Plumbers, Gasfitters and Drainlayers Board

Licensing policy

Purpose

This policy sets out how the Plumbers, Gasfitters and Drainlayers Board (**Board**) issues annual practising licences to registered people. It is based on the requirements in the Plumbers, Gasfitters, and Drainlayers Act 2006 (**Act**), the Plumbers, Gasfitters, and Drainlayers (Registration and Licensing) Notice 2025, and the Board's Fees notice.

Guiding principles

A registered person (practitioner) must hold a current practising licence to lawfully carry out or assist with carrying out sanitary plumbing, gasfitting or drainlaying. A practitioner must hold a licence for each trade they are working in.

The licensing year runs from 1 April to 31 March the following year. All licences expire on 31 March.

A practitioner is entitled to a licence if they meet the requirements in the Act.

The Board acts in a fair, transparent, and reasonable way in carrying out its licensing functions.

Delegation

The Board has delegated the exercise of its licensing responsibilities to the Registrar. This does not include the power to exempt a person from the minimum requirements for getting a licence, which must be exercised by the Board.

Applying for a licence or renewal

To apply for a licence or renewal of a licence, a practitioner must:

- complete the application form online or on paper and send it to the Board
- meet the minimum standards for registration and be registered, or have applied to be registered (if applying for a licence for the first time)
- not be subject to any disciplinary order from the Board preventing them from being issued with a licence
- be a fit and proper person to be issued with a licence or have their licence renewed
- not have breached a term or condition of their previous licence (if applying for a renewal)
- be in the same region as their certifying supervisor if applying as a restricted plumber, gasfitter, or drainlayer.

- have satisfied the requirements of any competency programme they may be required to complete
- have completed any continuing professional development requirements that apply
- confirm their contact details are true and correct
- pay the required fee.

A practitioner can apply for a licence or renewal online. Information about how to do this can be found on the Board's website.

The Board's licence application forms can also be found on the Board's website.

An application can be:

- posted to the Board at PO Box 10655, Wellington
- emailed to licensing@pgdb.co.nz
- hand delivered to the Board's offices on Level 4, Midland Chambers, 45 Johnston Street, Wellington, 6011.

The application must include all required information in order to be processed.

Where a practitioner is applying for registration and a licence at the same time, their licence application will only be considered once they have been granted registration.

Where a practitioner has previously had their licence or registration cancelled or suspended, the Board must consider the reasons for the cancellation or suspension as part of deciding whether or not to issue them with a new licence.

Where a practitioner applies to renew their licence before 31 March, their old practising licence continues in force until their new licence is granted.

Applicants not meeting minimum requirements for a licence

An applicant not meeting one or more of the minimum requirements for a licence can apply to the Board to be exempt from that requirement under section 52 of the Act.

The Board's expectation is that a person wishing to hold a licence should meet the usual licence requirements and the Board will only grant an exemption from meeting those requirements in exceptional circumstances.

Every application for an exemption must be made in the required form, be accompanied by sufficient information to enable the Board to properly consider the application, and must be accompanied by the required fee. The fee for an application is the fee set out in the Board's fees notice.

The types of matters the Board takes into account when considering an application for an exemption include:

- the need to protect the health and safety of the public
- the reasons the applicant is seeking an exemption, including why they are not able to obtain a licence in the usual way
- the applicant's qualifications in New Zealand and/or overseas
- the applicant's experience in New Zealand and/or overseas
- any consequences for the applicant of not granting the exemption (if known)
- whether the Board has any concerns about the applicant's fitness to hold a licence
- whether the applicant is precluded from being licensed as a result of any disciplinary action taken by the Board
- whether the applicant has previously had their licence cancelled by the Board
- the nature of any continuing professional development the applicant has undertaken in the last 12 months
- the availability and appropriateness of terms and conditions to mitigate any concerns associated with the application.

Each application is considered on its own facts. Exemptions may be granted subject to any terms and conditions the Board thinks fit.

Where the Board grants an exemption, the applicant may apply to be licensed in the usual way.

Licence fees

The fee for a licence or renewal is the fee specified in the Board's fees notice. Fees can be paid online by Account2Account or credit/debit card. A licence fee is payable for each licence a practitioner holds.

A practitioner must pay (or have paid) the disciplinary and offences levy (**levy**) in order to be issued with a licence. The levy is only required to be paid once with the first licence issued or renewed.

A practitioner may apply to the Registrar to waive or refund their licence fee or the levy.

Where a practitioner applies for a licence or renewal at the same time they apply to waive the licence fee or levy, the application for their licence must be put on hold until the application to waive the fee or levy is decided. If a practitioner is granted a partial waiver of the fee or levy, they must pay any outstanding amount before their licence or renewal application can be granted.

The Board only accepts a licence or renewal application for processing once it has received the required fee (and levy if applicable).

