



Tradesperson's Licence Application Guidelines

Enquiries about completing your application, where the information is not contained in these Guidelines, should be directed to the Licensing Team on (08) 9282 0478.

Enquiries regarding gasfitting permits should be directed to EnergySafety on (08) 9422 5200.

1. Authorisation

To carry out water supply, sanitary and drainage plumbing work in Western Australia you must hold either a plumbing contractor's licence or a tradesperson's licence issued by the Plumbers Licensing Board ("the Board"). The Board issues licences under the *Water Services Licensing (Plumbers Licensing and Plumbing Standards) Regulations 2000* ("the Regulations").

A tradesperson's licence authorises the holder to:

- carry out water supply and sanitary and/or drainage plumbing work as specified on the licence; and
- supervise the carrying out of such work by an apprentice,

under the general direction and control of the holder of a plumbing contractor's licence.

In accordance with the Regulations, to be eligible to obtain a tradesperson's licence an applicant must:

- demonstrate to the Board that they are:
 - competent in carrying out water supply, sanitary and/or drainage plumbing work; and
 - a fit and proper person to hold a licence.
- provide to the Board two (2) certified passport sized photographs.

2. Supporting Documentation

Please note: All supporting documentation is required to be either certified copies or the original documents.

2.1 Proof of Competency

To be eligible to obtain a tradesperson's licence you must:

- hold a Trade Certificate in Plumbing and Gasfitting issued in Western Australia by the Director of Industrial Training;
Or
- hold a Certificate of Reciprocity in water supply, sanitary and drainage plumbing at registration level;
Or
- hold a qualification recognised by the Board at "registration/journeyman" level and demonstrate that you have at least four (4) years practical experience in water supply, sanitary and/or drainage plumbing work.
Or
- hold a Certificate II in Drainage or equivalent Western Australian qualification (Tradesperson's licence – drainage only).

Plumbers Licensing Board

Unit 4/321 Selby Street
Osborne Park WA 6017

Postal Address:
Locked Bag 14
Cloisters Square WA 6850

Licensing Enquiries

Tel: (08) 9282 0478
Fax: (08) 9282 4387

Technical Advice

Tel: 1300 360 897

Email:

plumbers@commerce.wa.gov.au

Internet:

www.plumbers.wa.gov.au

If the qualifications recognised by the Board are not at tradesperson level or higher, to obtain a tradesperson's licence you will be required to undertake a course and pass a test in plumbing work involving both theoretical and practical components. You will not be able to undertake the course or sit this test unless you have demonstrated that you have at least four (4) years practical experience in water supply, sanitary and drainage plumbing work, or (2) years practical experience in the case of drainage only plumbing work.

To demonstrate practical experience, you need to provide detailed written references from previous employers stating the period of the employment together with specific examples of plumbing work that you have carried out.

If you hold a current licence in another Australian State/Territory or New Zealand you may be entitled to apply for a licence under the *Mutual Recognition (Western Australia) Act 2001* or the *Trans-Tasman Mutual Recognition (Western Australia) Act 2007*. Refer to part three (3) of these Guidelines (page 3) for further information about applying for a licence under these Acts.

Further details about competency requirements can be obtained from the Licensing Team on (08) 9282 0478.

2.2 Re-Issue of a Licence

If you have previously held a tradesperson's licence issued by the Board, or equivalent organisation, in Western Australia, you will also need to make a statement declaring the extent of plumbing activity you have been involved in since your tradesperson's licence (or other) expired by completing section five (5), Re-issue of a Licence, of the application form on page six (6).

To be eligible for a licence you may be required to undertake retraining. If you are required to undertake retraining a member of the Licensing Team will contact you.

2.3 Fit and Proper Test

To be eligible to obtain a tradesperson's licence, the Board must be satisfied that you are a fit and proper person to hold a licence. To enable the Board to assess your application you are required to provide:

- a current National Police Certificate;
- details of any charges against you (including pending);
- details of any disqualifications from holding an occupational licence; and
- details of two referees.

2.3.1 Police Certificate

You must provide a National Police Certificate, which is **no more than three (3) months old** at the time of lodging your application. A National Police Certificate lists a person's criminal history (if any), recorded in any state or territory of Australia. **Original or certified copies only.**

Western Australian Applicants

If you have lived in Australia for more than two years and currently reside in Western Australia you must apply for a National Police Certificate in person at your local Australia Post outlet and provide suitable identification. Please visit at www.police.wa.gov.au for further information.

