

# Employer licence policy

## Licensing an employer to do gasfitting

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The [Plumbers, Gasfitters, and Drainlayers Act 2006](#) (**Act**) and the [Plumbers, Gasfitters, and Drainlayers Regulations 2010](#) (**Regulations**), provide for an employer licence for gasfitting.

This policy sets out how the Board issues and administers employer licences.

## Guiding principles for dealing with employer licences

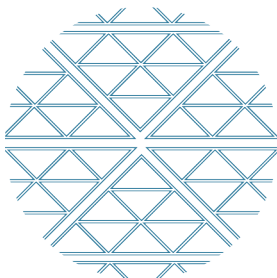
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The Board considers that an employer licence is a privilege because it allows people who are not qualified, registered and licensed gasfitters to carry out restricted gasfitting work.

When dealing with employer licences, the Board has regard to the need to:

- protect public health and safety
- ensure any person carrying out gasfitting is competent to do the work
- ensure any gasfitting work is done safely, competently, and compliantly
- ensure any gasfitting is done in accordance with the terms and conditions of the licence.

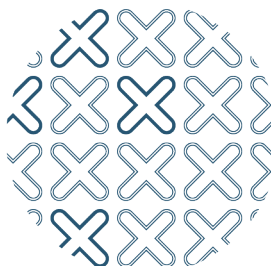
The Board is guided by its principles of



**Mahi Tahi**  
Working together



**Manaakitanga**  
Protecting



**Whakapono**  
Leading



**Kia Māia**  
Having courage

## Delegation to Registrar

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With the exception of [taking disciplinary action against an employer licence holder](#), the Board has delegated the exercise of its responsibilities for dealing with employer licences to the Registrar of Plumbers, Gasfitters, and Drainlayers (**Registrar**).

## System of operation

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In order to apply for an employer licence, a person must have in place, and operate in accordance with, a [system of operation](#) that:

- specifies the gasfitting work that is carried out under the licence
- specifies the skills and training required in order to carry out the gasfitting work
- has procedures for:
  - carrying out, supervising, and monitoring the gasfitting work
  - investigating injuries or damage resulting from the gasfitting work
  - taking action in relation to injuries or damage resulting from the gasfitting work, including prevention.

An employer licence holder must have and maintain a manual setting out their system of operation, along with other required information.

Having, maintaining, and operating in accordance with their system of operation at all times is critical to lawfully operating under an employer licence.

## Certification of system of operation

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Applicants for an employer licence must have their system of operation certified by an approved person.

In order to be certified, [the approved person must be satisfied](#) that the system is sufficient to ensure:

- employees doing gasfitting under the employer licence are competent to carry out the work they will be doing
- employees will receive the supervision and training necessary to ensure the work is carried out safely, competently, and compliantly.

The approved person must also be satisfied that the manual of the system of operation complies with all requirements and the procedures in the manual are being followed.

A certificate from an approved person ceases to have effect if it is revoked by the approved person or the certificate expires.

## Issuing employer licences

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### Applying for an employer licence

To apply for an employer licence, an applicant must complete the required application form, provide all required supporting information including their approved person certification, and pay the [prescribed fee](#).

The fee for an employer licence application is the full cost of processing the application. The applicant will be provided with an estimate of the cost of processing their application which they must pay for their application to be accepted. Where the actual cost of processing the application is less than the estimate, the balance will be refunded to the applicant. Where the actual cost is higher, the applicant must pay the difference before their licence will be issued.

Where an application is granted, the applicant is notified in writing and issued with their employer licence. Their licence will also be recorded on the practitioner register.

Where the Registrar is considering declining an application, they will advise the applicant they are considering declining and the reasons why. The applicant will be given an opportunity to provide a written submission stating why they think the application should be granted. The Registrar will take any submission into account before making a final decision.

If the Registrar declines an application, the applicant is notified in writing of the decision and the reasons for declining the application. They are also notified of their right to appeal the decision in the District Court.

## **What licence holders may do**

An employer licence authorises the licence holder to authorise any of their employees to carry out gasfitting work providing that the employees and the gasfitting work are covered by the terms of the employer licence and the licence holder's system of operation.

