

What is a Section 52 exemption?

Under section 52 of the Act, the Board can 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, and this must be demonstrated with evidence.

Note that this application is focused on people who are applying to be exempt from registration requirements. If you are seeking to be exempt from licensing conditions, please call us.

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 relevant Gazette Notices issued by the Board.

Why does it exist?

The idea behind Section 52 is that a person may not meet the standard pathways to register, but the experience they have is just as good and they have specific evidence to prove it.

What do I need for my application?

Specific evidence that you have the competencies required of the registration class you want to enter.

What are competencies?

Competencies are the knowledge, skills, and abilities required for that trade and registration class, and what everyone must meet in one way or another to be eligible to enter the registration class.

If you don't want to meet the standard registration requirements, your evidence will need to show that you have already met the competencies. For example, if you want to be exempt in order to enter the Certifying Plumber registration class, your evidence will need to focus on Certifying Plumber competencies 1-9.

- **Journeyman: *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 Certificate at level 4 in the trade concerned. To find out which skills make up the NZ Certificate, go to www.nzqa.govt.nz/nzqf/search/results.do

- **Tradesman: *qualification requirement***

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

- **Tradesman: *exam requirement***

A person would need to prove they have the skills and experience that make up the competencies for a Tradesman in the trade concerned. To find out what those competencies are, go to <https://www.pgdb.co.nz/media/1207/competencies-required-for-registration-and-licensing.pdf>

- **Certifying: 24 months or the examination requirements**

A person would need to prove they have the skills and experience that make up the listed competencies for a Certifier in the trade concerned.

The examination requirement is the competencies in theory format.

The 24 months minimum requirement is the practical component of the competencies.

To find out what those competencies are, go to

<https://www.pgdb.co.nz/media/1207/competencies-required-for-registration-and-licensing.pdf>

Is my application guaranteed to be approved?

No. It is really based on the evidence you provide, so make sure you fulfill all of the requirements to give your application the best chance. The Board need to be satisfied that the evidence you provide is as reliable as if you were to go through the regular pathway that everyone else has to go through.

If my application is declined, how do I get registered?

You will need to follow the standard pathway to registration.

How much does a Section 52 application cost?

\$1200.00 NZ dollars (including GST). Our fees are cost recovery, and there is a lot of work involved in these applications.

What is the process once the Board receives an application?

1. The \$1,200 fee payment is processed, and we send an email confirming the date of the next Board meeting it will go to.
2. At its next meeting, the application is provided to the Board to consider. The Board make a decision, based on the evidence provided, to either *approve* or *preliminary decline*, and this is usually emailed to the applicant within a few working days of the Board meeting.
 - a. *Preliminary decline* means that the Board have concerns about the application and/or evidence and do not consider it appropriate to grant a Section 52 exemption. This is not an outright decline, as they will make a final decision at their next Board meeting but before that will give the applicant an opportunity to submit any comments to the Board on their decision and/or submit further evidence to address their concerns, and there will be a deadline for this. If at the next meeting, any supplementary comments/evidence has not addressed their concerns, then they will *decline* the application.
 - b. *Approved* means the Board has approved the application, and the applicant is then be able to apply for registration.

RELEVANT GUIDANCE DOCUMENTS

1. Read the *Section 52 exemptions* policy so you understand the guiding principles and what the Board considers when reviewing an application
<https://www.pgdb.co.nz/trade/legislation-hub/policies/>
2. Read the relevant Gazette Notice(s) as you must identify the exact criteria you are asking to be exempt from <https://www.pgdb.co.nz/trade/legislation/>
 - *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. Read the competencies that are prescribed for the registration level and trade so you know what to provide evidence of
<https://www.pgdb.co.nz/media/1207/competencies-required-for-registration-and-licensing.pdf>
4. Read the definitions in the PGD Act 2006 so you know what the Board has jurisdiction over, and therefore what is relevant to your application and the evidence you need to supply (<https://www.pgdb.co.nz/trade/legislation/>):
 - Definition of sanitary plumbing: section 6
 - Definition of gasfitting: section 5
 - Definition of drainlaying: section 4.

SPECIFIC EVIDENCE TO SUPPORT YOUR APPLICATION

You need to provide specific evidence of work you have done which demonstrates you have the skills, experience, and ability of the competencies required for the level of registration in the relevant trade.

Your evidence 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.

The kinds of evidence the Board will accept is as follows:

1. Letter(s) from current/past employer(s) or supervisor(s) which:

- List details of the **exact types** of sanitary plumbing/gasfitting/drainlaying work that you carried out, and
- Specify your exact dates of employment (*dd/mm/yyyy to dd/mm/yyyy*).
- **NB** Any letters **must** be on letterhead, dated and signed by the author.
- **NB** Where possible, they should provide evidence to support what they are saying such as copies of employment agreements, wage records, and job records.

