

Self-certification endorsement policy

This policy sets out the Plumbers, Gasfitters, and Drainlayers Board's (**Board**) approach to applications for self-certification endorsements and to granting and renewing those endorsements for sanitary plumbing and drainlaying work.

Purpose

This Policy is based on the [Plumbers, Gasfitters, and Drainlayers Act 2006 \(Act\)](#), the [Plumbers, Gasfitters and Drainlayers \(Self-certification and Certificate of Compliance Information\) Regulations 2026 \(Regulations\)](#), and the [Plumbers, Gasfitters, and Drainlayers \(Self-certification by Plumbers and Drainlayers\) Notice 2026 \(Self-certification Notice\)](#).

This policy does not replace the requirements in the Act, Regulations, the Self-certification Notice, or any other applicable notice issued by the Board.

Guiding principles

An endorsement to self-certify is available for certifying plumbers and certifying drainlayers who meet the Board's requirements for the endorsement.

A certifying plumber may apply for an endorsement on their licence to self-certify eligible plumbing. A certifying drainlayer may apply for an endorsement on their licence to self-certify eligible drainlaying. A practitioner who is both a certifying plumber and certifying drainlayer may apply for both endorsements.

If an application for an endorsement is successful, the practitioner may self-certify eligible work in accordance with the requirements of the self-certification scheme set out in the Act, Regulations, Self-certification Notice, and the Building Act 2004.

The endorsement process is intended to be straightforward and proportionate. The Board verifies matters already held in its systems, including the practitioner's registration, practising licence, training completion, and disciplinary status. For insurance and documented business systems and quality assurance processes, the Board relies on declarations made by the practitioner as part of the application. Those declarations may be checked or audited, and the practitioner remains responsible for ensuring they are true, complete, and current.

The Board administers applications and renewals for endorsements fairly, consistently, transparently, and in a manner that supports the protection of public health and safety.

Definitions

For the purposes of this policy:

Applicant means a certifying plumber or certifying drainlayer who applies for an endorsement or renewal of an endorsement.

Audit levy means the levy payable by a practitioner to support the Board's audit and compliance activities under the self-certification scheme.

Endorsement means an endorsement on a practitioner's licence granted under section 51D, or renewed under section 51H, of the Act that allows the practitioner to certify self-certifiable plumbing, self-certifiable drainlaying, or both

Practitioner means a person registered by the Board as a Certifying Plumber, a Certifying Drainlayer, or both, and who holds a current practising licence in the relevant trade

Registrar means the Registrar of Plumbers, Gasfitters, and Drainlayers appointed under section 140 of the Act.

Self-certifiable plumbing and self-certifiable drainlaying means work that comes within the definitions of self-certifiable work in the Regulations.

Scheme means the self-certification scheme for sanitary plumbing and drainlaying work established under the Act, Regulations, and Self-certification Notice.

Any other term used in this policy that is defined in the Act, Regulations, or the Self-certification Notice has the same meaning as in the relevant instrument.

Board delegation to the Registrar

The Board has delegated its power relating to granting applications and renewals of endorsements to the Registrar.

The Registrar may grant an endorsement where the application and/or renewal meet all requirements and there is no information requiring further consideration.

Applying for an endorsement

An application for an endorsement must be made through the Trade Login and must meet all requirements specified in the Act and Self-certification Notice.

To apply for a self-certification endorsement, a practitioner must:

- hold the relevant certifying registration
- hold a current practising licence in the relevant trade
- complete the Board-approved self-certification training, and achieve the required assessment pass mark
- complete the required identity verification as part of the training
- declare that they hold appropriate insurance sufficient to cover the work they intend to certify
- declare that they have documented (including electronic) business systems and quality assurance processes sufficient to support the certification of work
- complete all other declarations and acknowledgements required in the application
- not be precluded from holding an endorsement because of disciplinary action taken by the Board

- pay the prescribed application fee when the application is submitted and, if the first endorsement in an endorsement period is granted, pay the audit levy.

The practitioner is responsible for ensuring that each declaration is true, complete, and current when it is made.

Applicants must complete their application within 30 days of starting it. Applications that are not completed within 30 days will be cancelled. If an application is cancelled, the applicant must submit a new application.

Training and assessment

The self-certification training set by the Board includes identity verification, completion of the required training modules, and completion of the mandatory assessment. The pass mark for the self-certification training assessment is 80%. The applicant must personally complete the identity verification, training, and assessment themselves.

An applicant has three attempts to achieve the required pass mark. If they do not pass the self-certification training assessment after three attempts, a seven-calendar-day stand-down period will apply before they can complete the training and attempt the assessment again.

The stand-down period begins when the applicant fails the assessment for the third time and ends after seven calendar days.

When the stand-down period has ended, the applicant must complete the Board-approved training again before attempting the assessment again. This is because the assessment forms part of the training. The applicant will then have a further three attempts to achieve the required pass mark.

