

Registration policy

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GENERAL PROVISIONS

1 Purpose

- 1.1 The Plumbers, Gasfitters, and Drainlayers Board protects the health and safety of members of the public by ensuring the competency of all people engaged in the provision of sanitary plumbing, gasfitting and drainlaying services.
- 1.2 A key part of fulfilling the Board's health and safety function lies in administering the registration system for plumbers, gasfitters and drainlayers, and setting minimum standards for registration in each trade.
- 1.3 This policy sets out the Board's considerations and obligations around registration.

2 Legislation and relevant policies

- 2.1 The following legislation is relevant to this policy:
 - a. the Plumbers, Gasfitters, and Drainlayers Act 2006
 - b. the Plumbers, Gasfitters and Drainlayers (Plumbing Registration and Licensing) Notice 2010
 - c. the Plumbers, Gasfitters and Drainlayers (Gasfitting Registration and Licensing) Notice 2010
 - d. the Plumbers, Gasfitters and Drainlayers (Drainlaying Registration and Licensing) Notice 2010
 - e. the Plumbers, Gasfitters and Drainlayers (Fees) Notice 2010
 - f. the Trans-Tasman Mutual Recognition Act 1997.
- 2.2 This policy must be read in conjunction with the following Board policies:
 - a. decision-making
 - b. delegations
 - c. issuing provisional licences to overseas qualified practitioners
 - d. licensing
 - e. register of plumbers, gasfitters, and drainlayers
 - f. section 52 exemptions
 - g. supervision
 - h. waiver or refund of fee or disciplinary levy
 - i. fit and proper person
 - j. sections 12 – 27 exemptions
 - k. operational policies and procedures policy.

3 Definitions

- 3.1 In this policy, unless the context otherwise requires:
 - a. **Act** means the Plumbers, Gasfitters, and Drainlayers Act 2006
 - b. **applicant** means a person applying for registration as a licensed or certifying plumber, gasfitter, or drainlayer
 - c. **application** means an application for registration
 - d. **Board** means the Plumbers, Gasfitters, and Drainlayers Board

- e. **fees notice** means the Plumbers, Gasfitters and Drainlayers (Fees and Disciplinary Levy) Notice 2013
- f. **former Act** means the Plumbers, Gasfitters, and Drainlayers Act 1976
- g. **Gazette notices** means the Plumbers, Gasfitters and Drainlayers (Plumbing Registration and Licensing) Notice 2010, and the Plumbers, Gasfitters and Drainlayers (Gasfitting Registration and Licensing) Notice 2010, and the Plumbers, Gasfitters and Drainlayers (Drainlaying Registration and Licensing) Notice 2010
- h. **minimum standards for registration** means the minimum standards for registration prescribed in *Gazette* notices
- i. **practising licence** means a practising licence issued or renewed under sections 47 and 51 of the Act
- j. **registered person** means a person who, for the time being, is registered by the Board in either the licensing or certifying class as a plumber, gasfitter or drainlayer under section 41 of the Act
- k. **Registrar** means the Registrar of the Plumbers, Gasfitters, and Drainlayers Board appointed under section 140 of the Act
- l. **trade** means sanitary plumbing, gasfitting or drainlaying.

CORE POLICY PROVISIONS

4 Guiding principles

- 4.1 All people doing or assisting in doing sanitary plumbing, gasfitting and drainlaying must be registered or otherwise authorised.
- 4.2 An applicant is entitled to be registered where the Board is satisfied that they have met registration requirements.
- 4.3 A person must be registered for each trade that they practise in.

5 Board delegation of registration responsibilities to Registrar

- 5.1 The Board has delegated the exercise of its registration responsibilities to the Registrar.

6 Requirements for registration

- 6.1 To be registered, the applicant must have satisfied the Board that they:
 - a. comply with the application requirements
 - b. meet the applicable minimum standards for registration
 - c. are not precluded from being registered by an order of the Board following disciplinary action taken against them
 - d. are a fit and proper person to be registered
 - e. have paid the prescribed fee.

7 Applying for registration

- 7.1 An application must be:
- a. sent or delivered to the Registrar
 - b. in the form required by the Board
 - c. completed in full and accompanied by any information and documentation required by the Board
 - d. accompanied by the required fee.
- 7.2 An applicant may apply for registration in a trade and a practising licence at the same time. However, the Board only considers a practising licence application once registration is approved.

8 When the Board accepts an application for processing

- 8.1 Unless the applicant has applied for a fee waiver, the Board accepts an application for processing only once it has received the prescribed fee.

9 Required registration application form

- 9.1 Registration forms for each trade are available on the Board's website¹ or by contacting the Board. Where a person is applying for registration in more than one trade, they must complete a separate application form for each trade.

10 Information required for a New Zealand-trained applicant

- 10.1 An application must be completed in full, and either:
- a. if registering at certifying class, accompanied by a verified copy of any Board examination results sat prior to 2005; or
 - b. if registering at licensed class, accompanied by the following documents:
 - i a verified copy of the applicant's National Certificate(s)
 - ii a verified copy of any Board examination results sat prior to 2005

11 Information required for applications under the Trans-Tasman Mutual Recognition Act 1997

- 11.1 An application for registration under the Trans-Tasman Mutual Recognition Act 1997 must:
- a. be completed in full
 - b. include correct contact details
 - c. be accompanied by certified copies of:
 - i registration certificate(s)
 - ii current licence(s)
 - iii qualification certificate(s); and
 - d. be signed by certifying supervisor, if required.

