



Plumbers Licensing Board

Renewing a Plumbing Licence/Permit Form 111

Use of this form

This form is to be used to lodge a renewal application for one of the following licence/permit types:

- Plumbing Contractor's Licence
- Tradesperson's Licence
- Provisional Tradesperson's Licence
- Restricted Plumbing Permit

A licence/permit holder is eligible to apply to the Plumbers Licensing Board for the renewal of the licence/permit 12 weeks before the expiry date. Applications received more than 28 days after the expiry date cannot be accepted.

Duration of licence

If renewed, the licence/permit will be valid for a further three years, except in the case of a Provisional Tradesperson's Licence, which may only be issued for a further 12 months.

NOTE: the Board will not renew a Provisional Tradesperson's Licence if the licence has been renewed before.

Fees

A renewal fee applies. A list of current fees is available on our website:
www.commerce.wa.gov.au/publications/building-and-energy-fee-schedule.

Photographs

If you have provided photographs of yourself, for the purpose of appearing on your identity card, within the last five years, you are not required to provide new ones.

If it has been more than five years since you last provided photographs of yourself, you are required to provide two new passport size photographs of yourself.

Application requirements

For the application to renew your licence/permit to be considered you must:

- provide a complete application including payment of the renewal fee;
- be a fit and proper person to be licensed; and
- comply with any other requirements.

Your application cannot be processed unless all sections are completed, all attachments are provided and the fee is paid. The Department cannot process incomplete applications. If your application is incomplete it may be returned.

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.

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 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.



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

- Licence type and number provided
- Address and contact information provided
- Fitness and propriety questions answered and supporting documents attached (if necessary)
- National Police Certificate / National Police History Check (original or certified copy) attached
- Photographs attached (if necessary)
- Declaration signed and dated
- Payment details provided

PAYMENT

CREDIT CARD PAYMENT DETAILS

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

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

ABN: 69 410 335 356

Office Use only

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



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LICENCE / PERMIT TYPE TO BE RENEWED

Mark the appropriate box and provide your licence/permit number

- PL** _____ Plumbing Contractor's Licence
 TL _____ Tradesperson's Licence
 PTL _____ Provisional Tradesperson's Licence
 RP _____ Restricted Plumbing Permit

Renewal applicant details

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify
Family name	
Given name(s)	
Previous name(s) <i>(if applicable)</i>	



If you have legally changed your name since the grant of your licence, or since your last renewal (e.g. by marriage, deed poll), you must provide supporting evidence confirming the change of name.

Attached

Contact details – important to keep up to date so that you can receive courtesy renewal reminders

Mobile		Other phone ()
Email		

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

Street			
Suburb	State	Postcode	

Postal address – address for correspondence from the Department.

<input type="checkbox"/> Tick if same as above			
Street or PO Box			
Suburb	State	Postcode	

FITNESS AND PROPRIETY

Since the grant of your licence/permit or last renewal (whichever is later):

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1 | have you 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 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 been suspended or cancelled, other than for non-payment of fees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | have you been disciplined by any licensing board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | have you been or 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 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> , 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 been disqualified from being a company director? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | have you 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 been declared bankrupt? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | Are there any other matters which may be relevant to your suitability to continue to hold a licence/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 / NATIONAL POLICE HISTORY CHECK

You are required to submit a current Australian National Police Certificate or National Police History Check which is less than three months old. Refer to www.dmirs.wa.gov.au/licensingpolicechecks for further information on approved suppliers.



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

Attached

PHOTOGRAPHS

If you have not provided new photographs of yourself, for the purpose of appearing on your identity card, in the previous five years, you are required to submit two new 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 N/A

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, the Department and its staff to make enquiries 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 or the Department, to release or obtain on my behalf, any document, record, file or information that may be necessary and relevant to consider my fitness and propriety to continue to hold a licence or permit including but not limited to records relating to my criminal history or current or previous occupational licences or any other relevant information.
- 2 sincerely declare that this application is true and correct.

Signature

Date