

## Plumbers, Gasfitters, and Drainlayers Board (Drainlaying Registration and Licensing) Notice 2016

Pursuant to sections 28 and 30 of the Plumbers, Gasfitters, and Drainlayers Act 2006 (“Act”), the Plumbers, Gasfitters, and Drainlayers Board (“Board”) designates the following classes of registration for drainlaying and prescribes the following matters relating to drainlaying registration and licensing.

### Notice

**1. Title**—This notice is the Plumbers, Gasfitters, and Drainlayers Board (Drainlaying Registration and Licensing) Notice 2016.

**2. Commencement**—This notice comes into force on **6 December 2016**.

**3. Revocation**—This notice revokes the Plumbers, Gasfitters, and Drainlayers Board (Drainlaying Registration and Licensing) Notice 2010 (published in the [New Zealand Gazette, 21 October 2010, No. 143, page 3605](#)).

### Part A - Certifying drainlayer

#### 4. Certifying drainlayer

The Board designates the certifying drainlayer class of drainlaying registration.

#### 5. Authorised work

A certifying drainlayer who holds a current annual practising licence issued by the Board:

- (a) may carry out drainlaying;
- (b) may supervise drainlaying undertaken by the following people:
  - (i) tradesmen drainlayers;
  - (ii) journeymen drainlayers;
  - (iii) holders of provisional licences to do or assist in doing drainlaying pursuant to section 38 of the Act;
  - (iv) trainee drainlayers who hold limited certificates to do or assist in doing drainlaying pursuant to section 14 of the Act (“Trainee Drainlayers”); and
  - (v) persons doing or assisting in doing drainlaying pursuant to section 19 of the Act (“Exempt Persons”);
- (c) may test drainlaying; and
- (d) must verify drainlaying where verification is required.

#### 6. Minimum standards for registration

##### *Registration requirements*

- (1) A person who has held a registered drainlaying licence for the year ending 31 March 2010 will, upon application to the Board, be eligible to be licensed as a certifying drainlayer for the year ending 31 March 2011.
- (2) Applicants must satisfy the Board that they have advanced experience and proficiency in drainlaying.
- (3) These criteria are deemed to be met if the person:
  - (a) has held a drainlaying practising licence in the year ending 31 March 2009 and in the year ending 31 March 2010;
  - (b) is a registered drainlayer and has held a craftsman plumber licence in the year ending 31 March 2010; or
  - (c) supervised a limited certificate holder in drainlaying in the year ending 31 March 2010.
- (4) Persons not meeting the above criteria but who had signed their training agreement before 1 April 2010 will be required to submit an application to the Board to enable applicants to be assessed using the Board’s registered drainlayer transition process. Applicants may be required to submit one or both of the following:
  - (a) A letter or letters from one or more territorial authority inspectors who have observed the applicant on at least five drainlaying contracts as a limited certificate holder or registered drainlayer and can verify that the applicant undertook that drainlaying;
  - (b) details of at least five drainlaying contracts which the applicant has undertaken including dates, addresses, building consent numbers and photographs of the drainlaying contracts. The Board may require such information to be verified by a current or past employer or supervisor of the applicant.
- (5) Persons who have held a certifying drainlayer licence for the year ending 31 March 2011 will be eligible to be licensed as a certifying drainlayer in each year thereafter.
- (6) Any other person who has not held a registered drainlaying licence under the Plumbers, Gasfitters, and Drainlayers Act 1976 for the year ending 31 March 2010 must, after 1 April 2010, have:

(a) held a licence as a licensed or tradesman drainlayer for an aggregate period of not less than 24 months under the supervision of a certifying drainlayer, and passed the examination specified in paragraph 6(7) below; or

(b) where applying on the basis of an overseas drainlaying qualification:

(i) submitted a completed pre-registration application form to the Board that includes the following documentation:

A. an international qualifications assessment report from the New Zealand Qualifications Authority concluding that the applicant's drainlaying qualification is equivalent to, or greater than level 4 on the National Qualifications Framework;

B. unless the applicant has already been granted New Zealand residence, police certificates that are no older than six months from the applicant's country of citizenship (unless they can provide satisfactory evidence they have never lived there), and from any country the applicant has lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years, that the Board assesses as meeting its fit and proper person registration requirements; and

C. evidence that the applicant has worked full-time in the drainlaying trade for four years or more; and

(ii) passed the Board's drainlaying advanced proficiency assessment (this practical assessment must be undertaken in New Zealand).

*Certifying drainlayer competencies*

(7) The examination a person must pass in order to register as a certifying drainlayer is Examination 9198 set by the Board.