An employer licence does not authorise any person to do gasfitting that is not an identified employee of the licence holder. Nor does it authorise any employee to do gasfitting work that is not covered by the licence.

Employer licences are issued for the term of the approved person's certificate. A licence holder is only able to authorise employees to carry out gasfitting work during the term of the licence.

## **Terms and conditions of licences**

All employer licences are subject to general and specific terms and conditions.

The kinds of terms and conditions the Registrar may impose on an employer licence include:

- restrictions on the type of gasfitting that can be done under the licence
- conditions relating to competent and safe work practices
- restrictions on geographic areas where gasfitting can be done
- requirements around reassessments of the system of operation
- requirements around notification of changes to personnel and employee skills and training
- requirements around notification of any safety incidents that occur
- requirements relating to the provision of specified information to the Board.

All licences are subject to a condition that the licence holder must participate in an inspection under [section 69](#) of the Act if required.

The Act requires all employer licence holders to notify the Board within three months of any change of [address](#) or [name](#). It is a criminal offence to fail to comply with either of these requirements.

## Renewing licences

Unless it has been [cancelled by the Board](#), an employer licence may be renewed from time to time. To be renewed, the applicant must submit an application [meeting the usual requirements for issuing employer licences](#).

Where a licence holder applies for a renewal of their licence before their current licence expires, their current licence continues in effect until a decision on their renewal application is made.

## Auditing employer licences

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The purpose of an audit is to assess the licence holder's gasfitting practices and ensure they are being carried out safely, competently, and compliantly. Wherever possible, the Registrar will work with a licence holder to address any issues identified as a result of an audit.

All employer licences may be subject to audit during the term of the licence. Auditing allows the Registrar to check that:

- the licence holder is complying with the terms and conditions of their licence
- the licence holder is operating in accordance with their certified system of operation
- the system of operation is effective and operating as it should
- any changes made to the system of operation continue to meet the requirements of the Act and Regulations and have not materially changed the system
- the system of operation manual is being maintained.

The process for conducting an employer licence audit includes:

- notifying the licence holder of an audit including all relevant details such as timing and requirements
- appointing an auditor
- requesting a current copy of the licence holder's system of operation manual
- requesting any other relevant documentation such as gas certificates, employment agreements, internal policy and process documents, health and safety records, incident reports, maintenance records
- conducting a site visit to review the licence holder's workplace and operations
- preparing an audit report
- reviewing the audit report
- identifying any areas of concern or areas for improvement
- reporting on the outcome of audit to the licence holder including any requirements for them
- following-up on any requirements to ensure they have been carried out.

## Taking action against a licence holder

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The Act [allows the Board to take disciplinary action](#) against an employer licence holder in response to a complaint or as result of the Board's own inquiries.

The Board may take action against a licence holder where they:

- obtained their licence using a false or misleading declaration
- were not entitled to be issued with a licence
- no longer meet the requirements for the issue of a licence
- have failed to comply with any term or condition of their licence
- have failed to ensure that gasfitting carried out by their employees was done safely, competently, and compliantly.

The actions the Board can take against an employer licence holder are to:

- cancel their licence and order they cannot apply for a new licence for a period of time
- suspend their licence for a period of time or until they have done anything required by the Board
- place restrictions on their licence
- fine them up to \$50,000
- censure them
- take no action.

The Board cannot take any action against a licence holder if they have been convicted in a court for the same conduct.

Before taking action, the Board notifies the licence holder why it is considering taking action against them and gives them a reasonable opportunity to make written submissions on the matter and meet with the Board.

If a licence holder has their licence suspended, unless the employees are registered and licensed gasfitters, they cannot carry out gasfitting work during the term of the suspension. Where a period of suspension ends during the terms of the licence, the licence is automatically reactivated. If the licence has expired during a period of suspension, the person must apply for a new licence at the end of their suspension period in the usual way.

## Criminal offence

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It is a [criminal offence under the Act](#) for an employer licence holder to fail to comply with a condition of their licence punishable by a fine up to \$50,000 for an individual or \$250,000 for a body corporate.

### Version management

Date	Details
April 2025	Approved by Chief Executive
December 2027	Next review date