

Plumbers and Drainers Licensing Board



Plumbers & Drainers Licensing Board - Policy

Policy Number: PL 011

Subject: Reinstatement of Expired Registration / Licence

Effective Date: 8 March 2011

It is important to note the provisions of Section 26 of the *Plumbers & Drainers Licensing Act* with regard to renewal of registrations and licences. The Act states that:

- Completed applications for renewal must be received before the card/licence expiry date;
- The Board may decline any renewal applications not lodged before the card/licence expiry date.

To assist with this, **as a courtesy**, a renewal notice will be sent out to registration / licence card holders approximately one month before the licence/registration expiry date. However, please note that it is the responsibility of the card holder to make sure that a renewal application is lodged before the expiry date.

The Board recognises that in some circumstances it may not be appropriate to ask applicants to meet current licence requirements. Therefore, if a renewal application is received after the expiry date the Board will assess the application on the basis of the information provided, taking into account the experience and previous history of the applicant, the work undertaken during the unlicensed period and the reason the licence/registration was allowed to lapse.

Based on the information provided, the Board will determine an appropriate course of action. The Board may resolve to:

- reinstate the licence/registration;
- refer the applicant to an appropriate registered training organisation for assessment and possible gap training;
- require the applicant to complete the current educational requirements for advanced tradesman licence; or
- determine another appropriate course of action.

An Advanced Tradesman referred for skills testing or further study will be issued with a Journeyman registration. On confirmation from a Registered Training Organisation that the applicant has met the Board's requirements, he must apply for reinstatement of his licence/registration.

A new registration/licence will be valid from the date of approval and the applicant will be held accountable for any work performed during the unlicensed period.

Applicants must provide all the information detailed on the application form.

Under section 38(2) of the *Plumbers & Drainers Licensing Act*, anyone who does not hold a registration card or licence can only carry out plumbing or draining work if they are employed by an advanced tradesman and under the supervision of an advanced tradesman or a journeyman.

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Chairman

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Date