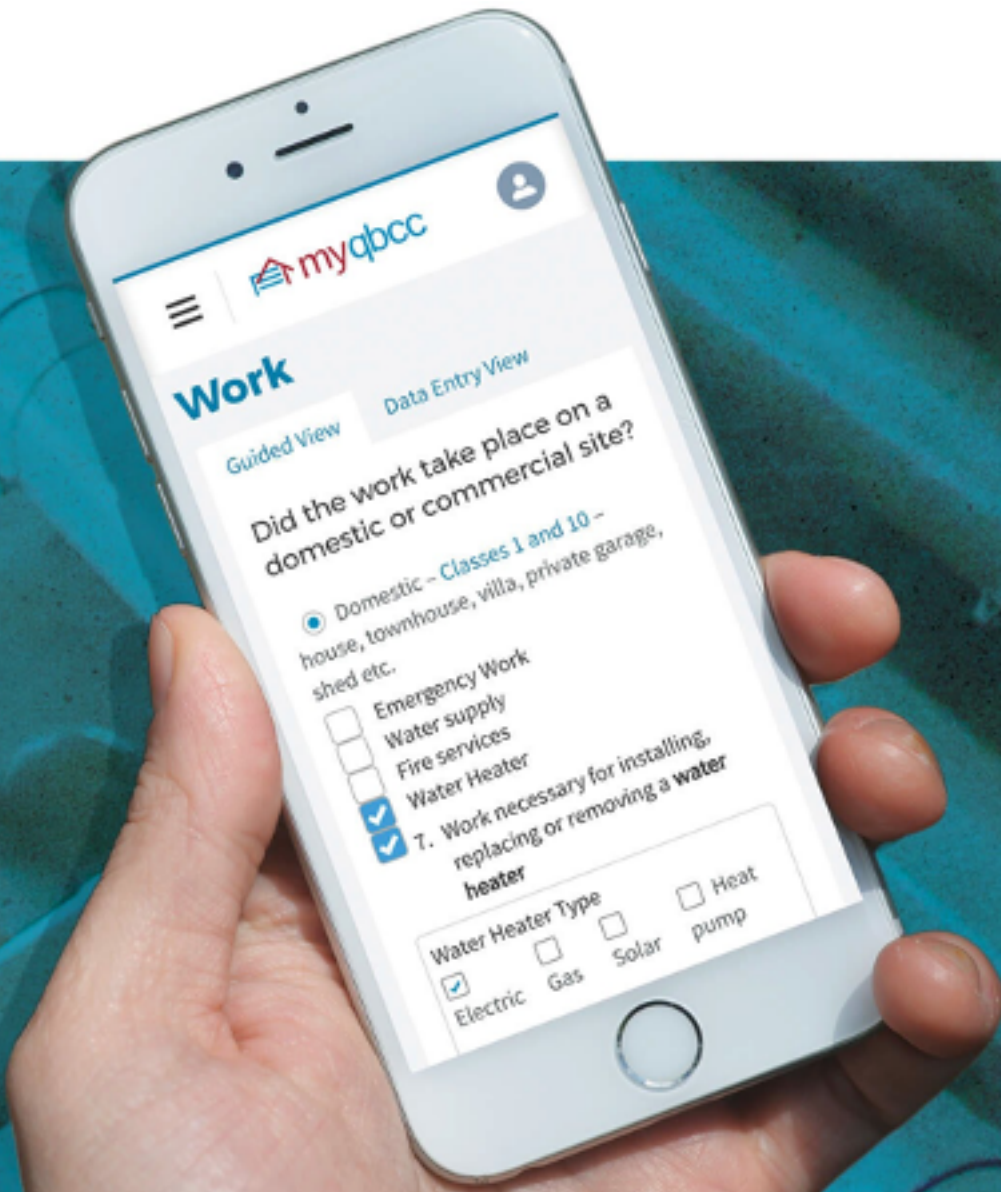# NOTIFIABLE WORK (FORM 4/4A) SUBMISSION USER GUIDE – PLUMBERS AND DRAINERS

YOUR NEW PIPELINE FOR NOTIFIABLE WORK (FORM 4/4A) SUBMIT YOUR FORMS ON MYQBCC

CONTENTS

1 INTRODUCTION

1.1 ABOUT THIS USER GUIDE

This User Guide has been developed to assist and guide Plumber's and Drainer's through the process for the submission and payment of Notifiable Work (Form 4/4A).

It contains the following:

• Key information related to the submission of Notifiable Work (Form 4/4A)

• Processes and online steps to follow when using myQBCC

• Screen images for reference

• Where to seek further information and support.

1.2 WHAT IS NOTIFIABLE WORK?

Notifiable Work is a category of plumbing and drainage work. It extends the amount of work a plumber and/or drainer can perform without a local government permit or mandatory inspections.

Licensees need to notify the QBCC when this type of work has been performed within 10 business days of completing the work. This is done by submitting a Notifiable Work (Form 4/4A).

1.3 SUBMISSION OF NOTIFIABLE WORK (FORM 4/4A)

Notifiable Work (Form 4/4A) can be submitted to the QBCC in the following ways:

• Electronically

• Manually via post or in person.

This User Guide focuses on electronic submission.

