Plumbers, Gasfitters and Drainlayers Board

Registration policy

Purpose

This policy sets out the Plumbers, Gasfitters, and Drainlayers Board's (**Board**) obligations and approach to the registration of plumbers, gasfitters, and drainlayers. It is based on the requirements in the Plumbers, Gasfitters, and Drainlayers Act 2006 (**Act**), the Plumbers, Gasfitters, and Drainlayers (Registration and Licensing) Notice 2025 (**Notice**), and the Board's Fees notice.

Guiding principles

All people doing or assisting in doing sanitary plumbing, gasfitting and drainlaying must be registered and licensed, or otherwise authorised.

An applicant is entitled to be registered where the Board is satisfied that they have met all registration requirements.

Board delegation to Registrar

The Board has delegated its powers to grant or decline registration applications to the Registrar. This does not include the power to exempt a person from the minimum requirements for registration, which must be exercised by the Board.

Requirements for registration

To be registered, an applicant must satisfy the Registrar that they:

- have complied with the application requirements
- meet the applicable minimum standards for registration
- are not prevented from being registered because of a disciplinary order imposed by the Board
- are a fit and proper person to be registered
- have paid the prescribed fee.

Applying for registration

An application must be:

- sent or delivered to the Registrar
- in the form required by the Board
- completed in full and accompanied by all information required by the Board
- accompanied by the required fee.

Registration application forms for each level of registration, Restricted, Plumber, Gasfitter, or Drainlayer, Certifying are available on the Board's website. Applicants may also submit their application online via the Trade Login. Applications are only accepted for processing if the registration fee has been received.

An applicant may apply for a practising licence at the same time they apply for registration. However, the Registrar only considers the licence application if registration is granted. Information on how to apply for a practising licence can be found under Manage your Licence on the Board's website.

New Zealand-trained applicants

A New Zealand-trained applicant must complete the application form in full and provide certified copies of the following documents:

- if registering in the certifier class, their Board examination results prior to 2005
- if registering in the Plumber, Gasfitter, Drainlayer class, either:
  - NZQA National Certificate (Level 4), NZQA New Zealand Certificate (Level 4) or NZQA Record of Achievement
  - Board examination results prior to 2005.
- if registering in the restricted class, either:
  - NZQA National Certificate
  - NZQA Results Pass of 3rd block course
  - NZQA Practice Trade Certificate.

In addition, all applicants must provide a Ministry of Justice criminal conviction history report dated within the past six months.

Applications under Trans-Tasman Mutual Recognition Act 1997

An application for registration under the Trans-Tasman Mutual Recognition Act 1997 (**TTMRA**) must:

- be completed in full
- include correct contact details
- be accompanied by certified copies of:
  - registration certificate (if applicable).
  - current licence
  - qualification certificate
  - current passport
  - Australian police check and police certificate for any country that the applicant has lived in for more than 10 years
- be signed by certifying supervisor, if required
- be accompanied by a completed declaration of accuracy.

Overseas-trained applicants

An overseas-trained applicant other than one applying for registration under the TTMRA must complete a pre-registration form in full and include the following documentation:

- an assessment identifying what level the applicant's trade qualification is when compared against the New Zealand Certificate in that trade (refer to the Board's website)
- overseas police certificate as set out in the Noticehttps://www.pgdb.co.nz/media/i4qdvs1r/plumbers-gasfitters-and-drainlayers-registration-and-licensing-notice-2025.pdf
- a section 52 exemption notice, if one has been granted
- evidence they have the required number of years' experience for the trade and level which they are wishing to register in as set out in the Notice
- evidence that they have passed the Board's Plumber, Gasfitter, Drainlayer level registration exam or Advanced Proficiency Assessment (if registering at the certifying level).

Applicants not meeting minimum registration requirements

An applicant not meeting one or more of the minimum requirements for registration can apply to the Board to be exempt from a requirement under section 52 of the Act.

The Board's expectation is that a person wishing to be registered in a particular class should meet the usual registration requirements for that class and it will only grant an exemption from meeting those requirements in exceptional circumstances.

Every application for an exemption must be made in the required form, be accompanied by sufficient information to enable the Board to properly consider the application, and must be accompanied by the required fee. The fee for an application is the fee set out in the Board's fees notice.

