



Form 104: Plumber's Licensing Board Provisional 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 a provisional tradesperson with the Plumbers Licensing Board.

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

- plumbing contractor's licence
- tradesperson's licence
- tradesperson's licence (drainage plumbing)
- provisional tradesperson's licence
- 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 tradesperson, or in relation to drainage plumbing work, a licensed tradesperson (drainage plumbing). The provisional licence holder must complete a Certificate III in Plumbing or equivalent Australian qualification (being a Course in Migrant Plumbing) to be eligible for a tradesperson's licence.

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.
- A licence fee for one year.

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.

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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@lgirs.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:

[Provisional plumbing tradesperson \(Form 104\)](#)

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 Local Government, Industry
Regulation and Safety**

Licensing Services Branch

Locked Bag 14

CLOISTERS SQUARE WA 6850

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
- ☐ Police check
- ☐ Qualification - Offshore Technical Skills Record (OTSR) or Technical Skills Assessment Record (TSAR)
- ☐ Declaration signed and dated
- ☐ Make payment

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

Personal Details:

Family name:

First name:

Other name(s):

Date of birth:

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 ⁽¹⁾	☐ Current Australian issued licence or permit card, e.g. driver's licence	
25 points ⁽²⁾	☐ Current Australian government issue 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:	
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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.

- | | |
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| • 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 provisional 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

Police Check

You must submit a current Police Check which is less than three months old.

For information visit: [Police checks for licensing](#)

☐ Attached

A conviction does not necessarily affect your ability to attain a registration.

For more information see the Board's [Policy - Fit and proper person assessment criteria for plumbing licensing](#)

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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 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.

The Board has determined an equivalent Australian qualification to the OTSR is a Technical Skills Assessment Record (TSAR) issued by the registered training provider North Metropolitan TAFE, that relates to units of competency within Certificate III in Plumbing.

Do you hold a relevant OTSR or TSAR?

Yes ☐ No ☐

Attach a copy of your OTSR or TSAR

Attached ☐

Declaration by applicant

False and misleading information

Regulation 16 of the *Plumbers Licensing and Plumbing 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 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 Local Government, 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: