



# Form 104: Plumber's Licensing Board Provisional tradesperson's licence

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This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

## Use of this form

This form is to be used by people applying to be licensed as provisional 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 tradesperson's licence
- tradesperson's licence (drainage plumbing)
- provisional tradesperson's licence
- provisional tradesperson's licence (drainage plumbing)
- restricted plumbing permit.

## Provisional tradesperson's licence

A provisional tradesperson may carry out plumbing work under the supervision of a licensed plumbing contractor or a licensed plumbing tradesperson working under the general direction of a licensed plumbing contractor. The Board intends the holder of a provisional licence will complete a Certificate III in Plumbing (Migrant Gap Training) to be eligible for a tradesperson's licence after one year.

## Duration of licence

The provisional tradesperson's licence is valid for one year. With the approval of the Board and in circumstances that warrant renewal, the licence may be renewed once.

## 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.

## 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

When the department is satisfied that your application is complete and payment is received, your application will be assessed and determined. If your application is assessed as incomplete, a licensing officer will advise you accordingly and request the required information. Once the application is determined you will be notified by a licensing officer without delay.

## SAT review of Board decisions

If you are aggrieved by a decision of the Board to refuse to renew your licence or to impose 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](mailto:plumbers@dmirs.wa.gov.au).

### **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:

### How to lodge and pay

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Pay for and lodge your application including attachments:

#### **Online**

Submit your application and pay online:

[Plumbing Tradesperson's Licence \(Form 104\)](#)

#### **By post**

Pay by credit card using our payment slip form: [Application payment form](#) or through 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 your application and pay by cash, cheque, money order or card at the customer service counter. Applications will not be assessed for completeness upon submission.

Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street

CANNINGTON WA 6107

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

- ♦ BPAY is not available for this application.
- ♦ Fax and email submission are not available for this application.

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**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 – copies totaling 100 points attached
- Photographs attached
- Fitness and propriety questions 1-11 answered and if necessary, documents attached
- National Police Certificate from DMIRS approved provider attached [NPC approved provider list](#)
- Offshore Technical Skills Record attached
- Declaration signed and dated
- Make payment

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

### Personal details

Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Other name(s):  Date of birth:  /  /

Have you been known by any other names?  Yes  No

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

### Address

**Note:** a street address, not a post office box.

Street address:

Suburb:  State:  Postcode:

### Postal address

**Note:** A postal address is required for correspondence from the department.

As above Street address or PO Box:

Suburb:  State:  Postcode:

### Contact details

**Note:** required for a licence but not published in the register.

Phone (home):  Phone (work):  Phone (mobile):\*  Fax:

Email:\*

\*Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.

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### Proof of identity

Provide proof of your identity by attaching 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
70 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate	
40 points <sup>(1)</sup> 25 points <sup>(2)</sup>	<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	
	(1) <b>40 points</b> for first document from this category. (2) <b>25 points</b> for additional documents from this category.	
35 points <sup>(3)</sup>	<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	
	(3) A document from this set must show your name and current residential address.	
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	
<b>Total points</b>		

### Photographs

Submit two identical 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

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### 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?  Yes  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?  Yes  No
3. Has your occupational licence with any licensing board ever been suspended or cancelled, other than for non-payment of fees?  Yes  No
4. Have you been disciplined by any licensing board?  Yes  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?  Yes  No
6. Have you been the subject of an order made by the State Administrative Tribunal?  Yes  No
7. Have you been a director or officer, of a corporation that has been the subject of disciplinary proceedings for contravention of the *Plumbers Licensing Act 1995*, *Building Act 2011*, *Building Services (Registration) Act 2011* or the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*?  Yes  No
8. Have you been disqualified from being a company director?  Yes  No
9. Have you been a director or officer of a company that has been declared an insolvent?  Yes  No
10. Have you been declared bankrupt?  Yes  No
11. Are there any other matters which may be relevant to your suitability to hold a licence about which the Board should be informed?  Yes  No

If you answered 'yes' to any of questions 1 to 11 above, attach details and, if appropriate, a list of cases. 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 Australian National Police Certificate dated within three months of this application date.  Attached

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### 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 provisional tradesperson's licence must hold an Offshore Technical Skills Record (OTSR) issued by Trades Recognition Australia that relates to units of competency within Certificate III in Plumbing.

■ Do you hold a relevant OTSR?  Yes  No

■ Attach a copy of your OTSR  Attached

The Board may accept an alternative Western Australian qualification that it determines is equivalent to the OTSR. 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 an OTSR.

### 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. 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: