



Self-contained Vehicles

Enrol to be a Certification Authority

Guidance for Certifying Plumbers

7 December 2023

Version 1.0

Table of contents

| | | |
|----------|---|----------|
| 1 | Introduction | 1 |
| 2 | Responsibilities as a deemed Certification Authority | 2 |
| 3 | If you want to work as a Vehicle Inspector | 2 |
| 4 | How to enrol as a Certification Authority | 3 |
| 5 | What you need to enrol | 3 |
| | 5.1 Certifying Plumber details..... | 3 |
| | 5.2 Your location..... | 4 |
| | 5.3 Types of vehicles you will certify | 4 |
| | 5.4 Declaration..... | 4 |
| | 5.5 Publishing your information..... | 4 |
| | 5.6 Memorandum of understanding..... | 5 |
| 6 | What happens once you're enrolled | 5 |
| 7 | Further information | 5 |

1 Introduction

This document contains guidance for Certifying Plumbers who want to work as a self-containment certification authority (**Certification Authority**) under the self-contained vehicles system. As a Certification Authority, you must carry out your functions in a way that meets the requirements in the [Plumbers, Gasfitters, and Drainlayers Act 2006 \(Act\)](#) and the [Plumbers, Gasfitters, and Drainlayers \(Self-Contained Vehicles\) Regulations 2023 \(Regulations\)](#).

Before you can issue any certificates of self-containment (**Certificates**) you will need to be familiar with the requirements contained in the Act and the Regulations. You will also need to enrol with the Plumbers, Gasfitters, and Drainlayers Board (the **Board**) to gain access to the register of self-contained vehicles (the **Register**).

This document summarises what it means to be a deemed Certification Authority, and explains how to enrol as a Certification Authority to access and use the Register.

The enrolment form you will need to complete and return to the Board to be enrolled as a Certification Authority is available on the Board's website pgdb.co.nz.

The guidance contained in this document is just that: guidance. It aims to help Certifying Plumbers who want to work as a Certification Authority to understand how to enrol with the Board and what information to provide. It does not replace the need to know and understand your obligations under the Act and the Regulations, and nor does it provide or replace legal or other professional advice.

This document should be read in conjunction with the Board's other [guidance documents](#), including:

- **Being a Certification Authority – Guidance document**
- **Vehicle inspection guidance**
- **Printing and issuing certificates and warrant cards – Guidance document**

All guidance documents are available on the Board's website at pgdb.co.nz.

2 Responsibilities as a deemed Certification Authority

If you are registered with the Board as a Certifying Plumber then you're deemed, under the Act, to be a Certification Authority - you are not required to apply to the Board for appointment as a Certification Authority. You will instead need to *enrol* with the Board to gain access to the Register.

This only applies until 6 June 2025 (**Transitional Period**). After the Transitional Period, you will need to apply to the Board to be appointed as a Certification Authority.

You must know and comply with the requirements contained in the Act and the Regulations when carrying out work as a Certification Authority. You will need to carry out the 'core functions' of a Certification Authority, which are to:

- appoint motor vehicle inspectors (**Vehicle Inspectors**) who meet prescribed competency requirements (this could be yourself or another person)
- issue, renew, or revoke certificates of self-containment (**Certificates**), which involves:
 - arranging for a Vehicle Inspector to carry out an inspection
 - ensuring the inspection is carried out in accordance with requirements in the Act and Regulations
 - issuing a Certificate (and warrant card) if satisfied the vehicle meets the requirements in the Act and Regulations, and the person applying for the certificate has paid the levy, and
- enter information into the national register of self-contained vehicles (the **register**).

If you undertake the core functions of a Certification Authority in a way that does not comply with the Act and the Regulations the Board may, after investigating, take disciplinary action against you. This may result (for example) in your ability to work as a Certification Authority being suspended or cancelled, and a fine of up to \$10,000.

You should refer to the additional guidance on a Certification Authority's core functions set out in the [Being a Certification Authority](#) – Guidance document.

Note: As a Certifying Plumber, it will be you (and not your company or company you work for) who will operate and carry out functions as a Certification Authority. Your name will need to appear (for example) on the Certificates and warrant cards as the Certification Authority who issues those Certificates. If you want to have your company appointed as a Certification Authority you will need to go through the appointment process (see [Apply to be a Certification Authority](#) – Guidance document).

