

Section 52 exemption application

under section 52 of the Plumbers, Gasfitters, and Drainlayers Act 2006

Exemption under section 52

Under section 52 of the Act, the Board has the ability to exempt a person from the requirement to meet one or more of the minimum standards for registration, or any terms and conditions of a licence. However, the Board will only grant an exemption where it is satisfied the person has the experience and skills required of a practitioner at the level of registration/licence they are applying for.

How to apply for an exemption under section 52

To apply for an exemption you need to:

- a. Complete the attached application form. You need to fill out all the sections of the form clearly and legibly.
- b. Clearly identify which minimum standard for registration (or terms and conditions of a licence) you are seeking to be exempt from. You should check the precise requirements in the applicable Gazette Notice referred to above. You can find the notices here: <http://www.pgdb.co.nz/legislation-policies/legislation.html>
- c. Provide clear and convincing evidence to show you have the skills and experience necessary to be registered at the level you are applying for. The kinds of evidence you should provide is discussed more below.
- d. Provide the correct payment for your application.

If any of the things above are not provided, we will not be able to process your application and it will not be able to be considered by the Board.

Minimum standards for registration

The Plumbers, Gasfitters, and Drainlayers Board (**Board**) sets the minimum standards for registration for plumbers, gasfitters, and drainlayers at each of the three levels of registration – *Journeyman*, *Tradesman*, and *Certifier*. These minimum standards are prescribed in law and are contained in the following Notices issued by the Board:¹

The Plumbers, Gasfitters, and Drainlayers Board (Plumbing Registration and Licensing) Notice 2016

The Plumbers, Gasfitters, and Drainlayers Board (Gasfitting Registration and Licensing) Notice 2016

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

Those standards can be briefly summarised for each trade as follows (for the full legal description of the requirements, you must refer to the Notices):

Plumber

Certifier: held a licence as a *Tradesman Plumber* for 24 months under supervision and passed the 9195 Certifying Plumber registration examination

Tradesman: obtained the National Certificate in plumbing and passed the 9192 Tradesman Plumber registration examination

Journeyman: successfully have completed either the National Certificate in Plumbing, the third stage block course in plumbing, or the practice trade certificate in plumbing

Gasfitter

Certifier: held a licence as a *Tradesman Gasfitter* for 24 months under supervision and passed the 9196 Certifying Gasfitter registration examination

Tradesman: obtained the National Certificate in gasfitting and passed the 9193 Tradesman Gasfitter registration examination

Journeyman: successfully have completed either the National Certificate in Gasfitting, the third stage block course in gasfitting, or the practice trade certificate in gasfitting

Drainlayer

Certifier: held a licence as a *Tradesman Drainlayer* for 24 months under supervision and passed the 9198 Certifying Drainlayer registration examination

Tradesman: obtained the National Certificate in drainlaying and passed the Tradesman Drainlayer registration examination

Journeyman: successfully have completed either the National Certificate in Drainlaying, or the Practice Trade Certificate in drainlaying

¹ Available at <http://www.pgdb.co.nz/legislation-policies/legislation.html>

Examples of evidence to support an application under section 52

Journeyman - applying to be exempt from the qualification requirement

- A person would need to provide evidence that they have all the skills that are taught in the unit standards that make up the NZ National Certificate at level 4 in the trade concerned. To find out which skills make up the National Certificate, go to www.nzqa.govt.nz/nzqf/search/results.do

Tradesman - applying to be exempt from the qualification requirement

- A person would need to provide evidence that they have all the skills that are taught in the unit standards that make up the NZ National Certificate at level 4 in the trade concerned. To find out which skills make up the National Certificate, go to www.nzqa.govt.nz/nzqf/search/results.do

Tradesman - applying to be exempt from the examination requirement

- A person would need to prove they have the skills that make up the competencies for a Tradesman in the trade concerned. To find out what those competencies are, go to the applicable Gazette Notice at <http://www.pgdb.co.nz/legislation-policies/legislation.html>

NB A person with an older New Zealand qualification who wants to be exempt for the NZ Certificate requirement at Tradesman level should:

1. Contact the New Zealand Qualifications Authority on 0800 697 296 and get a copy of their "Practice Trade Certificate", "Trade Certificate", third stage block course pass (which is evidence that you finished your training) and their pre-2005 examination passes (which is evidence they passed the then-registration examination).
2. Contact the Tertiary Education Commission on 0800 601 301 and get their "Certificate of Due Completion" (which is evidence they finished their apprenticeship hours for plumbing and gasfitting).

Certifying - applying to be exempt from the time requirement or the examination requirement

- A person would need to prove they have the skills and experience that make up the competencies for a Certifier in the trade concerned. To find out what those competencies are, go to the applicable Board Notice at <http://www.pgdb.co.nz/legislation-policies/legislation.html>

Evidence to support your application

You need to prove to the Board that even though you do not meet the minimum standards for registration, you have the skills, experience and ability to be registered as a plumber, gasfitter or drainlayer at the *Journeyman, Tradesman or Certifier* level.

To do this, you need to provide the Board with evidence of the work you have done at the required level.

The kinds of evidence the Board will accept to show your level of skill and experience is as follows:

- Letters from employers, supervisors, or contractors confirming you worked for them, the precise dates you worked for them, and the types of sanitary plumbing/gasfitting/drainlaying work you did. Where possible, they should provide evidence to support what they are saying such as copies of employment agreements, wage records, and job records. Letters must be on official letterhead and must be dated and signed by the author.
- Letters from territorial authorities which have inspected and approved your work. Again, they should provide any evidence they have to support what they are saying such as inspection records, producer statements, and other Building Code compliance documentation. Letters must be on official letterhead and must be dated and signed by the author.
- Plans for work you have carried out.
- Specifications for work you have carried out.
- Compliance documentation for work you have done such as council inspection sheets, or gas certificates, or information from the Electricity and Gas High Risk Database.
- Photographs of work you have done.
- Any other evidence that shows how long you have been carrying out sanitary plumbing, gasfitting or drainlaying work.
- Transcripts from any training organisation you have attended showing the training you have done and any results**
- Any relevant qualifications and/or licences**
- Any other evidence that shows your work experience and work history.

** Photocopies of transcripts, qualifications and licences (which must be copied both front and back) must be certified as a true and correct copy of the original by a solicitor, Justice of the Peace, or Court Registrar (this is usually free of charge). The Board cannot accept photocopies that are incomplete, are not certified, or where they are certified by any other person (e.g. a member of the Police).

The evidence you provide should be accurate and as specific as possible. For example, it will not be enough for a former employer to simply say that 'person X worked for me as a plumber for 7 years and was very good at their job'. The Board cannot accept general information like this as part of a section 52 application.

Considering an application

An application is initially reviewed by the Board's Trade Advisor to ensure it is complete (e.g. all the documentation referred to in the application is attached and the correct fee has been paid). If the application is not complete or if the Trade Advisor has any concerns about the technical evidence, he will contact the person applying and discuss the application with them and tell what they need to provide in order to complete their application.

Once the Trade Advisor has determined there is sufficient technical evidence to support the application (or has determined the person cannot provide any further technical evidence), the application is provided to the Board to consider at its next meeting.

The person making the application will be advised of the Board's decision shortly after the Board meeting.

Relevant guidance documents

1. *Section 52 exemptions* policy <http://www.pgdb.co.nz/legislation-policies/policies.html>
2. The relevant Gazette notice(s) <http://www.pgdb.co.nz/legislation-policies/legislation.html>
 - *Plumbers, Gasfitters and Drainlayers Board (Plumbing Registration and Licensing) Notice 2016*
 - *Plumbers, Gasfitters and Drainlayers Board (Gasfitting Registration and Licensing) Notice 2016*
 - *Plumbers, Gasfitters and Drainlayers Board (Drainlaying Registration and Licensing) Notice 2016*
3. The following definitions in the PGD Act 2006 (<http://www.pgdb.co.nz/legislation-policies/legislation.html>):
 - Definition of sanitary plumbing: section 6
 - Definition of gasfitting: section 5
 - Definition of drainlaying: section 4.