Considering licence or renewal applications

The Board checks all information provided in support of a licence or renewal application for accuracy, authenticity, clarity, and completeness. If information is missing or unclear, the practitioner is contacted and given the opportunity to provide the information.

Licence and renewal applications are considered as soon as possible within business plan timelines.

Where the application for a licence or renewal is granted:

- the practitioner is issued with a licence
- their details on the database and register are entered or updated
- a physical licence card is ordered (if the practitioner has chosen to receive a physical licence card)
- the practitioner is notified in writing that their licence has been granted or renewed
- the licence card (if applicable) is posted to them.

Where the Board is considering declining an application for a licence or renewal, the Board notifies the practitioner and advises them of the reasons for considering declining their application. The practitioner is given 10 working days to advise the Board in writing why their application should not be declined. The Board considers any written response it receives from the practitioner before making a final decision on their application.

Where the Board makes a final decision to decline an application for a licence or renewal, the practitioner is advised of the decision, the reasons for the decision, and their right of appeal against the decision.

Terms and conditions imposed on licences

All licences issued by the Board are subject to the terms and conditions set out in the Board's registration and licensing notice which can be found on the Board's website.

The Board can also impose any other terms and conditions on a practitioner's licence it thinks fit. This includes terms or conditions relating to:

- testing, certifying, and supervising work
- competent and safe work practices
- completing competence programmes
- limitations on when a practitioner can do certain work
- limiting the work a practitioner can do.

These terms or conditions can be in addition to any terms or conditions that apply to the class of registration or instead of them.

The Board can remove any terms or conditions it has imposed on a practitioner's licence, change them, or add further terms or conditions. The Board can also exempt a practitioner from any terms or conditions that would otherwise apply to their licence.

The Board can disregard a breach of a term or condition of a licence, eg. failure to meet continuing professional development requirements. However, if a practitioner has failed to comply with a term or condition of their previous licence, they must provide the Board with a written explanation for the failure when they apply to renew their licence. The explanation should identify the term or condition they have not complied with, explain why they did not comply with it, and explain why the Board should renew their licence even though they have not complied with the term or condition. The

Board will consider the practitioner's explanation when deciding whether or not to renew their licence.

Cancelling or suspending a practitioner's licence

The Board can cancel or suspend a practitioner's licence. If the Board does so, the practitioner will no longer be authorised to work in the trade.

The Board can cancel a practitioner's licence:

- if the practitioner asks the Board in writing to cancel their licence
- where the Board believes on reasonable grounds the practitioner is dead
- where the licence has been obtained wrongfully
- if the practitioner was not entitled to be issued with the licence
- where the licence was issued on the basis of overseas qualifications that have been cancelled or suspended, or the practitioner has been removed from an overseas register relevant to their trade
- where the licence has been cancelled as a result of disciplinary action.

The Board can suspend a practitioner's licence:

- if the practitioner has not satisfied the requirements of a competence programme they were required to complete
- where the licence was issued on the basis of overseas qualifications that have been cancelled or suspended, or the practitioner has been removed from an overseas register relevant to their trade
- where the licence has been suspended as a result of disciplinary action.

Where a period of suspension begins and ends within the same licensing year, the practitioner's licence is reactivated automatically at the end of the suspension period. If the period of suspension ends in a new licensing year, the practitioner must apply to renew their licence in the usual way at the end of the suspension period.

Where the Board is considering cancelling or suspending a practitioner's licence for any reason other than on disciplinary grounds, the Board must:

- inform the practitioner it is considering cancelling or suspending their licence
- give reasons why it is considering cancelling or suspending their licence
- give the practitioner a reasonable opportunity to provide a written explanation and meet with the Board to discuss the matter.

The Board considers any written and oral explanation it receives from a practitioner before deciding whether or not to cancel or suspend their licence. Where the Board decides that the practitioner's licence will be cancelled or suspended, they must give the practitioner a written order cancelling or suspending their licence. The order of cancellation or suspension takes effect from either the date specified in the order or the date the order is received by the practitioner, whichever is the later date.

Duty to keep personal details current

All practitioners who hold a practising licence must notify the Board if their personal details change. This includes if their address changes or their name changes. It is a criminal offence not to notify the Board of these changes.

It is the responsibility of the practitioner to ensure their personal details are always kept current with the Board. Practitioners must not delegate this responsibility or allow others such as administrative staff or third parties to access or update their personal information on their behalf.

Losing a licence card

If a practitioner has a physical licence card which they lose, they must complete a Declaration of lost licence form. There is more information about what to do if a licence card is lost on the Board's website.

When the Board receives a lost licence declaration, it records the lost licence on the register, orders a new licence card and advises the practitioner of the steps that have been taken.

Version management

Date	Details
July 2025	Approved by Chief Executive
July 2028	Next review date