

# Provisional licences policy

## Purpose

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1. The Registrar of the Plumbers, Gasfitters, and Drainlayers (**Registrar**) can issue provisional licences to people who apply for registration or a practising licence (or both). This policy sets out the Registrar's approach to issuing provisional licences.

## Guiding principle

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2. All decisions relating to provisional licences are made in accordance with the law, good practice, and the purpose of a provisional licence.

## Applying for a provisional licence

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3. A person can submit an application for a provisional licence at the same time they submit an application for registration or a licence.
4. An application for a provisional licence must include all the required information and must be accompanied by the fee for a provisional licence.

## Licence fees

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5. The fee for a provisional licence or renewal of a provisional licence is the fee specified in the current Fees notice which can be found on the Board's website at [https://www.pgdb.co.nz/apply\\_for\\_registration/fees/](https://www.pgdb.co.nz/apply_for_registration/fees/) Fees can be paid online by Account2Account or credit/debit card, or in person in cash. A licence fee is payable for each licence a practitioner holds.
6. A practitioner must pay (or have paid) the disciplinary and offences levy (**levy**) in order to be issued with a provisional licence. The levy is only required to be paid once with the first provisional licence issued or renewed.

## Granting provisional licences

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7. The Registrar may issue a provisional licence to carry out specified sanitary plumbing, gasfitting, or drainlaying. The provisional licence authorises the holder to carry out sanitary plumbing, gasfitting or drainlaying while their registration and/or licence application is being considered.

8. The Registrar may impose any terms or conditions they think fit on any provisional licence they grant.

## Term of provisional licence

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9. A provisional licence is issued for the period specified in the licence not exceeding 12 months. Provisional licences may be renewed for a further period not exceeding 12 months.
10. The Registrar can refuse to renew a provisional licence if they think fit.

## Cancelling provisional licences

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11. The Board can cancel a provisional licence if the:
- licence holder asks the Board in writing to cancel their licence
  - Board believes on reasonable grounds the licence holder has died
  - licence has been obtained wrongfully
  - licence holder was not entitled to be issued with the licence
  - 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
  - the licence has been cancelled as a result of disciplinary action.
12. The Registrar can cancel a provisional licence:
- if they consider the licence holder has not met a term or condition of the licence
  - the licence holder's registration or practising licence application has been determined.

### Version management

Date	Details
May 2023	Approved by Chief Executive
May 2026	Next review date