



Plumbers Licensing Board Policy

Re-issues of Plumbing Licences and Permits

OBJECTIVE

The objective of this policy is to guide members of the Plumbers Licensing Board (the Board), and departmental officers delegated by the Board, in making appropriate, consistent and legally valid decisions when re-issuing plumbing licences and permits.

SCOPE

This policy applies to all types of licences or permits issued under the Plumbers Licensing and Plumbing Standards Regulations 2000 (the Plumbing Regulations).

PURPOSE

The purpose of this policy is to set out how the Board will assess the qualification and experience requirements for the re-issuing of licences and permits under regulation 20A of the Plumbing Regulations. This policy does not address a person's fitness and propriety to hold a licence. Those matters are covered in a separate Board policy, titled *Fit and Proper Assessment Criteria for the Issue of Plumber Licences*.

GLOSSARY OF TERMS USED IN THIS POLICY

Re-issue	Means to issue a licence or permit with the same licence or permit number as was previously held by the licensee or permit holder.
Tradesperson's Licence	Means a licence described in regulation 13(1) of the Plumbing Regulations.
Tradesperson's Licence (Drainage Plumbing)	Means a licence described in regulation 13(2) of the Plumbing Regulations.
Plumbing Contractor's Licence	Means a licence described in regulation 12 of the Plumbing Regulations.
Provisional Tradesperson's Licence	Means a provisional licence described in regulation 13AA of the Plumbing Regulations).
Provisional Tradesperson's Licence (Drainage Plumbing)	Means a provisional licence described in regulation 13AB and 13 AB of the Plumbing Regulations.
Restricted Plumbing Permit	Means a permit described in regulation 13A of the Plumbing Regulations and issued to eligible licensed electrical workers or gasfitting permit holders.

CONTEXT FOR THIS POLICY

Regulation 20A(2) of the Plumbing Regulations allows the Board to re-issue a licence or permit in circumstances where a person has applied to renew their licence or permit but their application for renewal has been made more than 28 days after the expiry of their licence.

The most common example of instances where licences and permits are re-issued is where the holder has been out of the industry for a period of time and wishes to resume their career as a licensed plumber or resume carrying out restricted plumbing work permitted under regulation 13A of the Plumbing Regulations.

In all such cases:

- regulation 17(1) of the Plumbing Regulations requires the Board to be satisfied that the applicant is a fit and proper person to hold the re-issued licence or permit; and
- regulation 20A(4) requires the Board to be satisfied that the applicant's qualifications and experience continue to meet the same level of competency as would be required for a person making a first-time application for a licence or permit.

POLICY PRINCIPLES

The Board's assessment of an applicant's level of competency as required under regulation 20A(4) of the Plumbing Regulations will be conducted as set out in this policy document.

The Board's assessment under regulation 17(1) as to the applicant's fitness and propriety to hold a plumbing licence or permit will be conducted in accordance with the Board's policy titled, *Fit and Proper Assessment Criteria for the Issue of Plumber Licences*.

ASSESSMENT OF EXPERIENCE AND QUALIFICATIONS AT RE-ISSUE

Re-issues of Plumbing Contractor's Licences

In deciding whether to re-issue a plumbing contractor's licence under regulation 20A(2) of the Plumbing Regulations, the Board will apply the following policy in assessing whether the applicant meets the competency requirements under regulation 20A(4).

1. For applicants who have held a plumbing contractor's licence **within the preceding five years**, the Board will accept the evidence that was submitted by the applicant as part of the previous licence application. No new or additional information about the applicant's qualifications or experience is therefore required to be submitted with the re-issue application.
2. For applicants whose previous plumbing contractor's licence expired **more than five years prior to the date of submission of their application for a re-issue and after 19 May 2005**, the Board will accept the following as evidence that the person meets the competency requirements:
 - a statement of attainment issued on or after 1 August 2014 by a registered training provider to confirm that the person named in the statement has successfully completed the specified units of competency from the Certificate IV in Plumbing and Services as set out in Table 1 below, and is competent to carry out the work covered by those units of competency.

OR

- a statement of competency issued prior to 1 August 2014 by a registered training provider, stating that the person named in the statement has successfully completed the accredited course – *Course in Plumbing Contractor's Licence (Water Supply, Sanitary and Drainage)* and is competent to carry out the work covered by that accredited course.

