



Plumbers Licensing Board Policy

Photographs for identification cards

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 implementing the requirements set out in the Plumbers Licensing and Plumbing Standards Regulations 2000 (the Regulations) regarding photographs on identification cards for licensees and permit holders.

SCOPE

This policy applies to all applications for the issue, renewal or re-issue of a licence or permit under the Regulations.

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.

GLOSSARY OF TERMS USED IN THIS POLICY

Licence	Means a plumbing contractor's licence, tradesperson's licence, tradesperson's licence (drainage plumbing) or provisional tradesperson's licence.
Permit	Means a restricted plumbing permit.
Re-issue	Means to issue a licence or permit with the same licence or permit number as was previously held by the licence or permit holder.

CONTEXT

Regulations 17(2), 20(6) and 20A(3) of the Regulations provide that on issuing, renewing or re-issuing a licence or permit, the Board must issue an identification card to the licensee or permit holder.

The identification card must contain a photograph of the card holder. This photograph must have been submitted to the Board by the card holder as part of their licence or permit application.

Regulations 15, 19A, 20A and 21A of the Regulations contain provisions relating to the format the photograph must take. Specifically, subregulations (1), (2) and (3) of regulation 21A require the photograph to be:

- (1) of the head and shoulders of the applicant, licensee or permit holder;
- (2) less than one month old at the time it is provided to the Board;
- (3) in a format approved by the Board; and accompanied by proof that the photograph is of the applicant, licensee or permit holder and is less than one month old.

This policy covers the matters contained in regulation 21A, as listed in (1) to (3) above.

The role of the Board

Under regulations 17(3) and 20A(3), the Board can refuse to issue or re-issue a licence or permit if:

- (a) the Board is not satisfied of the proof required by subregulation (3) of regulation 21A in relation to a photograph provided by the applicant;
- (b) the photograph is unclear; or
- (c) the photograph has not been provided in a format the Board has approved.

Similarly, under regulation 19A(3), the Board can refuse to accept an application for the renewal of a licence or permit if:

- (a) the Board is not satisfied of the proof required by subregulation (3) of regulation 21A in relation to a photograph provided by the applicant; or
- (b) the photograph is unclear; or
- (c) the photograph has not been provided in a format the Board has approved.

For renewal applications, a photograph is only required to be submitted to the Board if it is more than five years since the last photograph was submitted by the applicant to the Board.

POLICY PRINCIPLES

The Board will adopt the following measures to ensure the requirements of regulation 21A of the Plumbing Regulations are met.

The format of the photograph

The Board requires applicants for a licence or permit to provide a passport-size, colour photo of the head and shoulders of the applicant, taken against a plain background. Sunglasses must not be worn in the photograph. Video camera or photocopied images are not acceptable.

If the application is submitted electronically either by email or via the online application service, the Board will accept a digital passport-size, colour photo. This should be uploaded at the same time as the electronic application is submitted.

The Board will refuse to accept a photograph that in the opinion of the Board:

- does not show the applicant's current appearance;
- is not passport size;
- is not of the head and shoulders of the applicant;
- is not clear; or
- is not suitable for use on an identification card.

Under regulations 15 and 19A of the Plumbing Regulations, the Board is not obliged to return any photographs submitted as part of an application.

Proof of identity

The Board requires applicants for a licence or permit to provide proof of identify in the form of certified copies of two or more documents from the attached list, totalling at least 100 points. At least one of these documents must include photographic identification.

POLICY IMPLEMENTATION

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

GOVERNANCE

Resolved by the Board	Meeting Date 26 February 2024	Item Number 4.1
Chairperson	Signature <i>Rebecca Johnston</i>	Date 26 February 2024
Review Date	February 2026	