(8) Examination 9198 will be set by the Board so that, in order to pass the examination, the applicant must demonstrate the ability to design, manage the installation of, and verify drainlaying systems through possessing competencies in the areas of:

(a) Trade calculations and trade science used in the design and installation of drainlaying systems.

Descriptors include, but are not limited to:

(i) estimation, measurement, and calculation using management systems;

(ii) application of formulae;

(iii) laws of physics and their application as they relate to drainlaying;

(iv) hydraulic principles;

(v) expansion and contraction;

(vi) corrosion protection;

(vii) water quality (black, grey, recycled); and

(viii) density;

(b) The specification of materials; their properties, applications, and how they are used in the design and specification of drainage systems.

(c) The ability to access and apply relevant documentation relating to drainlaying to meet compliance requirements, and an understanding of the regulatory environment. Descriptors include, but are not limited to:

(i) Acts and regulations;

(ii) standards;

(iii) codes; and

(iv) manufacturers' instructions.

(d) The design and verification of foul water and stormwater drainage systems for drainlaying. Descriptors include, but are not limited to:

(i) foul water systems;

(ii) stormwater systems;

(iii) trade waste systems;

(iv) on-site effluent disposal systems; and

(v) on-site wastewater treatment systems.

(e) Management of the effect on structures and sites relating to the design and installation of drainage systems, and coordination with other services.

(f) Responsibilities relating to managing health and safety. Descriptors include, but are not limited to, health and safety systems, and the preparation of safety plans.

(g) Responsibilities relating to the oversight and/or supervision of persons who do, or assist in doing, drainlaying.

*Transitional provisions*

(9) Any person who, at 4 July 2013, had passed Examination 9198 but has not passed the certifying common Examination 9194 that a person was required to pass from 1 April 2010 to 3 July 2013, is required to successfully complete one or more competence programmes focused on assessing the competencies previously covered in Examination 9194, as directed by the Registrar, before that person will be considered to meet the minimum standards for registration as a certifying drainlayer.

(10) Any person who, at 4 July 2013, has passed Examination 9194 that a person was required to pass from 1 April 2010 to 3 July 2013, but not Examination 9198, is required to pass Examination 9198 before that person will be considered to meet the minimum standards for registration as a certifying drainlayer.

**7. Terms and conditions of registration**

(1) A certifying drainlayer must pay any monies owing to the Board as they become due, subject to any exceptions agreed to by the Board.

(2) A certifying drainlayer must provide the Board with all information required for the public register.

**8. Terms and conditions of licence**

*Continuing professional development*

(1) For the purposes of paragraph (2) below:

**Approved continuing professional development course** means a course of training of up to six hours duration on continuing professional development topics as set out on the Board's website and delivered by an approved provider either in person or online.

**Approved provider** means a provider approved by the Board to deliver an approved continuing professional development course and notified on the Board's website.

(2) To be eligible to renew their annual practising licence, all certifying drainlayers applying to renew their licence for the licensing years beginning on 1 April 2017 and beyond must satisfy the Registrar that they have completed any approved continuing professional development course that has been notified as applying in the 12 month period prior to renewal.

*Authorisation card*

(3) All certifying drainlayers that hold a current annual practising licence are issued with an authorisation card by the Board.

(4) At all times when undertaking drainlaying, a certifying drainlayer must be able to produce their authorisation card on demand.

*Supervision*

(5) A certifying drainlayer must pay the prescribed fee for, and notify the Board of the name, address and telephone number of, every Exempt Person working under their supervision.

(6) A certifying drainlayer must notify the Board in writing if their supervision of any person ceases.

(7) A certifying drainlayer remains responsible for all drainlaying undertaken by a person under their supervision until the Board has received written notification from them that they are no longer supervising that person.

(8) A certifying drainlayer must ensure that drainlaying undertaken by persons under their supervision:

(a) is performed competently;

(b) is subject to appropriate safety measures; and

(c) complies with the requirements of all relevant regulations, including regulations made under the Building Act 2004.

(9) A certifying drainlayer must ensure that all persons under their supervision:

(a) are competent to perform the tasks undertaken;

(b) are adequately supervised while carrying out drainlaying;

(c) comply with all relevant regulations, including regulations made under the Building Act 2004; and

(d) can produce their current authorisation card issued by the Board on demand.

(10) A certifying drainlayer may nominate another currently licensed certifying drainlayer or tradesman drainlayer ("Nominated Person") to provide physical supervision of any person working under their supervision.

(11) A certifying drainlayer remains responsible at all times for all aspects of the work done by a person under their supervision even where they have nominated another certifying drainlayer or tradesman drainlayer to provide physical supervision of that work.

(12) A certifying drainlayer who is nominated to provide physical supervision of a person must promptly notify the person's supervising certifying drainlayer of any concerns they have about the work done by that person or the safety measures in place in respect of the work done by that person.