3. For applicants whose previous plumbing contractor's licence expired **more than five years prior to the date of submission of their application for a re-issue and before 19 May 2005**, the Board requires the following in order to assess the person's competency:

- evidence of the plumbing qualification the applicant obtained prior to 19 May 2005; and
- a statement declaring the extent of any plumbing activity the person has been engaged in since the expiry of the person's plumbing contractor's licence. This must include:
 - the period(s) of employment/work;
 - details of the work, and the sites at which the work was undertaken; and
 - the role of the person in carrying out the work

Table 1 – Specified units of competency in the Certificate IV in Plumbing and Services

Category of plumbing contractor's licence	Required units of competency
Water supply, sanitary and drainage plumbing work	<p>Business units</p> <p>BSBSMB401A Establish legal and risk management requirements of small business.</p> <p>CPCPCM4012A Estimate and cost work.</p> <p>CPCPCM4011A Carry out work-based risk control processes.</p> <p>Water supply units</p> <p>CPCPWT4011B Design and size heated and cold water services and systems.</p> <p>CPCPWT4023A Commission and maintain hot and heated water temperature control devices.</p> <p>CPCPWT4022A Commission and maintain backflow prevention devices.</p> <p>Sanitary unit</p> <p>CPCPSN4011B Design and size sanitary plumbing systems.</p> <p>Drainage units</p> <p>CPCPDR4013B Design and size domestic treatment plant disposal systems.</p> <p>CPCPDR4011B Design and size sanitary drainage systems.</p>
Water supply plumbing work only	<p>Business units</p> <p>BSBSMB401A Establish legal and risk management requirements of small business.</p> <p>CPCPCM4012A Estimate and cost work.</p> <p>CPCPCM4011A Carry out work-based risk control processes.</p> <p>Water supply units</p> <p>CPCPWT4011B Design and size heated and cold water services and systems.</p> <p>CPCPWT4023A Commission and maintain hot and heated water temperature control devices.</p> <p>CPCPWT4022A Commission and maintain backflow prevention devices.</p>

Category of plumbing contractor's licence	Required units of competency
Water supply and sanitary plumbing work only	<p>Business units</p> <p>BSBSMB401A Establish legal and risk management requirements of small business.</p> <p>CPCPCM4012A Estimate and cost work.</p> <p>CPCPCM4011A Carry out work-based risk control processes.</p> <p>Water supply units</p> <p>CPCPWT4011B Design and size heated and cold water services and systems.</p> <p>CPCPWT4023A Commission and maintain hot and heated water temperature control devices.</p> <p>CPCPWT4022A Commission and maintain backflow prevention devices.</p> <p>Sanitary unit</p> <p>CPCPSN4011B Design and size sanitary plumbing systems.</p>
Water supply and drainage plumbing work only	<p>Business units</p> <p>BSBSMB401A Establish legal and risk management requirements of small business.</p> <p>CPCPCM4012A Estimate and cost work.</p> <p>CPCPCM4011A Carry out work-based risk control processes.</p> <p>Water supply units</p> <p>CPCPWT4011B Design and size heated and cold water services and systems.</p> <p>CPCPWT4023A Commission and maintain hot and heated water temperature control devices.</p> <p>CPCPWT4022A Commission and maintain backflow prevention devices.</p> <p>Drainage units</p> <p>CPCPDR4013B Design and size domestic treatment plant disposal systems.</p> <p>CPCPDR4011B Design and size sanitary drainage systems.</p>

Category of plumbing contractor's licence	Required units of competency
Drainage plumbing work only	<p>Business units</p> <p>BSBSMB401A Establish legal and risk management requirements of small business.</p> <p>CPCPCM4012A Estimate and cost work.</p> <p>CPCPCM4011A Carry out work-based risk control processes.</p> <p>Drainage units</p> <p>CPCPDR4013B Design and size domestic treatment plant disposal systems.</p> <p>CPCPDR4011B Design and size sanitary drainage systems.</p>
Sanitary and drainage plumbing work only	<p>Business units</p> <p>BSBSMB401A Establish legal and risk management requirements of small business.</p> <p>CPCPCM4012A Estimate and cost work.</p> <p>CPCPCM4011A Carry out work-based risk control processes.</p> <p>Sanitary unit</p> <p>CPCPSN4011B Design and size sanitary plumbing systems.</p> <p>Drainage units</p> <p>CPCPDR4013B Design and size domestic treatment plant disposal systems.</p> <p>CPCPDR4011B Design and size sanitary drainage systems.</p>

Re-issues of Tradesperson's Licences

In deciding whether to re-issue a plumbing tradesperson's licence under regulation 20A(2) of the Plumbing Regulations, the Board will apply the following policy in assessing whether the applicant meets the competency requirements under regulation 20A(4).

