

APPLICATION FOR AN EMPLOYER LICENCE

Section 62 of the Plumbers, Gasfitters, and Drainlayers Act 2006

1. This application is for persons applying to the Plumbers, Gasfitters and Drainlayers Board (the Board) for an employer licence under section 62 of the Plumbers, Gasfitters, and Drainlayers Act 2006 (the Act)

What is an employer licence?

2. An employer licence effectively permits the licence holder to authorise any employee to do, or assist in doing identified gasfitting work. Any work carried out by an authorised employee must be done in accordance with the terms and conditions of the employer licence and any relevant legislation.
3. An applicant must be granted an employer licence under section 62(1) of the Act if the applicant satisfies the Board they will at all times maintain a system of operation that:
 - 3.1. Complies with the requirements of the Plumbers, Gasfitters, and Drainlayers Regulations 2010 ("the Regulations"); and
 - 3.2. Is sufficient to ensure that the employees of the applicant who do or assist in doing gasfitting:
 - 3.2.1. Are competent to carry out the range of work for which they are employed: and
 - 3.2.2. Receive the necessary supervision and training to ensure that the work is carried out safely, competently and in compliance with the requirements of the Gas Act 1992 and its associated regulations.

Terms and conditions of an employer licence

4. All employer licences are subject to the following standard terms and conditions:
 - 4.1. Any person authorised by the Board may, for an authorised purpose, at any reasonable time inspect any premises occupied by an employer licence holder, subject to conditions.
 - 4.2. The Board may, for an authorised purpose, require the employer licence holder to produce for inspection any document or class of document in the possession or under the control of the employer licence holder.
 - 4.3. The Board may, for an authorised purpose, require the employer licence holder to provide any information or class of information that the Board may require.
5. The Board may impose any other terms or conditions in addition to the standard conditions above as it thinks fit, including but not limited to:
 - 5.1. A restriction on the type of gasfitting that may be done under the licence;
 - 5.2. A condition relating to competency and safe work practices;
 - 5.3. A geographic area within which identified gasfitting may be undertaken under the licence;
 - 5.4. A requirement for periodic reassessments of the employer licence holder's system of operation;

- 5.5. A requirement for periodic notification of relevant skills and training completed by employees working under the employer licence;
- 5.6. A requirement to notify the Board of changes to key personnel of the employer licence holder; and
- 5.7. A requirement to notify the Board of any safety incidents that occur.

Duration of an employer licence

- 6. An employer licence is generally issued for a period of one licensing year. A licensing year runs from the 1st of April to the 31st of March the following year.
- 7. If a person does not hold a current employer licence, any employee working for that person must be otherwise authorised under the Act to carry out gasfitting work.

Evidence to Support Application for Employer Licence

Information required to satisfy the Board

- 8. There are two ways to satisfy the Board that an applicant will maintain a section 62(1) system of operation:
 - 8.1. by submitting an application to the Board to assess ("Board assessment"); or
 - 8.2. by submitting an application that includes a certificate issued by an Approved Person under section 62(2) of the Act that certifies that the system of operation meets all requirements ("Approved Person assessment").
- 9. If you are applying under the Board assessment process, you are required to attach the following information to your application:
 - 9.1. System of Operation Manual; and
 - 9.2. The prescribed fee.
- 10. If you are applying under the Approved Person assessment process, you are required to attached the following information:
 - 10.1. System of Operation Manual;
 - 10.2. Certificate by Approved Person; and
 - 10.3. The prescribed fee.

System of operation manual

- 11. A System of Operation Manual must contain the following information:

Please note: *The italicised information under each bullet point is provided for guidance purposes only.*

- 11.1. The identified gasfitting that is to be carried out.

This information should be specific outlining:

the appliances and types of appliances that are to be installed and/or maintained and/or commissioned;

the specific fittings and types of fittings that are to be installed and/or maintained; and/or commissioned; and

detail in regards to flue and ventilation work particularly where this relates to building penetrations.

11.2. The skills and training required for the identified gasfitting.

Having specified the identified gasfitting, each component may have its own specific related skills. Accordingly the skills and training must relate to each component of the identified gasfitting work.

11.3. The procedures for carrying out, supervising and monitoring the identified gasfitting.

Each person's skills for carrying out different aspects of the identified gasfitting work may vary. Accordingly different levels of supervision and monitoring may be required to suit each person's skill set.

Supervision and monitoring procedures should be clear and documented.

Supervision and monitoring is to ensure the purposes of the Plumbers, Gasfitters, and Drainlayers Act are met.

11.4. The procedures for investigating injuries to persons or damage to property as a result of carrying out any identified gasfitting.

