



Plumber's Licensing Board

Provisional tradesperson's licence

Form 104

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 tradespersons' licence
- tradesperson's licence (drainage plumbing)
- provisional tradespersons licence
- provisional tradespersons 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 of \$22.50.
- a licence fee of \$70.00.

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 this licence you must:

- provide a complete application including payment of application and licence fees;
- have the required qualification;
- 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 Building Commission 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

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

 **By post**

Lodge your application and pay by credit card using the payment slip on the form or pay by cheque or money order made payable to the Building Commission.


Building Commission
Locked Bag 14
Cloisters Square WA 6850


 **In person**

Lodge your application and pay by cash, cheque, or credit card at the Building Commission counter.

Building Commission
Level 1/ 303 Sevenoaks Street
Cannington WA 6107

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

 This application cannot be submitted by email or fax.

 BPAY and online payment are not available for this licence.

Return of documents

The Building Commission 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 Building Commission 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@commerce.wa.gov.au.



OFFICE USE

Plumber's Licensing Board

104

Provisional 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 – for correspondence from the Building Commission.

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. Drivers 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 which 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 director of a company? | <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 an Australian National Police Certificate. A conviction does not necessarily affect your licence.



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

Attached

- | | | | |
|----|---|------------------------------|-----------------------------|
| 12 | Have you resided in another country for one or more years during the last five years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|----|---|------------------------------|-----------------------------|



If you answered 'yes' to question 12 above, attach an original or certified copy of police certificates dated no more than three months before your Australian arrival date from all other countries in which you resided for one or more years during the last five years. Have the certificates officially translated into English if they are in other languages.

Attached N/A

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 Building Commission 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 Building Commission or persons acting on behalf of the Board or the Commission 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

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
- Offshore Technical Skills Record attached
- Declaration signed and dated
- Make payment

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

PAYMENT**Application and licence fee**

GST is not applicable

\$92.50 payable (\$22.50 application fee + \$70.00 for a one year licence).

Payment method Cash Cheque Money order Credit card**Card authorisation****Building Commission ABN: 91 329 800417**

<input type="checkbox"/> Visa		<input type="checkbox"/> Mastercard	
Card number	/	/	/
Name on card	Expiry date /		
Cardholder's signature	Amount payable \$ 92.50		
	Date	/	/
Cardholder's contact phone number			

Department of Commerce | Building Commission
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