Applicants from other Australian States/Territories/New Zealand

If you are not currently living in Western Australia, but have been living in Australia for more than two years you can apply for a National Police Certificate in person at the police service of the state or territory in which you currently reside.

Applicants from Overseas

If you are not currently living in Australia or have been living in Australia for less than two years please contact the Licensing Team on (08) 9282 0478 to discuss your application.

2.3.2 Charges

As part of your application you are required to provide the details of any charges that have been made against you. You are required to provide the name of the court and the state or territory in which the charge has been made as well as the nature and circumstances of the alleged offence.

2.3.3 Disqualifications

You are required to provide the details of any disqualifications from holding an occupational licence that have been made against you including any suspensions of occupational licences as well as applications for occupational licence that have been refused. You are required to provide full details of all of the particulars including the name of the type of licence, the issuing authority, the date of the disqualification and the reason the licence was refused, suspended or cancelled.

2.3.4 Character References

To support your application you are required to provide the details of two referees, that have known you for at least 12 months, who can substantiate your character. It is preferable that your referees are previous employers. Prior to submitting your application, please notify your referees that they will be contacted as part of the application process. No person under the age of 18 years or a relative can be nominated as a character reference.

2.4 Provision of Photographs

To obtain your tradesperson's licence you will need to provide two (2) identical photographs of yourself attached to your application. The photographs must be:

- passport sized (45mm length x 35mm width);
- a full front view of your head and shoulders; and
- less than one month old at the time of submitting the application for tradesperson's licence.

A competent witness (refer to page 11 of this booklet for a list of competent witnesses) must complete the declaration on pages eight (8) and nine (9) as well as sign the reverse side of the photographs. You will need to ensure that you provide identification of yourself to the competent witness completing the declaration to the value of 100 points (refer to the declaration on pages eight (8) and nine (9) of this booklet for a list of documents that can be used as identification and the point value assigned).

Please note that the quality of the photographs provided will have a direct impact on the quality of the image that will appear on your licence card. Please ensure that the photographs you provide are clear with the image focused. **Video camera, e-mailed or photocopied images will not be accepted.**

The Board may refuse to issue a licence to you if:

1. the Board is not satisfied that the photograph is a current image;
2. the photograph is unclear; or
3. the photograph would not serve its purpose if it were included as part of the licence identification card.

Photographs will remain the property of the Board and will not be returned to applicants under any circumstance.

3. Mutual Recognition

If you are registered/licensed at journeyman level elsewhere in Australia or New Zealand and that registration or licence is current at the time of lodgement of your application, you are entitled to apply for a tradesperson's licence under the *Mutual Recognition (Western Australia) Act 2001* or the *Trans-Tasman Mutual Recognition (Western Australia) Act 2007*. These Acts provide for the recognition of occupational licensing in other Australian states and territories and New Zealand.

To apply for a licence under mutual recognition you need to provide a **certified copy** of your current registration/licence from the State/Territory or New Zealand where you are registered or licensed to carry out plumbing work. You must also complete the Mutual Recognition Statutory Declaration on page ten (10) and declare it before a competent witness (refer to page 11 of this booklet for a list of competent witnesses).

When the Board has received your completed application together with all supporting documentation, under the *Mutual Recognition (Western Australia) Act 2001* or the *Trans-Tasman Mutual Recognition (Western Australia) Act 2007* you are deemed to hold a tradesperson's licence in Western Australia until a decision about your application has been made. Please visit www.licencerecognition.gov.au for further information about licence equivalency.

If you are not applying for a licence under Mutual Recognition you are not required to complete the declaration on page ten (10).

Further information about Mutual Recognition can be obtained by contacting the Licensing Team on (08) 9282 0478.

4. Fees

4.1 Application Fee

An application fee of **\$20.00*** is payable at the time of lodging an application for tradesperson's licence with the Board.

*Note: Application fee is non-refundable
Fees current at May 2009
GST is not applicable

4.2 Licence Fee

The fee for a tradesperson's licence is \$185.

The licence fee must be paid at the time of lodging an application for tradesperson's licence with the Board. If your application is unsuccessful the licence fee will automatically be refunded and posted to the address specified on the application form.

All licences are valid for 3 years from the date of approval.

*Note: Fees current at May 2009
GST is not applicable

5. Lodging Your Application

Your application cannot be processed unless all of the relevant information and supporting documentation is provided. At the time of lodgement, your application should be complete, signed and witnessed.

Applications can be lodged by post, addressed to:

The Licensing Team
Plumbers Licensing Board
c/o Department of Commerce
Locked Bag 14
Cloisters Square WA 6850.

You may also lodge your application in person at:

Plumbers Licensing Board
c/o Department of Commerce
Unit 4/321 Selby Street, Osborne Park WA 6017

Once your application has been determined, you will be notified of the decision in writing within 14 days.

Should you have any queries regarding your application for a tradesperson's licence, please contact the Licensing Team on (08) 9282 0478.



Plumbers Licensing Board

Application For Tradesperson's Licence

Please refer to the Application Guidelines for assistance in completing this application form.

1. Personal Details

Surname:

Given Name(s):

Have you been known by any other names? Yes/No (if yes provide full details on separate page)

Residential Address:
 Post Code:

Postal Address:
 Post Code:

Date of Birth: / / Place of Birth:

Telephone No. Home: Area Code ()
 Work: Area Code ()
 Mobile:

Fax: Area Code ()

Email:

2. Citizenship

Are you an Australian citizen / permanent resident (please delete which ever does not apply) Yes No
If yes, please proceed to Section 3

If not a citizen / permanent resident, what country are you from?

What date did you arrive in Australia? / / Do you have a working visa Yes No

Visa expiry date / /

3. Business/Employer Details

Business/Employer Name:

Address:
 Post Code:

ABN:

4. Proof of Competency

Please refer to part 2.1 of the Application Guidelines for further information about completing this section.

Qualifications

I am the holder of a Trade Certificate in Plumbing and Gasfitting issued in Western Australia

Or

I am the holder of a Reciprocity Certificate in water supply, sanitary and/or drainage plumbing work at registration level. Issued by an Australian State/Territory or New Zealand

Or

I am the holder of a qualification not outlined above in water supply, sanitary and/or drainage plumbing work

Or

I am a holder of a Certificate II in Drainage or equivalent Western Australian qualification.

Please Note: Your application can not be processed unless a certified copy of your qualifications are provided.

Experience

I have at least four (4) years practical experience in water supply, sanitary and drainage plumbing work. Yes No

Or

I have at least (2) years practical experience in Drainage plumbing work Yes No

Please Note: If you do not hold a Trade Certificate in Plumbing and Gasfitting issued in Western Australia or a Reciprocity Certificate, your application can not be processed unless a certified copy of your qualification is provided.

5. Re-Issue of a Licence

Please refer to part 2.2 of the Application Guidelines for information about completing this section.

Please Note: You only need to complete this section if you have previously held a tradesperson's licence issued by the Board.

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

If yes, please 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, please provide the details of the course including the name of the course, the place where the course was undertaken, the dates you attended and a brief description of the training. Please also attach your confirmation of successful completion (ie certificate of attainment/participation etc).

Previous licence/registration number (if known):

6. Fit and Proper Test

Please refer to part 2.3 of the Application Guidelines for information about this section.

National Police Certificate

Is a National Police Certificate attached (please tick)

Yes No

Please Note: Your application can not be processed unless an original or certified copy of a National Police Certificate is provided.

Charges

1. Have you ever been convicted of or found guilty of any offences? (please tick) Yes No
2. Are there any charges against you that are pending? Yes No
3. Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention? Yes No
4. Are you aware of any proceedings pending against you for an offence, including proceedings by way of appeal or review? Yes No

If you answered "Yes" to any of the above questions, you must give details of all occurrences on a separate sheet of paper.

- Name of Court including Australian State/Territory or Country
- Nature of alleged offence and circumstances surrounding offences
- The sentence received
- Relevant dates

Disqualifications

Have you ever, as a result of disciplinary proceedings (please tick):

1. Been disqualified from holding an occupational licence? Yes No
2. Had an application for an occupational licence refused? Yes No
3. Had an occupational licence suspended or cancelled? Yes No

If you answered yes to any of the above, please provide full details including the name of the issuing authority the date and reason for the disqualification, suspension or cancellation.

This space has been left blank intentionally.

Character References

Please provide the name and contact details of two referees that are not related to you, who can provide a character reference, it is preferred that these are previous employers.

First Referee

Surname:

Given Name:

Relationship to Applicant:

Telephone No. Home: Area Code ()

Work: Area Code ()

Mobile:

Second Referee

Surname:

Given Name:

Relationship to Applicant:

Telephone No. Home: Area Code ()

Work: Area Code ()

Mobile:

Please Note: Your application can not be processed unless the details of two referees are provided.

7. Photographs

Please refer to part 2.4 of the Application Guidelines for further information about completing this section.

This Section is to be completed by a competent witness

(refer to page eleven (11) of the Application Guidelines for a list of competent witnesses)

Notes for the Competent Witness

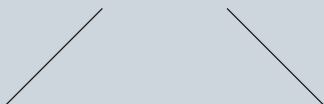
For the purposes of identifying the person named in this application, please sight their identification listed below (which must total 100 points). Place a tick (✓) in the relevant box/es indicating the identification that has been sighted and complete the declaration below prior to certifying the two passport sized photographs.

The back of both photographs will need to be signed by the competent witness and certified with the words: **"This is a true photograph of (applicant's name in full)".**

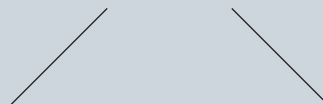
Only original documents or certified copies are to be accepted as proof of identity.

Group A (each document produced is worth 70 points)

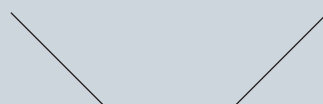
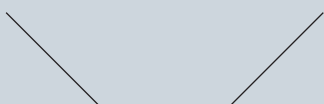
- A fully certified birth certificate (or copy certified by a Justice of the Peace).
- A current passport.
- An Australian citizenship certificate.



*Insert
Photo Here*



*Insert
Photo Here*



Group B (each document produced is worth **40 points**)

- A drivers licence or other current licence issued under Australian legislation, please specify:
- Photographic identification issued by a Government authority ie public service employee identification card or student identification card issued by an Australian educational institution etc, please specify:

Group C (each document produced is worth **25 points**)

- Official correspondence addressed to the applicant ie public utility account, rates notice, bank statement etc.
- Visa or other credit card.
- Any other document which in the opinion of the person to whom it is produced, provides similar verification of the applicants identity, please specify:

Declaration

I, , have sighted the identification documents indicated above and photographs in relation to (applicant's name).
Signature of Competent Witness Date: / /
Qualification of Person verifying identity (eg JP, Police Officer etc):

8. Authority To Release Personal Information

I of
(name of applicant)

(current residential address)

being an applicant for a tradesperson's licence under the *Water Services Licensing (Plumbers Licensing and Plumbers Standards) Regulations 2000* authorise the Plumbers Licensing Board, or persons directed by the Board, to make such further enquiries as it deems necessary, to assess my suitability and fitness to hold a licence. My general consent includes specifically authorising the Board, or persons directed by the Board, to obtain on my behalf:

- copies of my current and historical criminal records, traffic convictions and fines/suspensions;
- copies of a court transcript of any court matter in which I have been a party to proceedings;
- copies of any statement of fact in any criminal proceedings that I have been a party to;
- historical records of my licence applications, disqualifications or suspensions in Western Australia or in any other state, territory or country; and/or
- any other document or file that may be necessary to assist the Board with its assessment of my application.

I acknowledge that the Board can use any or all of the information or documentation it receives pursuant to this authority for the purpose of assessing my application.

Applicant's signature: Date: / /

Declaration

I declare that the particulars given in this application are true and correct and undertake to comply with all legislations applicable to the plumbing industry in Western Australia.

Applicant's signature: Date: / /

Witness's signature:

Witness's name, position and contact details:

9. Mutual Recognition

Please refer to part 3 of the Application Guidelines for further information about completing this section.

THIS SECTION IS ONLY TO BE COMPLETED BY APPLICANTS WHO HOLD A CURRENT LICENCE ISSUED IN ANOTHER AUSTRALIAN STATE/TERRITORY OR NEW ZEALAND

Notice for Purposes of Mutual Recognition

Statutory Declaration

I, (full name)
sincerely declare as follows:

I am registered/licensed in
(*first State/Territory of Australia, New Zealand*) as a water supply plumber, sanitary plumber or drainage plumber or equivalent occupation (*please specify*):

Licence No Date Issued / / , and seek licensing in Western Australia under the provisions of the *Mutual Recognition (Western Australia) Act 2001* or the *Trans-Tasman Mutual Recognition (Western Australia) Act 2007*.