¹ <http://www.pgdb.co.nz/trade/registration.html>

12 Information required for an overseas-trained applicant (other than for application made under the Trans-Tasman Mutual Recognition Act 1997)

- 12.1 An application for registration must be completed in full, and accompanied by the following documentation:
- a. an international qualifications assessment from the New Zealand Qualifications Authority concluding that the applicant's trade 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 6 months from the applicant's country of citizenship (unless they can provide satisfactory evidence they 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
 - c. a section 52 exemption notice, if one has been granted
 - d. if registering at licensed class, evidence that the applicant has:
 - i if a plumber or gasfitter, worked full time in the relevant trade for 4 years or more
 - ii if a drainlayer, worked full time in the relevant trade for 2 years or more, and
 - iii passed the Board's licensed level examination
 - e. if registering at certifying class, evidence that the applicant has:
 - i if a plumber or gasfitter, worked full time in the relevant trade for 6 years or more, or
 - ii if a drainlayer, worked full time in the relevant trade for 4 years or more, and
 - iii passed the Board's Advanced Proficiency Assessment.

13 Checking information provided

- 13.1 The Board checks any application and any information provided with an application, for accuracy, authenticity and completeness.
- 13.2 The Board notifies an applicant of any details missing from an application that would prevent their application from being processed and returns the application to the applicant to complete.

14 Fee

- 14.1 The fee for an application is set out in the fees notice.
- 14.2 The fee may be paid:
- a. in cash
 - b. by cheque
 - c. by credit card
 - d. by electronic transfer to the Board's bank account.
- 14.3 A separate fee is payable for each trade in which an applicant applies to register.

14.4 Where an applicant applies for registration at the licensed level, and then at the certifying level during the same licensing year, the full fees for each application must be paid.

14.5 An applicant may apply in writing to the Registrar for a waiver of the fee.²

15 Terms and conditions of registration

15.1 The Board may impose terms and conditions on any registration through *Gazette* notices or by written notice to the registered person.

16 Considering an application

16.1 The Board considers applications for registration fortnightly.

16.2 Where an applicant for registration has previously had their registration or practising licence cancelled, the Board takes into account the reasons for that cancellation when considering their application.

17 Granting registration

17.1 Where the Board is satisfied that a person is entitled to be registered, the applicant is:

- a. recorded as a registered person of a particular class on the Board's register
- b. sent a certificate of registration
- c. if the applicant does not already have a registration number, issued with a registration number and notified of that number (this will be the same as the person's authorisation number).

18 Declining registration

18.1 Where the Board is considering declining an application for registration, before making a final decision the Board:

- a. notifies the applicant that the Board is considering declining their application
- b. tells the applicant why the Board is considering declining their application
- c. gives the applicant 10 working days to provide written submissions to the Board about why their application should be granted.

18.2 The applicant can make a written submission to the Board by letter or email.

18.3 The Board will consider any submission it receives from an applicant.

18.4 After considering a submission, the Board grants or declines the application.

18.5 Where the Board declines an application, the Board notifies the applicant of:

² See Waiver or refund of fee or disciplinary levy policy

- a. the Board's decision
- b. the reasons for the Board's decision
- c. their right of appeal to a District Court against the Board's decision.

19 Cancelling or suspending registration

19.1 The Board may cancel or suspend a person's registration.

19.2 A person whose registration has been cancelled or suspended is not authorised to do, or assist in doing, sanitary plumbing, gasfitting or drainlaying while their registration in that particular trade is cancelled or remains suspended.

19.3 The Board may cancel a person's registration:

- a. where the person asks the Board in writing to cancel their registration
- b. where the Board reasonably believes the person has died
- c. where the registration was obtained wrongfully
- d. where an overseas qualification on which their registration was based has been cancelled or suspended, or their name has been removed from an overseas register associated with their trade
- e. following review of the register in accordance with section 78 of the Act
- f. where the Board has ordered cancellation of the registration as a result of disciplinary action.

19.4 The Board may suspend a person's registration where:

- a. an overseas qualification on which their registration is based has been cancelled or suspended, or their name has been removed from an overseas register associated with their trade
- b. the Board has ordered suspension of the registration as a result of disciplinary action.

19.5 When considering cancelling or suspending a person's registration, the Board:

- a. informs the person that it is considering taking such action
- b. informs the person of the reasons for considering taking such action
- c. gives the person a reasonable opportunity to make submissions and meet with the Board to discuss the matter.

19.6 The Board will consider any submission it receives relating to the cancellation or suspension of a person's registration.

19.7 After considering a submission, the Board may or may not cancel or suspend the person's registration.

19.8 The Registrar provides a copy of any cancellation or suspension order to the affected person.

19.9 An order cancelling or suspending a person's registration has effect from the later of:

- a. the day on which it is given to the person
- b. any date specified in the order.

19.10 If a person's registration in a class is cancelled or suspended, their practising licence in that class is also cancelled or suspended.

19.11 If the person is registered in more than one class of registration, the Board may cancel or suspend that person's registration in respect of each class, or one or more, of those classes of registration, as the Board thinks fit.

19.12 The cancellation or suspension of a person's registration does not affect the person's liability for any unlawful action or inaction that occurred prior to the cancellation.

19.13 At the end of a period of suspension a person's registration becomes active again.

ADMINISTRATIVE PROVISIONS

20 Owner

20.1 The owner of this policy is the Chief Executive/Registrar.

20.2 Please refer any suggested amendments or errors to the policy owner.

21 Responsibilities

21.1 The Board is responsible and accountable for developing, approving, monitoring, and reviewing the policy.

21.2 The Registrar is responsible for administering the policy.

21.3 Board staff are responsible for complying with the policy and procedures.