



Plumber's Licensing Board

Plumbing tradesperson's licence

Form 102

Use of this form

This form is to be used by people applying to be licensed as plumbing tradespersons with the Plumbers Licensing Board.

In Western Australia the *Plumbers Licensing Act 1995* provides for six occupational licences in plumbing:

- plumbing contractor's licence
- plumbing tradespersons' licence
- tradesperson's licence (drainage plumbing)
- provisional tradespersons licence
- provisional tradespersons licence (drainage plumbing)
- restricted plumbing permit.

You cannot apply for a gasfitting permit with this form. For gasfitting email Building and Energy at energylicensing@dmirs.wa.gov.au or phone 08 6251 2000.

Plumbing tradesperson's licence

A licenced plumbing tradesperson must work under the general direction of a licenced plumbing contractor. A tradesperson can:

- carry out plumbing work; and
- supervise the carrying out of plumbing work by an apprentice.

Duration of licence

The tradesperson's licence is valid for three years.

Application and licensing fees

Two fees are payable with this application:

- a non-refundable application fee.
- a licence fee.

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

Licensing requirements

To be considered for a licence you must:

- provide a complete application including payment of application and licence fees;
- have the required qualifications;
- be a fit and proper person to be licensed; 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 licence. 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 department 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*

Applications will **not be assessed for completeness upon lodgment. Your application will be assessed following allocation to a Licensing Officer.*

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

By post

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to –

Department of Mines, Industry
Regulation and Safety

Licensing Services Branch
Locked Bag 100
EAST PERTH WA 6892

In person– Lodge and pay service only

Lodge your application and pay by cash, cheque, money order or card at the customer service counter.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

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

In person (drop off only service)

Department of Mines, Industry
Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street, PERTH

➔ This application cannot be submitted by email or fax.

➔ BPAY and online payment are not available for this licence.

Return of documents

The department will not return documents including photographs submitted in licence 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 Licensing Services 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@dmirs.wa.gov.au.



Plumber's Licensing Board

102

Plumbing tradesperson

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

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
- Certificate III and Statement of Academic Record attached
- Trade Certificate attached if you were an apprentice
- Declaration signed and dated
- Make payment

PAYMENT

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to change on 1 July of each year

ABN: 69 410 335 356

Office Use only

Total Fee	\$	Department Code	TL	Chart Description	
					<input type="checkbox"/> Plumb App Fee Tperson Initial
					<input type="checkbox"/> Plumb Lic Fee Tperson Initial



Plumber's Licensing Board **102**

Plumbing tradesperson

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 department.

Street or PO Box			
Suburb		State	Postcode

Contact details – required for a licence 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. Driver's 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 tradesperson's licence 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 a current Australian National Police Certificate which is less than three months old. A conviction does not necessarily affect your ability to attain a registration. Apply online or at Australia Post.



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

Attached

QUALIFICATIONS

Schedule 3, Division 2 of the Plumbers Licensing and Plumbing Standards Regulations 2000 states the qualifications for each plumbing licence. An applicant for a plumbing tradesperson's licence must:

- hold a Certificate III in Plumbing attained by completing a relevant apprenticeship, or
- hold or within the six months preceding this application, have held a provisional tradesperson's licence issued by the Board and hold a Certificate III in Plumbing (Migrant Gap Training).

Have you completed either of the required qualifications?

- Apprenticeship in plumbing and Certificate III in Plumbing Yes No



Attach a copy of your:

- Certificate III in Plumbing, Attached
- Statement of academic record Attached
- Trade Certificate Attached

or

- A provisional tradesperson's licence issued by the Board and Certificate III in Plumbing (Migrant Gap Training) Yes No



Attach a copy of your:

- Certificate III in Plumbing (Migrant Gap Training), Attached
- Statement of academic record Attached

State your current or former provisional tradesperson's licence number? _____

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 department 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.

Declaration

I, _____
Full name of applicant

- 1 authorise the Plumbers Licensing Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the department 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 and credit reports. I agree that the Board can use and disclose 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