I do / I do not (*please delete whichever does not apply*) hold a registration / licence in another Australian State/Territory or New Zealand as a water supply plumber, sanitary plumber or drainage plumber or equivalent in addition to the registration / licence stated above (*please specify*):

State/Territory/New Zealand Licence Type Special Conditions

State/Territory/New Zealand	Licence Type	Special Conditions

I have attached either the original or a copy of the original of the instrument evidencing water supply plumber, sanitary plumber, drainage plumber or equivalent occupational licence issued by another State/Territory or New Zealand and certify that it is a complete and accurate copy of the original.

I am / I am not (*please delete whichever does not apply*) the subject of disciplinary proceedings in any State/Territory or New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to my licence(s) as a plumber or equivalent occupation.

My licence in any State/Territory or New Zealand is not cancelled or currently suspended as a result of disciplinary action.

I am / I am not (*please delete whichever does not apply*) otherwise personally prohibited from working as a water supply plumber, sanitary plumber, drainage plumber or equivalent occupation, as a result of criminal, civil or disciplinary proceedings in any State/Territory or New Zealand.

I consent to the making of enquiries, and the exchange of information with, the authorities of any State/Territory or New Zealand regarding my activities as a water supply plumber, sanitary plumber, drainage plumber or equivalent occupation or otherwise regarding matters relevant to this notice.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in material particular. This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at:

on

Applicants Signature: in the presence of

Signature of Authorised Witness:

Name and qualification of authorised witness:

10. Attachments Checklist

An incomplete application form or application form that is lodged without the necessary supporting documents will not be processed. Have you attached:

- certified copies of your plumbing qualifications
- certified copies of your work experience references from previous employers (if required)
- a National Police Certificate (or certified copy)
- two certified, passport sized photographs

Please post your completed application together with payment of the application and licence fees to:

Plumbers Licensing Board
c/o Department of Commerce
Locked Bag 14
Cloisters Square WA 6850

or deliver to

Plumbers Licensing Board
c/o Department of Commerce
Unit 4/321 Selby Street
Osborne Park

Telephone enquiries should be directed to the Licensing Team on (08) 9282 0478.

Competent Witnesses

The following are persons who may witness Statutory Declarations as well as certify copies of original documents pursuant to the *Oaths, Affidavits and Statutory Declarations Act 2005* in Western Australia.

1. Academic staff member (post-secondary institution)
2. Accountant
3. Architect
4. Australian Consular Officer
5. Australian Diplomatic Officer
6. Bailiff, Tribunal Officer, Sheriff or Deputy Sheriff
7. Bank Manager
8. Chartered Secretary
9. Company Auditor or Liquidator
10. Chemist, Chiropractor, Dentist, Doctor, Nurse, Optometrist, Physiotherapist, Podiatrist, Psychologist
11. Engineer
12. Industrial Organisation Secretary
13. Insurance Broker
14. Justice of the Peace
15. Lawyer
16. Local Government CEO or Deputy CEO or Local Government Councillor
17. Loss adjuster
18. Marriage Celebrant or Minister of Religion
19. Member of Parliament or Electorate Officer of a member of State Parliament.
20. Patent Attorney
21. Post Office Manager
22. Public Notary
23. Public Servant (Commonwealth or State), Teacher, Defence Force Officer, Police Officer or Court Officer
24. Real Estate Agent or Settlement Agent
25. Surveyor
26. Veterinary Surgeon

Or any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made.

No person under eighteen years of age may be a competent witness.



Plumbers Licensing Board





Plumbers Licensing Board

Credit Card Transaction

Surname: _____ First Name: _____

PL TL RP

Licence No: _____

CREDIT CARD DETAILS

Mastercard: _____ Visa Card: _____ **Receipt Required**

Cardholder Name: _____

Card Number: _____ Card Expiry Date: ____/____

Amount due:

Date:

Signature:

Office use only

Officer Processing Request:

Name: _____

Date: _____ Time: _____