1. For applicants who have held a tradesperson's licence **within the preceding five years**, the Board will accept the evidence that was submitted by the applicant as part of the previous licence application. No new or additional information about the applicant's qualifications or experience is therefore required to be submitted with the re-issue application.
2. For applicants whose previous tradesperson's licence expired **more than five years prior to the date of submission of their application for a re-issue**, the Board will accept the following as evidence that the person meets the competency requirements:
 - a) Evidence issued by a registered training provider that the applicant holds a Certificate III in Plumbing with a course code of CPC32413, CPC32412, CPC32411, CPC32408 or BCP30103 attained by successfully completing a plumbing apprenticeship under a training contract.

OR

- b) Evidence issued by a registered training provider that the applicant holds a Certificate III in General Plumbing and Gasfitting with a course code of 51543, obtained between 21 December 2005 and 31 December 2009.

OR

- c) Evidence issued by a registered training provider that the applicant holds a Certificate III in Plumbing (Migrant Gap Training) attained while the holder of a provisional tradesperson's licence issued by the Board.

Applicants who obtained their previous tradesperson's licence more than five years prior to the date of submission of their application for a re-issue must **also** provide details of:

- o any plumbing activity they have been involved in within the five years preceding their application for a licence re-issue. This must include the nature of the work, details of the site where the work was undertaken, and the dates.
3. For applicants who, **within the preceding five years**, have held a plumbing contractor's licence that authorises the holder to carry out water supply plumbing work, sanitary plumbing work and drainage plumbing work, the Board will accept this as evidence of the applicant's competency for the re-issue of a tradesperson's licence. No new or additional information about the applicant's qualifications or experience is therefore required to be submitted with the re-issue application.

Re-issues of Tradesperson's Licences (Drainage Plumbing)

In deciding whether to re-issue a tradesperson's licence (drainage plumbing) under regulation 20A(2) of the Plumbing Regulations, the Board will apply the following policy in assessing whether the applicant meets the competency requirements under regulation 20A(4).

1. For applicants who have held a tradesperson's licence (drainage plumbing) **within the preceding five years**, the Board will accept the evidence that was submitted by the applicant as part of the previous licence application. No new or additional information about the applicant's qualifications or experience is therefore required to be submitted with the re-issue application.
2. For applicants whose previous tradesperson's licence (drainage plumbing) expired **more than five years prior to the date of submission of their application for a re-issue**, the Board will accept the following as evidence that the person meets the competency requirements:
 - Evidence issued by a registered training provider that the applicant has attained a Certificate II in Drainage with a course code of CPC20712, CPC20711 or CPC20708 issued by a registered training provider

OR

- Evidence that the applicant holds a statement of attainment of approved units of competency from the Certificate III in Plumbing with a course code of CPC32413, CPC32412, CPC32411, CPC322408 or BCP30103 issued by a registered training provider.

The approved units of competency from the Certificate III in Plumbing are:

- the nine core units of competency from the drainage stream; and
- three elective units of competency from the drainage stream.

OR

- Evidence that the applicant has attained a Certificate III in Plumbing including the following drainage units:
 - the nine core units of competency from the drainage stream; and
 - three elective units of competency from the drainage stream.

Applicants whose previous tradesperson's licence (drainage plumbing) expired more than five years prior to the date of submission of their application for a re-issue must **also** provide details of:

- any plumbing activity they have been involved in within the five years preceding their application for a licence re-issue. This must include the nature of the work and the site where the work was undertaken.
 - evidence from a registered training provider confirming the successful completion of any plumbing-related training courses undertaken by the applicant in the preceding five years.
3. For applicants who, **within the preceding five years**, have held a plumbing contractor's licence that authorises the holder to carry out drainage plumbing work, the Board will accept this as evidence of the applicant's competency for the re-issue of a tradesperson's licence (drainage plumbing). No new or additional information about the applicant's qualifications or experience is therefore required to be submitted with the re-issue application.