The types of matters the Board takes into account when considering an application for an exemption include:

- the need to protect the health and safety of the public
- the reasons the applicant is seeking an exemption, including why they are not able to obtain registration in the usual way
- the applicant's qualifications in New Zealand and/or overseas
- the applicant's experience in New Zealand and/or overseas
- any consequences for the applicant of not granting the exemption (if known)
- whether the Board has any concerns about the applicant's fitness to be registered
- whether the applicant is precluded from being registered as a result of any disciplinary action taken by the Board
- whether the applicant has previously had their registration cancelled by the Board
- the nature of any continuing professional development the applicant has undertaken in the last 12 months

- the availability and appropriateness of terms and conditions to mitigate any concerns associated with the application.

Each application is considered on its own facts. Exemptions may be granted subject to any terms and conditions the Board thinks fit.

Where the Board grants an exemption, the applicant may apply to be registered in the usual way.

Fee

The fee for a registration application is set out in the Board's fees notice

The fee may be paid:

- by credit card
- by POLI Pay
- by electronic transfer to the Board's bank account.

A separate fee is payable for each trade in which an applicant applies to register.

Where an applicant applies for registration at the Plumber, Gasfitter, Drainlayer level and then at the certifying level during the same licensing year, the full fees for each application must be paid.

An applicant can apply in writing to the Registrar to waive the fee where they have good grounds.

Considering an application

The Registrar checks all applications and supporting information for accuracy, authenticity, and completeness. The applicant is notified if there are any details missing from their application that would prevent it from being processed and is given an opportunity to provide the missing information.

The Registrar considers applications for registration weekly.

Where an applicant has previously had their registration or practising licence cancelled, the Registrar must take into account the reasons for the cancellation when considering their application.

Where the Registrar is satisfied that an applicant is entitled to be registered, they are:

- recorded on the public register as a registered person
- sent a certificate of registration
- issued with a registration number (if they don't already have a registration number).

The Registrar can impose any terms and conditions they think fit on a registration either through the Notice or by written notice to the registered person.

Declining an application

Where the Registrar is considering declining a registration application, before making a final decision they:

- notify the applicant they are considering declining their application
- tell the applicant why they are considering declining their application
- give the applicant 10 working days to provide reasons in writing why their application should be granted.

The Registrar considers any written reasons they receive from an applicant before deciding whether to grant or decline their application.

Where the Registrar declines an application, they notify the applicant of their decision, the reasons for their decision, and their right to appeal the decision to the District Court.

Cancelling or suspending registration

The Board can cancel or suspend a person's registration. A person whose registration has been cancelled or suspended is not authorised to do, or assist in doing sanitary plumbing, gasfitting or drainlaying while their registration is cancelled or remains suspended.

The Board can cancel a person's registration:

- where the person asks the Board in writing to cancel it
- where the Board reasonably believes the person has died
- where the registration was obtained wrongfully
- where an overseas qualification on which their registration was based has been cancelled or suspended, or the person's name has been removed from an overseas register associated with their trade
- following review of the register
- where the Board has ordered cancellation of the registration as a result of disciplinary action.

The Board can suspend a person's registration where:

- an overseas qualification on which their registration is based has been cancelled or suspended, or their name has been removed from an overseas register associated with their trade
- the Board has ordered suspension of the registration as a result of disciplinary action.

Except where a person's registration has been cancelled or suspended as a result of disciplinary action, when considering cancelling or suspending a person's registration, the Board:

- informs the person that it is considering cancelling or suspending their registration
- tells the person the reasons why it is considering taking such action
- gives the person a reasonable opportunity to make submissions and meet with the Board to discuss the matter.

The Board considers any submission it receives in relation to cancelling or suspending a person's registration. After considering a submission, the Board may cancel or suspend the person's registration, or not cancel or suspend it.

Where the Board cancels or suspends a person's registration, the Registrar provides a copy of the cancellation or suspension order to the person. An order cancelling or suspending a person's registration has effect from the later of:

- the day on which it is given to the person
- any date specified in the order.

If a person's registration is cancelled or suspended, their practising licence is also cancelled or suspended.

If the person is registered in more than one trade, depending on the circumstances, the Board can cancel or suspend that person's registration in any or all of the trades they are registered in.

The cancellation or suspension of a person's registration does not affect the person's liability for any unlawful action or inaction that occurred prior to the cancellation or suspension.

At the end of a period of suspension a person's registration and licence become active again. However, if they have entered a new licensing year, they must apply for a new licence in the usual way once their registration becomes active again.

Version management

Date	Details
Julyn2025	Approved by Chief Executive
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