to \$2,000 where an applicant provides false or misleading information in an application. By signing this application form you acknowledge this provision and give consent to the Board and its staff to make enquires and to receive and disclose any information about this application.

Declaration

I

Full name of applicant

- 1 authorise the Plumbers Licensing Board, the Building Commission or persons acting on behalf of the Board or the Commission to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.
- 2 sincerely declare that this application is true and correct.

Signature

Date

Checklist

Use this checklist reminder to show that you have completed all parts of your application and attached all necessary supporting documents.

- Proof of identification - 100 points certified and attached
- Photographs attached
- Fitness and propriety questions 1-11 answered and if necessary, documents attached
- National Police Certificate, certified if a copy and attached
- Completed unit "Exchange Water Heating Systems" evidence attached
- Electrical licence or gasfitting permit attached
- Declaration signed and dated
- Make payment

An incomplete or inaccurate application will not be accepted. If you need help completing this form please call the Building Commission on 1300 489 099 and ask for the Licensing team.

PAYMENT

Application and permit fee

GST is not applicable

\$304.50 payable (\$22.50 application fee + \$282.00 for a three year permit).

Payment method

- Cash
 Cheque
 Money order
 Credit card

Card authorisation

Building Commission ABN: 91 329 800417

<input type="checkbox"/> Visa		<input type="checkbox"/> Mastercard	
Card number / / /		Expiry date /	
Name on card		Amount payable \$ 304.50	
Cardholder's signature		Date / /	
Cardholder's contact phone number			