

Application to renew a plumbers and drainers licence or registration

Use this form to apply to renew a plumbers and drainers licence or registration in accordance with Section 26 of the [Plumbers and Drainers Licensing Act 1983](#).

For further information on your requirements please see the [plumbers and drainers licensing board](#) website.

Licence details				
Licence number		Expiry date		
Please select the licence/registration below.				
Advanced tradesman	<input type="checkbox"/>	Journeyman	<input type="checkbox"/>	
Please select the category below.				
Plumber	<input type="checkbox"/>	Drainer	<input type="checkbox"/>	
Please select endorsements below.				
Backflow prevention	<input type="checkbox"/>	Thermostatic mixing valves	<input type="checkbox"/>	
Applicant details				
Surname		Date of birth		
Given name/s				
Residential address				
Suburb		State		Postcode
Is your postal address the same as above? If no, complete below.				
Postal address				
Suburb		State		Postcode
Contact details				
Phone number		Mobile number		
Email address				
Do you agree to receive correspondence by email?				Yes / No
Work experience details				
Declaration of my work experience is attached.				<input type="checkbox"/>
I am self-employed and a declaration of my work history is attached.				<input type="checkbox"/>
Applicants consent for document verification				
We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your information during verification. You can find out more about the service on the ID Match website - https://www.idmatch.gov.au .				
I confirm that I am authorised to provide the personal details presented and I consent to the document details I've provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service.				Yes / No
Receiving licence				
How do you wish to receive the licence/registration?	Post	<input type="checkbox"/>	Collection	<input type="checkbox"/>

Applicant declaration			
I, (full name)			
Of (address)			
<p>Do solemnly and sincerely declare that:</p> <ul style="list-style-type: none"> • All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and • I have read and understand the information contained in this application; and • I undertake that in the event of a licence being issued to me, I will comply with the conditions of the licence and observe the provisions of the <i>Plumbers and Drainers Licensing Act 1983</i> and all other laws from time to in force governing the design, construction and maintenance of building work in the Northern Territory; and • I know that it is an offence to make a declaration which is false in any material particular. 			
This declaration is made at (location)		on (date)	
Applicant signature			
<p>Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.</p>			
Checklist requirements			
Prescribed application fee – See the forms page for current fee.	<input type="checkbox"/>		
Completed and signed declaration.	<input type="checkbox"/>		
Copy of current licence/registration card attached.	<input type="checkbox"/>		
<p>Evidence of skills maintenance in the form of:</p> <ul style="list-style-type: none"> - A statutory declaration (page 4) or a letter on company letter head of at least 12 months' work experience gained during the currency of the licence - for journeymen this is to be signed by supervising advanced tradesman - for advanced tradesman it may be a self-declaration or signed by supervising advanced tradesman; OR - Certificate of completion of skills maintenance course at Charles Darwin University. 	<input type="checkbox"/>		
Passport sized photo taken in the last 6 months attached. Alternatively, a photo can be taken at the Territory Business Centre.	<input type="checkbox"/>		
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Driver's licence, passport, evidence of age card, firearms licence, working with children's card etc.	<input type="checkbox"/>		
Privacy Statement			
<p>The Northern Territory Government and the Plumbers and Drainers Licensing Board respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Information Act 2002</i> (NT).</p> <p>You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete, and we will be unable to process it.</p> <p>The information you provide will be accessible to the Territory Business Centre and Occupational and Industry Licensing and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so, you have given us consent to share your personal information for a specific purpose.</p> <p>You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the <i>Information Act 2002</i> (NT), or the Office of the Information Commissioner NT.</p>			

Lodgement		
Complete applications can be lodged in person, email or via post at a Territory Business Centre below.		
Darwin	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah	
Katherine	Big Rivers Government Centre, 5 First Street	
Tennant Creek	Barkly Business Hub, 63 Haddock Street	
Alice Springs	Ground Floor, The Green Well Building, 50 Bath Street	
1800 193 111	territorybusinesscentre@nt.gov.au	GPO Box 9800 Darwin NT 0801
Payment details		
A fee is payable on lodgement of this application form. Payment can be made by:		
<ul style="list-style-type: none"> • Cash (in person only); or • Cheque (made out to Receiver of Territory Monies - in person/mail); or • Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment. 		

Statutory Declaration

For evidencing on-the-job experience in support of an application for advanced tradesman licence

(1) Name and address of person making declaration
 (2) insert her the name of the Worker to whom this declaration relates.
 (3) Insert here the name of the business who the plumber was employed by.
 (4) Insert here written work summary for plumber.

Oaths, Affidavits and Declarations Act

I, (Employer/Supervisor) (1) _____
 of (address) _____
 Holder of licence no LPD _____ of (company/business) _____
 Solemnly and sincerely declare
 (2) _____
 Holder of licence/registration no _____ Has been employed by (3) _____
 for a period of _____ months from _____ to _____
 and during that period has carried out the following work (4)

(5) Signature of the person making the declaration
 (6) Signature of the person witnessing the declaration.
 (7) this declaration may be made before any person who has attained the age of 18 years.
 (8) Name and contact address of person whom the declaration is made, legibly written typed or stamped.

Which I believe has maintained their/my skills and competency to carry out safe and compliant Plumbing and draining work.
 And I make this solemn declaration by virtue of the *Oaths, Affidavits and Declarations Act 2010* and conscientiously believe the statements contained in this declaration to be true in every particular. I acknowledge that a person willfully making a false statement in a statutory declaration is guilty of an offence and is liable to a penalty or imprisonment, or both.
 Declared at (Place) _____
 on the _____ day of _____ in the year of _____
 Declared by (signature) (5) _____
 Before me (6) _____ (7)
 (8)

NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*. Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned; and
 The experience declared will be assessed and an audit may be performed if there is any doubt to its validity.