(13) A certifying drainlayer must ensure that, during the first 12 months of holding a limited certificate to do or assist in doing drainlaying, a Trainee Drainlayer under their supervision works at all times in their presence or in the presence of a Nominated Person.

(14) A certifying drainlayer must ensure that, during the first 24 months of doing or assisting in doing drainlaying under an exemption under section 25 of the Act, an Exempt Person under their supervision works at all times in their presence or in the presence of a Nominated Person.

## **Part B - Tradesman drainlayer**

### **9. Tradesman drainlayer**

(1) The Board designates the tradesman drainlayer class of drainlaying registration.

(2) All drainlayers registered as licensed drainlayers under the Plumbers, Gasfitters, and Drainlayers Board (Drainlaying Registration and Licensing) Notice 2010 are now deemed to be registered as tradesmen drainlayers.

### **10. Authorised work**

A tradesman drainlayer who holds a current annual practising licence issued by the Board:

- (a) may carry out drainlaying under the supervision of a certifying drainlayer;
- (b) may physically supervise, as a Nominated Person, drainlaying undertaken by a person under supervision; and
- (c) may test drainlaying.

### **11. Minimum standards for registration**

#### *Registration requirements*

(1) To become a tradesman drainlayer, a person must have:

(a) obtained the National Certificate in drainlaying and passed the examination specified in paragraph 11(2) below; or

(b) where the person is applying on the basis of an overseas drainlaying qualification:

(i) submitted a completed pre-registration application form to the Board that includes the following documentation:

- A. an international qualifications assessment report from the New Zealand Qualifications Authority concluding that the applicant's drainlaying qualification is equivalent to, or greater than level 4 on the National Qualifications Framework;
- B. unless the applicant has already been granted New Zealand residence, police certificates that are no older than six months from the applicant's country of citizenship (unless they can provide satisfactory evidence they have never lived there), and from any country the applicant has lived in for 12 months or more (whether in one visit or intermittently) in the last 10 years, that the Board assesses as meeting its fit and proper person registration requirements; and
- C. evidence that the applicant has worked full-time in the drainlaying trade for four years or more; and

(ii) passed the examination specified in paragraph 11(2) below, which they may sit in their home country by arrangement with the Board.

#### *Tradesman drainlayer competencies*

(2) The examination a person must pass in order to register as a tradesman drainlayer is Examination 9197 set by the Board.

(3) Examination 9197 is set by the Board so that, in order to pass the examination, the applicant must demonstrate knowledge, and the experience and practical ability to install, test, commission, fault-find, and maintain drainage systems through possessing competencies in the areas of:

- (a) Trade calculations and trade sciences. Descriptors include, but are not limited to:
  - (i) estimation, measurement, and calculation using measurement systems;
  - (ii) application of formulae;
  - (iii) laws of physics and their application as they relate to drainlaying;

- (iv) hydraulic principles;
- (v) expansion and contraction;
- (vi) corrosion protection; and
- (vii) water quality (black, grey, recycled and potable).

(b) The installation, testing, commissioning, fault-finding, and maintenance of foul water and stormwater systems for drainlaying. Descriptors include, but are not limited to:

- (i) foul water systems;
- (ii) stormwater systems;
- (iii) trade waste systems;
- (iv) on-site effluent disposal systems; and
- (v) on-site wastewater treatment systems.

(c) Limitations in and the application of materials used in drainlaying, including material protection and jointing methods. Descriptors include, but are not limited to:

- (i) copper;
- (ii) polyvinylchloride (PVC);
- (iii) asbestos;
- (iv) polyethylene (PE);
- (v) stainless steel;
- (vi) acrylonitrile butadiene styrene (ABS);
- (vii) polypropylene;
- (viii) brass/bronze;
- (ix) cast iron;
- (x) steel;
- (xi) earthenware;
- (xii) concrete;
- (xiii) bedding materials and backfill; and
- (xiv) the use of tools and equipment.

(d) Drawings and specifications for drainlaying. Descriptors include, but are not limited to:

- (i) interpreting plans and specifications; and
- (ii) drawing as-built plans.

(e) The ability to access and apply relevant documentation relating to drainlaying to meet compliance requirements, and an understanding of the regulatory environment. Descriptors include, but are not limited to:

- (i) Acts and regulations;
- (ii) standards;
- (iii) codes; and
- (iv) manufacturers' instructions.

(f) Responsibilities relating to health and safety. Descriptors include, but are not limited to:

- (i) personal and public safety;
- (ii) site safety including safety precautions for earthworks and excavations;
- (iii) electrical safety;
- (iv) environmental considerations; and
- (v) other services' location.

(g) Limitations on persons who can do, or assist in doing, drainlaying.