Questions?

If you have any questions, call the Trade Advisor on **04 495 2617** from within New Zealand (or 0064 4 495 2617 from overseas). Our office hours are Monday to Friday, 8am-5pm (NZ time).

Section 52 exemption application (2018)

PART 1 – Applicant's details

PLEASE COMPLETE IN CAPITAL LETTERS:

Authorisation number*: _____ (if you have held an authorisation from the Board before)

Family name/surname*: _____

First and middle name(s)*: _____

Date of birth* (dd/mm/yyyy): ____ / ____ / ____

Postal address (where all correspondence will be directed):

Unit and/or house number: _____ **Street name:** _____

Suburb: _____

City/town: _____ **Postcode:** _____

State (if relevant): _____ **Country:** _____

Mobile number: + _____
Country code Carrier code Phone number

Home phone: + _____
Country code Area code Phone number

Work phone: + _____
Country code Area code Phone number

Email: _____ @ _____

PART 2 – Application detail

Please **attach** separate sheets if you require more writing space and clearly indicate the number of the question that you are answering.

1. What is your current class of registration or authorisation type held with the Board (if any)?

2. What class of registration or type of licence do you intend to apply for if your application is successful?

- | | | |
|--|---|--|
| <input type="checkbox"/> Journeyman Plumber | <input type="checkbox"/> Tradesman Plumber | <input type="checkbox"/> Certifying Plumber |
| <input type="checkbox"/> Journeyman Gasfitter | <input type="checkbox"/> Tradesman Gasfitter | <input type="checkbox"/> Certifying Gasfitter |
| <input type="checkbox"/> Journeyman Drainlayer | <input type="checkbox"/> Tradesman Drainlayer | <input type="checkbox"/> Certifying Drainlayer |

3. Please either:

- **identify the minimum standard for registration you are seeking to be exempted from** (see relevant Gazette notice(s) for minimum standards),
OR
- **identify the terms and conditions of your practising licence that you are seeking to be exempted from** (see relevant Gazette notice(s) for terms and conditions).

4. Have you ever had your registration and/or a practising licence cancelled or suspended by the Board? If so, please provide detail.

5. Have any terms and conditions been imposed on your registration or practising licence either in New Zealand or overseas? If so, please provide detail.

PART 3 – Board considerations

Please **attach** separate sheets if you require more writing space and clearly indicate the number of the question that you are answering.

- 6. Please give your reason(s) for seeking this exemption, including why you are not able to apply for registration or for the renewal of your practising licence in the usual way.**

- 7. Please list any qualifications you've gained in New Zealand.**

List your qualifications obtained in New Zealand and the date that you gained that qualification.

12. Please detail any adverse consequences you may experience if your application is not successful:

13. Please provide any additional information that you believe to be relevant to your application:

PART 4 – Fee

Fee for an application for an exemption under section 52: \$635.00 (NZ)

- This fee includes GST.
- Purchase orders are not accepted.

Payment method:

Cheque is enclosed

Please make cheque payable to: Plumbers, Gasfitters, and Drainlayers Board

Debit/credit card (Visa/Mastercard)

Cardholder name: _____

Card number:

Expiry date: ____/____/____

CVV code (3 digits): _____

Cardholder's signature: _____ *I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit or debit card.*

PART 5 – Confirmation of accuracy

By signing this application, I verify that all information given is true and correct.

Signature of applicant

____/____/20____
Dated

Privacy Act 1993: The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of assessing your application and administering your exemption. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006 and the Privacy Act 1993. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.

Post your complete application to: PGDB, PO Box 10655, The Terrace, Wellington 6143