Re-issues of Provisional Tradesperson's Licences

In deciding whether to re-issue a provisional tradesperson's licence or a provisional tradesperson's licence (drainage plumbing) under regulation 20A(2) of the Plumbing Regulations, the Board will apply the following policy.

- For applicants who have held a provisional tradesperson's licence **within the preceding five years**, the Board will accept the evidence that was submitted by the applicant as part of the initial licence application.
- For applicants whose previous provisional tradesperson's licence expired **more than five years prior** to the date of their application for a re-issue, the Board will require the following evidence:
 - applicants for a re-issued *provisional tradesperson's licence* must submit evidence that he or she holds an Offshore Technical Skills Record issued by Trades Recognition Australia that relates to units of competency within the Certificate III in Plumbing qualification.
 - Applicants for a re-issued *provisional tradesperson's licence (drainage plumbing)* must submit evidence that he or she holds an Offshore Technical Skills Record issued by Trades Recognition Australia that relates to units of competency within the Certificate II in Drainage qualification.

In all cases, the applicant must also supply evidence to explain why he or she did not attain the requisite qualifications during the previous licence period.

The Board will assess this evidence to determine whether any extenuating circumstances exist to explain why the provisional licence holder did not obtain the requisite qualification during the previous licence period.

Extenuating circumstances may include, but are not limited to:

- a) lack of availability of required training;
- b) illness resulting in a person being incapacitated;
- c) death or serious illness of a family member;
- d) person being detained beyond their control;
- e) mental or physical illness;
- f) disorder or disability; and
- g) natural or man-made disaster.

In considering whether an extenuating circumstance exists, the Board may take into account:

- the timing of the extenuating circumstance and whether the applicant could have completed the prescribed training prior to the extenuating circumstance occurring;
- the degree to which the extenuating circumstance limited the applicant's ability to undertake the prescribed training;
- efforts made by the applicant to undertake the prescribed training prior to the extenuating circumstance occurring; and
- the amount of training remaining for the course to be completed.

An extenuating circumstance does not include situations where:

- there has been no impediment preventing the applicant from completing the prescribed training; or
- the applicant has not understood that they were required to complete the prescribed training.

If the Board is not satisfied that the applicant made sufficient progress towards attaining the required qualification during the previous licence period, the licence will not be re-issued.

Implications of a provisional licence re-issue application not being approved

If an application for the re-issue of a provisional licence renewal application is refused by the Board, the applicant is not permitted to carry out any plumbing work after the date of expiry of their provisional licence, regardless of whether supervision is provided.

In addition, under regulation 21(4) of the Plumbing Regulations, the licence holder must return the original provisional licence and the identification card to the Board within 7 days of the expiry of the provisional licence.

The Board will not re-issue a provisional licence in either of the following situations, regardless of the circumstances:

- if a re-issue of the licence has been refused by the Board on a previous occasion.
- if an application to renew the licence has previously been refused by the Board.

Re-issues of Restricted Plumbing Permits

In deciding whether to re-issue a restricted plumbing permit under regulation 20A(2) of the Plumbing Regulations, the Board will apply the following policy in assessing whether the applicant meets the competency requirements under regulation 20A(4).

1. For applicants who have held a restricted plumbing permit **within the preceding five years**, the Board will accept the evidence that was submitted by the applicant as part of the previous licence application.
2. For applicants whose restricted plumbing permit expired **more than five years prior to the date of submission of their application for a re-issue**, the Board will accept the following as evidence that the person meets the competency requirements:
 - a statement of attainment from a registered training provider stating that the person named in the statement of attainment has successfully completed the unit of competency - *CPCPWT3023A – Install and Commission Water Heating Systems* from the Certificate III in Plumbing qualification.

In all cases, the applicant must also provide evidence that he or she holds:

- a valid electrical worker's licence issued and endorsed as an electrician's licence under the Electricity (Licensing) Regulations 1991 (WA) regulation 24; or
- a valid gasfitting permit or authorisation issued under the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 (WA) regulation 12.

POLICY IMPLEMENTATION

Departmental officers delegated by the Board will process applications in a manner that conforms to this policy and will inform applicants of this policy.

GOVERNANCE

Resolved by the Board	Meeting Date 23 November 2020	Item Number 3.3.2
Deputy Chairperson	Signature 	Date 23 November 2020
Keywords	Plumbing contractor's licence, training, statement of attainment, statement of competency	
Review Date	November 2022	