*Transitional provision*

(4) Any person who was approved under the Board's Immigrant Qualification Assessment System prior to 4 July 2013 must pass Examination 9197 before that person will be considered to meet the minimum standards for registration as a tradesman drainlayer.

## 12. Terms and conditions of registration

- (1) A tradesman drainlayer must pay any monies owing to the Board as they become due, subject to any exceptions agreed to by the Board.
- (2) A tradesman drainlayer must provide the Board with all information required for the public register.

## 13. Terms and conditions of licence

### *Continuing professional development*

- (1) For the purposes of paragraph (2) below:

**Approved continuing professional development course** means a course of training of up to six hours duration on continuing professional development topics as set out on the Board's website and delivered by an approved provider either in person or online.

**Approved provider** means a provider approved by the Board to deliver an approved continuing professional development course and notified on the Board's website.

- (2) To be eligible to renew their annual practising licence, all tradesmen drainlayers applying to renew their licence for the licensing years beginning on 1 April 2017 and beyond must satisfy the Registrar that they have completed any approved continuing professional development course that has been notified as applying in the 12 month period prior to renewal.

### *Authorisation card*

- (3) All tradesmen drainlayers that hold a current annual practising licence are issued with an authorisation card by the Board.
- (4) At all times when undertaking drainlaying, a tradesmen drainlayer must be able to produce their authorisation card on demand.

### *Supervision*

- (5) A tradesman drainlayer must work at all times under the supervision of a certifying drainlayer.
- (6) A tradesman drainlayer must notify the Board of the name and registration number of their supervising certifying drainlayer.
- (7) A tradesman drainlayer who is nominated to provide physical supervision of a person must promptly notify the person's supervising certifying drainlayer of any concerns they have about the competency of the work done by that person or the safety measures in place in respect of the work done by that person.

## Part C - Journeyman drainlayer

### 14. Journeyman drainlayer

The Board designates the journeyman drainlayer class of drainlaying registration.

### 15. Authorised work

A journeyman drainlayer who holds a current annual practising licence issued by the Board:

- (a) may carry out drainlaying under the supervision of a certifying drainlayer; and
- (b) may test drainlaying.

### 16. Minimum standards for registration

To be registered as a journeyman drainlayer a person must have:

- (a) obtained the National Certificate in Drainlaying; or
- (b) completed the practice trade certificate in drainlaying.

## 17. Terms and conditions of registration

- (1) A journeyman drainlayer must pay any monies owing to the Board as they become due, subject to any exceptions agreed to by the Board.
- (2) A journeyman drainlayer must provide the Board with all information required for the public register.

## 18. Terms and conditions of licence

### *Continuing professional development*

- (1) For the purposes of paragraph (2) below:

**Approved continuing professional development course** means a course of training of up to six hours duration on continuing professional development topics as set out on the Board's website and delivered by an approved provider either in person or online.

**Approved provider** means a provider approved by the Board to deliver an approved continuing professional development course and notified on the Board's website.

(2) To be eligible to renew their annual practising licence, all journeymen drainlayers applying to renew their licence for the licensing years beginning on 1 April 2018 and beyond must satisfy the Registrar that they have completed any approved continuing professional development course that has been notified as applying in the 12 month period prior to renewal.

*Authorisation card*

(3) All journeymen drainlayers that hold a current annual practising licence are issued with an authorisation card by the Board.

(4) At all times when undertaking drainlaying, a journeyman drainlayer must be able to produce their authorisation card on demand.

**Part D - General**

**19. Licence period**

The licence period is from 1 April to 31 March of the following year, provided that:

- (a) a licence is issued for a maximum period of one licensing year only;
- (b) all licences expire on 31 March irrespective of when in the licensing period they were issued subject to section 50 of the Act; and
- (c) a licence issued after 1 April is valid only from the date on which it is issued until its expiry on 31 March.

**20. Application forms**

The Board must provide the following forms:

- (a) Application for registration as a:
  - (i) certifying drainlayer;
  - (ii) tradesman drainlayer; and
  - (iii) journeyman drainlayer.
- (b) Application for licence as a:
  - (i) certifying drainlayer;
  - (ii) tradesman drainlayer; and
  - (iii) journeyman drainlayer.

**21. Glossary**

- (1) Where the term “drainlaying” is used it refers to “drainlaying” as defined in section 4 of the Act.
- (2) Where the term “supervision” is used it refers to “supervision” as defined in section 4 of the Act.
- (3) Where the term “verify” is used it refers to formal verification for the purposes of any Act or regulations that apply to the work.

Dated at Wellington this 18th day of October 2016.

WILLIAM HENRY MARTIN SAWYERS, Registrar, Plumbers, Gasfitters, and Drainlayers Board.