If the applicant does not pass after those further attempts, another seven-calendar-day stand-down period will apply before they can complete the training and attempt the assessment again. This process may repeat until the applicant achieves the required pass mark, unless the Registrar determines that further consideration is required. Any separate concern about the integrity of the training, assessment, or application will be considered under the process below.

The applicant will receive an automatic email when the stand-down period begins and another automatic email when the stand-down period has ended.

Where an assessment attempt is interrupted by a technical failure, system error, or another issue outside the applicant's control, the Registrar may decide that the attempt should not be counted as one of the applicant's three attempts. The applicant must provide sufficient information to support the issue relied on.

The Registrar may waive the stand-down period only if there is clear evidence that the failed attempt was affected by a system error or another issue outside the applicant's control.

A request to waive the stand-down period will not be granted solely because an applicant wants to complete the endorsement process more quickly. A request must include sufficient information to support the grounds relied upon. The decision and reasons will be recorded.

Records will be kept of assessment attempts, stand-down periods, automatic stand-down notifications, technical or interrupted assessment issues, waiver requests, decisions made, and the reasons for those decisions.

Endorsement application integrity concerns

The Board-approved training and assessment are completed through an online process. Once the system records the training and assessment requirements as completed, the practitioner can continue with the endorsement process.

An applicant must personally complete all identity verification, training, assessment, and declaration requirements.

If there is evidence, or reasonable grounds to suspect, that another person completed the self-certification training or assessment on behalf of the practitioner or provided them with any of the answers to the assessments, staff will refer the matter to the Regulatory Services Manager. The concern must be recorded on the practitioner's file, including:

- the concern identified
- the evidence or information relied on
- when the concern was identified
- any explanation provided by the practitioner.

The Regulatory Services Manager will consider the concern and decide what further action is required. This may include asking the practitioner for further information, requiring the practitioner to complete or repeat the training and assessment, referring the matter for investigation, or taking other action available to the Board under the Act.

Where the concern involves possible deliberate misuse, false information, or dishonesty, it may also be relevant to the practitioner's fitness to practise and to whether the practitioner continues to meet the requirements for holding a self-certification endorsement.

Considering an application

The endorsement application is completed through the Trade Login. Once the practitioner completes the Board-approved training and assessment requirements, the system will automatically mark that step as complete, and the practitioner can continue with the endorsement process. The Registrar must consider each application as soon as practicable.

The application process will check whether:

- the practitioner holds the relevant certifying registration and current practising licence
- the endorsement being applied for matches the practitioner's registration class and practising licence
- the practitioner has completed the Board-approved training and assessment requirements
- identity verification has been completed
- the required declarations have been completed
- the practitioner is not precluded from holding an endorsement because of action taken by the Board under section 106 of the Act

- the prescribed application fee has been paid and, if the first endorsement in an endorsement period is to be granted, the audit levy will be paid as part of the grant.

Granting an endorsement

If the required application steps have been completed, the endorsement will show as active in the Trade Login. However, the endorsement will only be active while the practitioner holds a current practising licence.

The practitioner will receive an automatic email from the Board confirming that the endorsement is active. The endorsement may be granted for a period of up to three years. Unless the Board determines otherwise in a particular case, the endorsement will be granted for the maximum three-year period.

Practising licences expire on 31 March each year. It is the practitioner's responsibility to renew their practising licence each year, so their endorsement remains active during the three-year endorsement period. An endorsement cannot be used during any period in which the practitioner does not hold a current practising licence in the relevant trade.

The Registrar may refuse to grant an endorsement until any fee or other money owed by the applicant to the Board has been paid. An application for an endorsement will be referred for further consideration where:

- the practitioner has previously had an endorsement cancelled or suspended
- the practitioner may be precluded from holding an endorsement
- information held by the Board appears inconsistent with a declaration
- there is a concern about the integrity of the identity verification, training, assessment, or application
- the application is incomplete or unclear
- a fee or other money payable to the Board under the Act remains unpaid, or
- another matter arises that may result in the application being declined or an individual term or condition being imposed.

The Registrar may ask the applicant for further information where necessary to determine the application.

When an endorsement is not granted

An endorsement will not be granted unless all required application steps have been completed.

The Trade Login system checks whether the practitioner has met the required conditions, including registration and licensing status, completion of the approved training and assessment, identity verification, required declarations, and payment of the prescribed fee, and where applicable, audit levy.

If any of these required steps have not been completed, the endorsement will not become active. The practitioner will need to complete the outstanding steps before the endorsement can be granted.

Where an issue cannot be resolved through the online application process, it will be referred to the Registrar for consideration.

If the Registrar identifies a matter that may result in the application being declined the applicant will:

- be notified of the matter
- be given sufficient information to understand the concern
- be given a reasonable opportunity to provide an explanation, submissions, or supporting information, and
- have any response considered before a final decision is made.