3 If you want to work as a Vehicle Inspector

If you want to work as a Vehicle Inspector only, and do not want to work as a Certification Authority, you will need to contact a Certification Authority to enquire about inspecting vehicles for them.

Certification Authorities are responsible for appointing Vehicle Inspectors and the Board is not involved in that process.

Further information for Vehicle Inspectors is provided on the [Board's website](#).

4 How to enrol as a Certification Authority

Enrolling as a Certification Authority (as a registered Certifying Plumber) provides you with access to the Register which is necessary to carry out your core functions under the Act of making entries in the Register and issuing, revoking or renewing Certificates and warrant cards.

The Register is established and maintained by the Board and accessed from nzscv.co.nz. The Board needs information from you to be able to add you to the Register and create your user account.

To enrol as a Certification Authority, you will need to complete and return the enrolment form available on the Board's website. This will enable the Board to:

- verify that you're registered as a Certifying Plumber
- add you to the Register as a Certification Authority
- publish your details on the list of publicly searchable Certification Authorities at nzscv.co.nz (if you choose to make this information available)

Send your completed enrolment form to applications@nzscv.co.nz. If we need further information, we will contact you by email. The Board aims to process enrolments within 10 working days from the date on which we receive all the information we require.

It is free for Certifying Plumbers to enrol as Certification Authorities during the Transitional Period.

5 What you need to enrol

You will need to provide the information described in this section (using the enrolment form) to enrol as a Certification Authority.

We also encourage you to enter into the memorandum of understanding (**MOU**) (for the reasons set out in paragraph 5.6 below).

5.1 Certifying Plumber details

You will need to provide:

- Your full legal name (which must match your name as registered with the Board)
- GST Number
- Certifying Plumber registration number

- Physical address for your principal place of business
- Postal address (if different to physical address)
- Email address
- Phone number
- Website address (if applicable).

5.2 Your location

You will need to provide the location(s) where you propose to operate as a Certification Authority and offer vehicle inspections, e.g. in a specific town, city, or region.

5.3 Types of vehicles you will certify

You will need to provide the types of vehicle(s) you propose to offer a certification service for (eg any type of self-contained motor vehicle or specific types such as caravans and motor caravans).

5.4 Declaration

You will need to sign a declaration, including that you declare:

- the information you have provided is true and correct
- you are aware that information is being collected for the purpose of enrolling you as a Certifying Plumber who is a Certification Authority
- you are aware that information may also be used for any other purposes required or permitted by the Act or the Privacy Act 2020, and
- You understand that (other than as specified) the personal information will not be disclosed to anyone else without your permission and that you can access the information on request.

5.5 Publishing your information

The website nzscv.co.nz includes a Certification Authority search function, allowing the public to search for a Certification Authority near to them. If you want your details to be publicly searchable on that website, you will need to give us permission (it is optional) to publish the following information:

- Your name
- Physical address
- Phone number
- Email address

- Website address
- The region(s) you will operate in

If after opting in you change your mind and would like your details to be removed you can contact the Board at info@nzscv.co.nz.

5.6 Memorandum of understanding

The MOU attached to the enrolment form is between you and the Board. It does not give rise to any legally enforceable obligations. We encourage you to enter into the MOU because it helps to:

- ensure the respective roles and responsibilities of Certification Authorities and the Board are well understood; and
- facilitate co-operation and communication between Certification Authorities and the Board, and clarifies the principles and objectives of that relationship.

You should review the MOU, complete paragraph 2(b) of the MOU, and sign and date it. You should return it to the Board together with your completed enrolment form.

6 What happens once you're enrolled

Once you are enrolled we will:

- add you to the register as a Certification Authority and send you your account details
- add you to the publicly searchable list of Certification Authorities at nzscv.co.nz (if you opt in)
- send you a copy of the signed Memorandum of Understanding.

7 Further information

The Board has published [guidance documents](#) to help you operate as a Certification Authority. You can access all guidance documents from the Board's website at pgdb.co.nz.

If you have a question that is not addressed in the guidance documents, please contact the Board at info@nzscv.co.nz.

