

Policy

PLUMBERS LICENSING BOARD

Re-issue of plumbing licences and permits

Purpose

The purpose of this policy is to guide members of the Plumbers Licensing Board (Board), and departmental officers delegated by the Board, in making appropriate, consistent and legally valid decisions when re-issuing licences and permits under the *Plumbers Licensing and Plumbing Standards Regulations 2000* (Regulations).

The policy sets out how the Board will assess the qualification and experience requirements for the re-issuing of licences and permits under regulation 20A of the Regulations. This policy does not address a person's fitness or propriety to hold a licence or permit. Those matters are covered in a separate Board policy.

Scope

This policy applies to all types of licences or permits issued under the Regulations and is effective from 10 February 2025.

The policy does not limit or inhibit the Board's discretion in taking a decision outside these principles and in accordance with the Regulations, based on the individual circumstances of the applicant.

Definitions

Re-issue	Means to issue a licence or permit with the same licence or permit number as previously held by the licensee or permit holder.
Tradesperson's Licence	Means a licence described in regulation 13A(1) of the Regulations.
Tradesperson's Licence (Drainage Plumbing)	Means a licence described in regulation 13B(1) of the Regulations.
Plumbing Contractor's Licence	Means a licence described in regulations 12 and 13 of the Regulations.
Provisional Tradesperson's Licence	Means a licence described in regulation 13C of the Regulations.
Registered training provider	Means a training provider as defined in section 5 of the <i>Vocational Education and Training Act 1996</i> (WA) and registered under Part 7A of that Act.
Restricted Plumbing Permit (Water Heater)	Means a permit described in regulation 13D of the Regulations and issued to eligible licensed electrical workers or gasfitting permit holders.

Restricted Plumbing Permit (Rainwater Storage)	Means a permit described in regulation 13E of the Regulations.
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Background

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

This commonly occurs where the licensee or permit 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 the Regulations.

In considering the re-issue application:

- regulation 17(1) of the 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.

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 Regulations, the Board will apply the following policy to assess 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 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 their application for a re-issue and after 1 August 2014**, the Board will accept the following as evidence that the applicant 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 specific 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 to confirm 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.

The Board **also** requires the following in order to assess the applicant's competency:

- A statement declaring the extent of any plumbing activity the applicant has been engaged in since the expiry of the applicant's plumbing contractor's licence. This must include:
 - the period(s) of employment or work;
 - details of the work including the sites where the work was undertaken; and
 - the role of the applicant in carrying out the work.
3. For applicants whose previous plumbing contractor's licence expired **more than five years prior to the date of their application for a re-issue and before 1 August 2014**, the Board requires the following in order to assess the applicant's competency:
- Evidence of the plumbing qualification the applicant obtained prior to 1 August 2014; and
 - A statement declaring the extent of any plumbing activity the applicant has been engaged in since the expiry of the applicant's plumbing contractor's licence. This must include:
 - the period(s) of employment or work;
 - details of the work including sites where the work was undertaken; and
 - the role of the applicant in carrying out the work.

1. Specified units of competency in 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 (3)</p> <p>1 – Establish legal and risk management requirements of small business (BSBSMB401A or BSBSMB401) OR Establish legal and risk management requirements of new business ventures (BSBESB402).</p> <p>2 – Estimate and cost work (CPCPWT4011B or CPCPWT4011).</p> <p>3 – Carry out work-based risk control processes (CPCPCM4011A or CPCPCM4012).</p> <p>Water supply units (3)</p> <p>1 – Design and size heated and cold water services and systems (CPCPWT4011B or CPCPWT4011).</p> <p>2 – Commission and maintain hot and heated water temperature control devices (CPCPWT4023A or CPCPWT4023).</p> <p>3 – Commission and maintain backflow prevention devices (CPCPWT4022A or CPCPWT4022).</p> <p>Sanitary unit (1)</p>

Category of plumbing contractor's licence	Required units of competency
	<p>1 – Design and size sanitary plumbing systems (CPCPSN4011B or CPCPSN4011).</p> <p>Drainage units (2)</p> <p>1 – Design and size domestic treatment plant disposal systems (CPCPSN4011B or CPCPSN4011).</p> <p>2 – Design and size sanitary drainage systems (CPCPDR4011B or CPCPDR4011).</p>
Water supply plumbing work	<p>Business units (as above)</p> <p>Water supply units (as above)</p>
Water supply and sanitary plumbing work	<p>Business units (as above)</p> <p>Water supply units (as above)</p> <p>Sanitary unit (as above)</p>
Water supply and drainage plumbing work	<p>Business units (as above)</p> <p>Water supply units (as above)</p> <p>Drainage units (as above)</p>
Drainage plumbing work	<p>Business units (as above)</p> <p>Drainage units (as above)</p>
Sanitary and drainage plumbing work	<p>Business units (as above)</p> <p>Sanitary unit (as above)</p> <p>Drainage units (as above)</p>

Re-issues of Tradesperson's Licences

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

- 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 required to be submitted with the re-issue application.
- For applicants whose previous tradesperson's licence expired **more than five years prior to the date of their application for a re-issue**, the Board will accept the following as evidence that the applicant meets the competency requirements:
 - Evidence issued by a registered training provider that the applicant holds a Certificate III in Plumbing with a course code of CPC32420, CPC32413,

CPC32412, CPC32411, CPC32408 or BCP30103 attained by successfully completing a plumbing apprenticeship under a training contract.

OR

- 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.

OR

- Evidence issued by a registered training provider that the applicant holds a Certificate III in Plumbing, or a Statement of Attainment in Migrant Plumbing attained while the holder or within 6 months of holding a provisional tradesperson's licence.

The Board **also** requires the following in order to assess the applicant's competency:

- A statement declaring the extent of any plumbing activity the applicant has been engaged in within the five years preceding their application for a licence re-issue. This must include:
 - the period(s) of employment or work;
 - details of the work including details of the sites where the work was undertaken; and
 - the role of the applicant in carrying out the work.
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 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 Regulations, the Board will apply the following policy to assess 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 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 their application for a re-issue**, the Board will accept the following as evidence that the applicant meets the competency requirements:
 - Evidence issued by a registered training provider that the applicant holds a Certificate II in Drainage with a course code of CPC20720, CPC20712, CPC20711 or CPC20708.

OR

- Evidence issued by a registered training provider that the applicant holds a statement of attainment of units of competency within a Certificate III in Plumbing, with a course code of CPC32420, CPC32413, CPC32412, CPC32411, CPC32408 or BCP30103, equivalent to the units of competency required to obtain a Certificate II in Drainage.

OR

- Evidence issued by a registered training provider that the applicant holds a Certificate III in Plumbing with a course code of CPC32420, CPC32413, CPC32412, CPC32411, CPC32408 or BCP30103.

The Board **also** requires the following in order to assess the applicant's competency:

- A statement declaring the extent of any drainage plumbing activity the applicant has been engaged in within the five years preceding their application for a licence re-issue. This must include:
 - the period(s) of employment or work;
 - details of the work including the sites where the work was undertaken; and
 - the role of the applicant in carrying out the work.
3. For applicants who have held a plumbing contractor's licence that authorises the holder to carry out drainage plumbing work **within the preceding five years**, 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 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 under regulation 20A(2) of the Regulations, the Board will apply the following policy.

1. 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. No new or additional information about the applicant's qualifications or experience is required to be submitted with the re-issue application.
2. 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 evidence issued by Trades Recognition Australia that the applicant holds an Offshore Technical Skills Record that relates to units of competency within the Certificate III in Plumbing.

The applicant must also provide evidence to explain why they 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 applicant did not obtain the requisite qualification during the previous licence period.

Extenuating circumstances may include, but are not limited to:

- lack of availability of required training;

- illness resulting in a person being incapacitated;
- death or serious illness of a family member;
- being detained beyond their control;
- mental or physical illness;
- disorder or disability; and
- natural or manmade 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 has 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 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 Regulations, the licence holder must return the original provisional licence and identification card to the Board within seven 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;
or
- if an application to renew the licence has previously been refused the Board.

Re-issues of Restricted Plumbing Permits (Water Heater)

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

1. For applicants who have held a restricted plumbing permit (water heater) **within the preceding five years**, the Board will accept the evidence that was submitted by the applicant as part of the previous permit application. No new or additional information about the applicant's qualifications or experience is required to be submitted with the re-issue application.
2. For applicants whose previous restricted plumbing permit (water heater) expired **more than five years prior to the date of their application for a re-issue**, the Board will accept the following as evidence that the applicant meets the competency requirements:
 - Evidence issued by a registered training provider that the applicant holds a statement of attainment and successfully completed the unit of competency '*Install and commission water heating systems* (CPCPWT3022)'.

OR

- Evidence issued by a registered training provider that the applicant holds a statement of attainment of approved units of competency within a course of training provided in restricted plumbing.

In all cases, the Board **also** requires the following to assess the applicant's competency:

- Evidence that the applicant 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
- Evidence that the applicant holds a valid gasfitting permit or authorisation issued under the *Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999* (WA) regulation 12.

Re-issues of Restricted Plumbing Permits (Rainwater Storage)

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

1. For applicants who have held a restricted plumbing permit (rainwater storage) **within the preceding five years**, the Board will accept the evidence that was submitted by the applicant as part of the previous permit application. No new or additional information about the applicant's qualifications or experience is required to be submitted with the re-issue application.
2. For applicants whose previous restricted plumbing permit (rainwater storage) expired **more than five years prior to the date of their application for a re-issue**, the Board will refuse to re-issue the permit.

Policy Principles and Implementation

The Board's assessment of an applicant's competency as required under regulation 20A(4) of the 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*.

Departmental officers delegated by the Board will assess the experience and qualifications of authorised workers in a manner that conforms to this policy and will inform applicants of this policy.

Governance

Plumbers Licensing Board Approval			
Meeting date:	22 September 2025	Item number:	4.1
Chairperson signature:	<i>Rebecca Johnston</i>		
Keywords:			
Next review:	September 2027		