The Registrar will ordinarily allow 10 working days for a response but may allow a different period where appropriate. If the applicant does not respond within the time allowed, the application may be determined on the information available. If the application is declined, the applicant will be notified in writing of the decision, the reasons for the decision, and their right to appeal the decision to the District Court.

Terms and conditions of an endorsement

A practitioner who holds a self-certification endorsement must:

- complete any continuing professional development training that applies
- attend the work site and inspect the work in person before certifying it (if they have not personally carried out the work)
- create, hold, and maintain records of all work certified that are sufficient to demonstrate compliance with the Act, Regulations, Self-certification Notice, and applicable building consent
- issue a Certificate of Compliance in the form required by the Board for all work certified
- provide the Certificate of Compliance and all required supporting documentation to the property owner and the building consent authority within 10 working days after completion of the work
- cooperate with any audit carried out by the Board and provide requested information within the period specified, and
- notify the Board within 10 working days of any material change affecting their ability to meet the minimum standards for endorsement.

The practitioner must also comply with any additional individual terms and conditions imposed on the endorsement by the Board. The Registrar may revoke, amend, or add to an individual term or condition on a practitioner's endorsement by written notice.

Renewing an endorsement

An endorsement applies for a three-year period. A practitioner may apply to renew the endorsement no more than three months before it expires. The practitioner must renew the endorsement and pay the prescribed renewal fee and audit levy before the endorsement can continue beyond that period.

If a practitioner applies for renewal before the endorsement expires and the application has not been determined by the expiry date, the endorsement continues in force until the renewal application is determined.

An endorsement may be renewed only if the decision-maker is satisfied that:

- the applicant has complied with the renewal application requirements
- the applicant meets the current minimum standards for endorsement
- there is no reason to believe the applicant breached any term or condition of the endorsement during the preceding endorsement period, and
- the applicant is not precluded from having the endorsement renewed because of disciplinary action taken by the Board.

If a matter may result in the renewal application being declined, the applicant will be given sufficient information about the reasons why and a reasonable opportunity to respond before the decision is made. If the endorsement is not renewed, the applicant will be notified in writing of the decision, the reasons for it, and their right to appeal to the District Court.

The Registrar may refuse to renew an endorsement until any money owed by the applicant to the Board has been paid.

Renewing the endorsement does not replace the requirement to hold a current practising licence. If the practitioner's practising licence is not active, the endorsement will not be active, even if the three-year endorsement period has not ended.

Where a practitioner is granted a second endorsement (for the other trade) during an existing endorsement period, the practitioner pays no additional fees or levies, but the second endorsement is added to the existing endorsement period. It does not start a new three-year period.

Auditing

A practitioner who holds an endorsement must keep records that support their self-certification decisions. The Registrar may audit an endorsed practitioner at any time to assess whether they continue to meet the minimum standards for endorsement, comply with the applicable terms and conditions, and make certification assessments to the standard reasonably expected of an endorsed practitioner. The Registrar may separately audit any Certificate of Compliance and its supporting documents to assess whether the certificate was correctly issued and whether the work complies with the Building Code and the applicable building consent.

Auditing may include reviewing certificates, work records, information held on the certificate register, information recorded through the inspection tool, and any other information relevant to how the practitioner is carrying out self-certification.

Fees and audit levy

The fees and audit levy for endorsements are set out in the Self-certification Notice.

The fees and levy are (inclusive of goods and services tax):

- Endorsement application fee: \$1,440.00

- Endorsement renewal fee: \$1,120.00
- Audit levy: \$820.00

Both the application fee and audit levy must be paid before an endorsement can be granted. They are payable together when the first endorsement in an endorsement period is granted and when the endorsement or endorsements are renewed. The audit levy is payable when the first endorsement in an endorsement period is granted and each time that first endorsement is renewed.

Application and renewal fees are processing fees and apply whether or not the application or renewal is granted.

The fee and audit levy may be paid by:

- Direct debit or credit card
- POLi Pay
- Bank transfer to the Board's bank account.

A practitioner may apply for a refund of the fee, levy, or both in accordance with the Board's Refund policy or a waiver of the fee, levy, or both in accordance with the Board's Fee Waiver policy.

Expiry, suspension, and cancellation

An endorsement expires on the date specified unless it is renewed. An endorsement may be suspended or cancelled only in accordance with the Act, including through a competence, disciplinary, or wrongful-obtainment process.

A practitioner must not certify self-certifiable work or issue a Certificate of Compliance under an endorsement while the endorsement is expired, suspended, or cancelled.

An endorsement cannot be used during any period in which the practitioner's practising licence in the relevant trade has expired, been suspended, been surrendered, or been cancelled.

Any process to suspend or cancel an endorsement will follow the requirements of the Act and the relevant Board policy.

Version management

Date	Details
4 September 2026	Approved by Chief Executive
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