The Manual needs to clearly outline the procedures that will be taken to investigate injuries to persons or damage to property as a result of carrying out the identified gasfitting. This should include the reporting and notification requirements under the Health and Safety in Employment Act as well as the Gas (safety and Measurement) Regulations.

11.5. The procedures for taking action to prevent, and in response to, injuries to persons or damage to property that results from carrying out the identified gasfitting.

The Manual needs to clearly outline the procedures that will be taken to prevent injuries to persons or damage to property as a result of carrying out the identified gasfitting.

11.6. The names of every employee who is to carry out the identified gasfitting along with a description of the identified gasfitting that each employee is trained, and has the skills to do.

This information should be specific to each employee. It relates to the specific scope of identified gasfitting work that each employee will be carrying out and their respective skills relating to that scope of work.

11.7. The location and address of each place of work from which the applicant operates that is intended to be covered by the licence.

11.8. Details of the contact person, who must be an employee of the applicant, identified by name or position.

This person should have an in-depth knowledge of the employer licence including the system of operation manual. They will be the first point of contact by the Board for discussing matters relating to their employer licence.

Application for an Employer Licence under Section 62 of the Plumbers, Gasfitters, and Drainlayers Act 2006.

Applicant	Contact person for the employer licence holder (must be an employee)
Name:	First name(s)
	Last name
Postal address:	Physical address:
Suburb City Country Postcode	Suburb City Country Postcode
Phone: Work: Home: Mobile: Date of birth (if applicable)	Phone: Work: Home: Mobile:

12. Please ensure that you attach all required information and that all attachments include the required information or the processing of your application may be delayed.

Prescribed fee

13. The fees for an application for an employer licence are as follows:

- 13.1. Board assessment application is \$3,450.00 (This consists of an application fee of \$920.00 and an assessment fee of \$2,760.00. If the assessment costs less than \$2,760.00, the balance will be refunded); or
- 13.2. Approved person assessment application is \$920.00.

Please note these fees are not refunded if an application is unsuccessful.

Payment options

14. Please select payment type and relevant information:

- Cash Cheque Credit Card
(VISA or MASTERCARD **ONLY** please provide details below)
 - International bank draft (drawn on a **NZ** bank)
 - Electronic bank transfer
- VISA / MASTERCARD (please circle one)

Credit Card number Expiry date

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Cardholder's signature	Cardholder's name (as appears on the card)
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If paying by credit card, please complete the details above and return this form to the **Plumbers Gasfitters, and Drainlayers Board, PO Box 10655, The Terrace, Wellington 6143**

If paying by cheque or international bank draft, please make it payable to "Plumbers, Gasfitters and Drainlayers Board" and attach it to this form.

CONFIRMATION OF ACCURACY

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

Name of applicant: _____

Signature of applicant: _____ Date: _____

Privacy Act 1993: The information requested in this form is being collected by the Plumbers, Gasfitters, and Drainlayers Board for the purpose of assessing your application and administering an employer licence. Please note that the applicant's details will be available on the Board's public register. Additionally, the Board may use this information for other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006.

The holder of the employer licence has the right under the Official Information Act 1982 or the Privacy Act 1993, to access your company/personal information held about your company or you and to correct any information.

Send to:

Please send a copy of this guide along with your Employer Licence application and System of Operation Manual to:

Plumbers, Gasfitters and Drainlayers Board
PO Box 10655,
The Terrace,
Wellington 6143

CHECK LIST

If you are applying with an Approved Person Certificate

1. Have you attached the Approved Person Certificate and system of operation manual to this application form? Y / N
2. Have you provided details for payment of the prescribed fee? Y / N

If the application is made without an Approved Person Certificate

3. Have you attached your System of Operation Manual with this application form? Y / N

Does the System of Operation Manual contain the following information?

4. Details of the gasfitting work that is to be carried out. Y / N
5. The skills and training required to carry out each kind of the identified gasfitting work. Y / N
6. The procedures for carrying out, supervising and monitoring the identified gasfitting work. Y / N
7. The procedures for investigating injuries to persons or damage to property as a result carrying out the identified gasfitting work. Y / N
8. The procedures for taking action to prevent injuries to persons or damage to property that result from carrying out the identified gasfitting work. Y / N
9. The names of every employee who is to carry out the Identified Gasfitting Work along with a description of the identified gasfitting that each employee is trained, and has the skills to do. Y / N
10. The location and address of each place of work from which applicant operates and that is intended to be covered by the licence. Y / N
11. Details of the contact person, who must be an employee of the applicant, identified by name or position. Y/N
12. Have you attached any other supporting documents with this application form? Y / N