

# NOTIFIABLE WORK: INFORMATION FOR LICENSEES AND INDUSTRY

## What is notifiable work?

On 1 November 2012, a new category of plumbing and drainage work called 'notifiable work' was introduced.

Notifiable work extends the amount of work a plumber or drainer can perform without a local government permit or mandatory inspections.

Notifiable work is defined in schedule 2 of the Standard Plumbing and Drainage Regulation 2003. It includes most plumbing and drainage work performed in existing homes including:

- Kitchen and bathroom additions and renovations
- Installing or replacing hot water heaters including electric, solar, or heat pump hot water heaters
- Installing fixtures such as toilets, showers and sinks in an existing home
- Extending or altering pipe work.

Some plumbing and drainage work can also be performed on commercial buildings.

## What is the new process?

When a plumber or drainer performs notifiable work, they must submit a Form 4 - Notifiable Work to the Queensland Building and Construction Commission (QBCC). Forms can be submitted either electronically or manually to QBCC.

To lodge a form electronically, a licensee needs to register for an account in myQBCC - our online customer portal. Payment can be made by VISA or MasterCard, and myQBCC allows for secure storage of credit card details for future use, streamlining the payment process. The fee for electronic lodgement is \$30.75 per form.

To lodge forms manually, licensees should contact QBCC and ask for a Form 4. The fee for manual lodgement is \$41.50 per form.

When notifiable work is performed, a licensee must send one copy of the form to QBCC and the other to the owner/occupier of the property.

Additional Form 4 books can also be ordered by contacting QBCC.

## How will this benefit me?

It is now cheaper and faster for most routine plumbing work to be performed in Queensland.

Previously, plumbing work such as a bathroom or kitchen renovation needed local government approval and inspection. These fees could cost up to \$1600 and take up to 20 business days for permits and inspections.

Under the new process, a licensee simply has to notify QBCC that this type of work has been performed, within 10 business days of completing the work.

Licensees can now perform a wider range of plumbing work that does not require approval or notification, e.g. a plumber can install, repair, remove or replace an apparatus (such as a pump or water-saving device) without needing to notify QBCC or local government.

## Will the work be checked?

To ensure that plumbing and drainage work continues to be performed to a high standard, both QBCC and local governments conduct audits of notifiable work.

QBCC audits lodging of forms to ensure that licensees are complying with their obligations. QBCC may request that a licensee provides documentation in relation to an audit, and can take

disciplinary action against licensees who do not comply.

Local governments may audit notifiable work within their region to ensure the work is performed to an appropriate standard.

A licensee may also request that local government conduct an inspection of the work.

Penalties apply where a licensee performs work that is non-compliant, defective or performed without an appropriate licence.

### **Checklist for licensees**

- Do you have the necessary licence and endorsements to perform the work?
- Does the work comply with the relevant legislation and standards?
- Have you lodged the Form 4 with the Queensland Building and Construction Commission?
- Have you provided the owner/occupier of the property with a copy of the Form 4?

### **Need more information?**

For more information on notifiable work or other plumbing enquiries, contact QBCC on 139 333 or visit [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)