2. If you were self-employed, you can use letters from regular clients, or inspectors, which:

- List details of the **exact types** of sanitary plumbing/gasfitting/drainlaying work that you carried out, and
- Specify your exact dates of work (*dd/mm/yyyy to dd/mm/yyyy*).
- **NB** Any letters **must** be on letterhead, dated and signed by the author.
- **NB** When supplying letters from regular clients, provide at least three different clients.

3. Letters from territorial authorities which have inspected and approved your work.

- List details of the **exact types** of sanitary plumbing/gasfitting/drainlaying work you carried out that they inspected and approved
- Specify dates of inspection (*dd/mm/yyyy*).
- **NB** Any letters **must** be on letterhead, dated and signed by the author.
- **NB** 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.

Other evidence to back up the content of your letters:

- **Certified copies** of plans for work you have carried out.
- **Certified copies** of specifications for work you have carried out.
- **Certified copies** of 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 (which the letters confirm you completed).
- Any other evidence that shows how long you have been carrying out sanitary plumbing, gasfitting or drainlaying work.
- **Certified copies** of transcripts from any training organisation you have attended showing the training you have done and any results
- **Certified copies** of any relevant qualifications and/or licences (front and back)
- Any other evidence that shows your work experience and work history.

What is a certified copy?

A certified copy of a document is one that has been officially declared to be true and correct by a lawyer, Justice of the Peace (JP), or Court Registrar. This service is usually free of charge.

1. Use Google to find a lawyer, Justice of the Peace, or your nearest courthouse for a Court Registrar. (JP's are also listed in your local White Pages).
2. Take the original document and a good quality photocopy of it to them.
3. They will check the photocopy against the original, and then stamp, sign, and date the photocopy to say they certify it as a true and correct copy of the original.
4. Attach the certified copies to your application.

Application – Exemption under Section 52

of the Plumbers, Gasfitters, and Drainlayers Act 2006

- Complete fields in CAPITAL LETTERS, fields marked * are required
- We can only process your application if you complete the form accurately. If you miss out any requirements your application will be returned to you.

APPLICANT'S DETAILS

* PGDB licence number (if you've ever had one):

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* Family name/surname: _____

* First and middle name(s): _____

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

* Postal address

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

Suburb: _____

City/town: _____ Postcode: _____

State (if relevant): _____ Country: _____

* Email: _____ @ _____

* Mobile number: + _____
Country code Carrier code Phone number

Home phone: + _____
Country code Area code Phone number

Work phone: + _____
Country code Area code Phone number

QUESTION 1

*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 |

QUESTION 2

*Using the relevant Gazette Notice(s), identify the exact:

- i. minimum standard(s) for registration you are seeking to be exempted from
or
- ii. terms and conditions of your practising licence that you are seeking to be exempted from.

QUESTION 3

*State the reason why you are applying for this exemption, and include why you are not able to apply for registration in the usual way:

QUESTION 6

***Have you got any qualification(s), from NZ or overseas, that are relevant to this application?**

- Yes** (* Attach **certified copies**, and * your explanation on a separate piece of paper of how they are relevant to the competencies required for the particular registration level and trade).
- No**

QUESTION 7

***Have you done any upskilling courses or continuing professional development (CPD) programmes that are relevant?**

- Yes** (* Attach **certified copies** of evidence/certificates, and * list on a separate piece of paper what they are and why they are relevant to the competencies required for the particular registration level and trade)
- No**

QUESTION 8

***Do you have any New Zealand work experience that is relevant to your application?**

- Yes** (* Attach details on a separate piece of paper of the name(s) of your employers, your supervisors, types of jobs worked on and how that relates to the competencies, length of time in the trade, whether you run/ran your own company, any other information you believe to be relevant).
- No**

QUESTION 9

***Do you have any overseas work experience that is relevant to your application?**

- Yes** (* Attach details on a separate piece of paper of the name(s) of your employers, your supervisors, types of jobs worked on and how that relates to the competencies, length of time in the trade, whether you run/ran your own company, any other information you believe to be relevant).
- No**

QUESTION 10

*Detail any consequences you may experience if your application is not successful.

QUESTION 11

Do you have any additional information to provide that you believe to be relevant to your application?

CONFIRMATION OF ACCURACY

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

*Signature: _____ *Date: _____

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.

FEE PAYMENT

- The fee for a Section 52 exemption application is **\$1,200.00** (NZ dollars, GST included).
- Purchase orders are not accepted.

Credit/debit card (Visa or Mastercard only)

* Card number:

* Card expiry date: /

* Cardholder's name (as it appears on card):

* Contact phone number for cardholder: _____

* Cardholder's signature:

I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit card or debit card.

CHECKLIST

Check you have answered all fields marked " * ", and the questions on this form that relate to you. We can only process your application if you complete the form accurately. If you miss out any requirements your application will be returned to you.

SEND YOUR APPLICATION TO US

We recommend you send your application to us by courier so you can track delivery.

Post: PGDB, PO Box 10655, The Terrace, Wellington 6143

or

Courier: PGDB, Level 8 Solnet House, 70 The Terrace, Wellington Central, Wellington 6011