



# Form 108: Plumbers Licensing Board Reissue Plumbing 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 who were previously licensed with the Plumbers Licensing Board, whose licenses have expired and are applying to have their licence reinstated.

## 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 (for three years).

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*.

### How to lodge and pay

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#### 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

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

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

### Return of documents

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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

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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

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If you are aggrieved by a decision of the Board refusing to issue you a licence or imposing a condition on your licence you may within 28 days of receiving notice of the decision, apply to the State Administrative Tribunal for a review of the decision.

### More information

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If you need more information about the status of your application or about plumber licensing generally please call 1300 489 099 and ask for Licensing Services or email [plumbers@dmirs.wa.gov.au](mailto:plumbers@dmirs.wa.gov.au).

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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 1-8 answered and if necessary, documents attached
- ☐ National Police Certificate from DMIRS approved provider attached [NPC approved provider list](#)
- ☐ Declaration signed and dated
- ☐ Make payment

### Payment

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

Card Type                      Visa ☐                      Mastercard ☐                      (Only Visa and Mastercard accepted)

Card Number                     

Card Holder                     

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

Signature:                      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	Chart description
<input type="text"/>	TL	<input type="checkbox"/> Plumb App Fee Tperson initial <input type="checkbox"/> Plumb Lic Fee cont initia

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### 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	
<small>(1) <b>40 points</b> for first document from this category. (2) <b>25 points</b> for additional documents from this category.</small>		
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	
<small>(3) A document from this set must show your name and current residential address.</small>		
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 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 ever 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 ever 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. Are there any other matters which may be relevant to your suitability for a tradesperson's licence about which the Board should be informed? ☐ Yes ☐ No

If you answered 'yes' to any of questions 1 to 8 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 licence. Apply online or at Australia Post.

- Attach an Australian National Police Certificate dated within three months of this application date. ☐ Attached

## Form 108: Plumbers Licensing Board Reissue Plumbing tradesperson's licence

### Qualifications

Regulation 20(A) of the Plumbers Licensing and Plumbing Standards Regulations 2000 states the requirements for reissuing a plumbing licence. If you were previously licensed by the Plumbers Licensing Board in Western Australia you will need to make a statement declaring the extent of plumbing activity you have been involved in since your plumbing tradesperson's licence expired. Please confirm that you were previously licensed.

■ Have you previously been licensed as a plumbing tradesperson by the Plumbers Licensing Board? ☐ Yes ☐ No

If 'yes', if possible provide your former licence number.

Licence Number:

■ Have you been involved in carrying out plumbing work in the last five years? ☐ Yes ☐ No

If 'yes', provide a statement declaring the extent of plumbing activity you have been involved in and where the work was undertaken.

■ Have you attended any plumbing related training courses in the last five years? ☐ Yes ☐ No

If 'yes', attach your confirmation of successful completion (i.e. certificate of attainment/ participation etc.) ☐ Attached

### 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 Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board of the department to make enquiries considered necessary to assess this application. My general consent includes the specific consent of 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: