



Form 102: Plumber's Licensing Board Plumbing tradesperson's licence

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 Plumbing Tradesperson with the Plumbers Licensing Board.

In Western Australia the *Plumbers Licensing Act 1995* provides for five occupational licences in plumbing:

- plumbing contractor's licence
- tradesperson's licence
- tradesperson's licence (drainage plumbing)
- provisional tradesperson's licence
- restricted plumbing permit.

You cannot apply for a gasfitting permit with this form. For gasfitting email Gas Licensing at gaslicensing@demirs.wa.gov.au or phone 08 6251 2963

Plumbing Tradesperson licence

A licensed tradesperson must work under the general direction of a licence plumbing contractor. A licensed tradesperson is authorised to:

- carry out plumbing work; and
- supervise the carrying out of plumbing work by an apprentice, pre-apprentice or a provisional tradesperson.

Duration of licence

The tradesperson 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 a passport style and size photograph of yourself. If lodging an electronic application, a 'selfie' style photograph of your head and shoulders against a plain white or pale background with no hat or sunglasses is acceptable. The photograph is 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 lapsed 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 your application for a 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@demirs.wa.gov.au

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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.

[How to lodge and pay](#)

Pay for and lodge your application including attachments:

Online

Submit your application and pay online:

[Plumbing Tradesperson's Licence \(Form 103\)](#)

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 Energy, 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. 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 8:30 am to 4:30 pm.

- 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 DEMIRS approved provider attached [NPC approved provider list](#)

Certificate III and statement of academic record attached

Trade certificate attached if you were an apprentice

Declaration signed and dated

Make payment

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Personal Details:

Family Name:

First Name:

Other name(s):

Date of birth:

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Have you been known by any other names?

Yes

No

Attached:

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

Address - a street address, not a post office box

Street address:

Suburb:

State:

Postcode:

Postal address - a postal address is required for correspondence from the department

As above: Street address or PO box:

Suburb:

State:

Postcode:

Contact details - required for a licence but not published in the register

Phone (Home):

Phone (work):

Phone (Mobile):*

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	Birth certificate (not an extract) Current passport Australian citizenship certificate	
40 points 25 points ⁽²⁾	Current Australian issued licence or permit card, e.g. Driver's licence Current Australian government issued identification Australian tertiary student identification	
	(1) 40 points for first document from this category. (2) 25 points for additional documents from this category.	
35 points ⁽³⁾	Mortgage document held by an Australian financial body Australian Land Title Office record Document from the Credit Reference Association of Australia	
	(3) A document from this set must show your name and current residential address.	
25 points	Australian public utility bill, rates notice or bank statement Credit or debit card issued by Australian banking or credit institution Medicare card Marriage certificate (for maiden name only) or change of name certificate	

Total points:

Photographs

Submit a passport sized and style photograph. The photograph 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.
- if lodging an electronic application, a 'selfie' style photograph of your head and shoulders against a plain white or pale background with no hat or sunglasses is acceptable.

- Original photographs of the applicant.

Attached:

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Fitness and propriety

1. Have you been refused an occupational licence/registration 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 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 <i>Plumbers Licensing Act 1995</i> , <i>Building Act 2011</i> , <i>Building Services (Registration) Act 2011</i> , <i>Building Services (Complaint Resolution and Administration) Act 2011</i> or the <i>Home Building Contracts Act 1991</i> ?	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 for a tradesperson 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 tradesperson licence must hold:

- hold a Certificate III in Plumbing attained by completing a relevant apprenticeship, or
- hold or within the six months preceding this application, have held a provisional tradesperson's plumbing licence issued by the Board and a Certificate III in Plumbing or Statment of Attainment in Migrant Plumbing.

Have you completed either of the required qualifications?

■ Apprenticeship in plumbing and Certificate III in Plumbing	Yes	No
■ Attach a copy of your Certificate III in Plumbing	Attached	
■ Attach a copy of your Statement of academic record	Attached	
■ Attach a copy of your Trade Certificate	Attached	

or

■ A provisional tradesperson's licence issued by the Board and Certificate III in Plumbing or Statement of Attainment in Migrant Plumbing	Yes	No
■ Attach a copy of your Certificate III in Plumbing or statement of attainment in Migrant Plumbing	Attached	
■ Attach a copy of your Statement of Academic record	Attached	

State your current or former provisional tradesperson's licence number?

The Board may accept an alternative qualification that it determines is equivalent to a scheduled qualification. 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 listed above.

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 Energy, 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 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:

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