2 MYQBCC

2.1 MYQBCC ACCOUNT

An active myQBCC account is required to access Notifiable Work online.
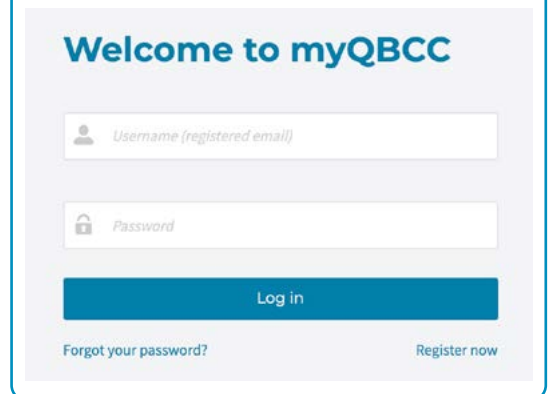
2.2 ALREADY HAVE A MYQBCC ACCOUNT

Licensees that already have a myQBCC account can submit
Notifiable Work (Form 4/4A) through their current myQBCC account by:

- Either following the link: myQBCC login, or
- Go to my.qbcc.qld.gov.au and select Login/Sign Up on the top right corner of the screen.

Upon successful logon, from the home page you can select Notifiable work - Form 4/4a from the Plumbing dropdown menu tab

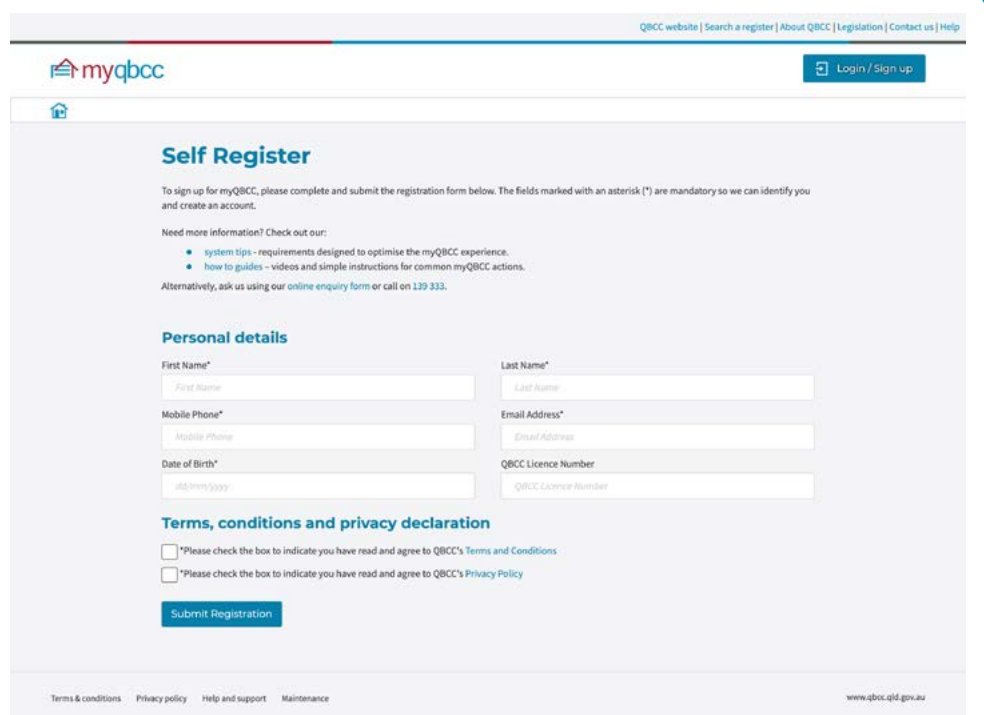myQBCC login page:

2.3 DO NOT HAVE A MYQBCC ACCOUNT

Licensees that do not have a myQBCC account can self-register by:

- Either following the link: myQBCC self register, or
- Selecting Register Now from the Login page.

myQBCC Self Register page:

3 NOMINATED REPRESENTATIVES

3.1 WHAT IS A NOMINATED REPRESENTATIVE?

A nominated representative is someone that you have enabled certain permissions to act on your behalf, with the ability for you to manage what they can and can't do.

3.2 WHAT CAN A NOMINATED REPRESENTATIVE DO?

A Nominated Representative can be enabled/disabled for the following permissions:

- Update contact details
- Manage other nominated representatives
- Update email address
- Update credit card details
- Create notifiable work
- Continue notifiable work
- Search notifiable work
- Amend notifiable work.

3.3 MANAGING NOMINATED REPRESENTATIVES

To access Nominated Representative functionality on myQBCC, complete the following steps:

1. From the menu, select the Licences tab, then select Manage my licenses
2. Find the relevant Occupational Licence/s
3. Select Manage Representatives from the Action drop-down menu.

Relevant My Licenses section:

My Licences

To submit your annual financial reporting, click the 'Action' button next to your licence.

Licence	Licence Number	Status	Expiry Date	
Individual - QBCC licence	1111111	Active	11/07/2021	Action ▼
Plumber / Drainer - Occupational	PD2222	Active	01/06/2024	Action ▼

From the Manage Representatives screen a number of options can be selected:

- To Add a new representative, select the Add new representative button and a page will display to enter the representative details. When you select submit, the added representative will receive an email notification with login instructions for myQBCC

- To Manage permissions for a Nominated Representative, select the Manage permissions button. A page will display with options to either Enable/Disable the permissions of the user selected

- To Remove access for a Nominated Representative, select the Remove access button and the nominated representative will have their access to the licensee account removed.

Options available for managing Nominated Representatives:

Manage Representatives for JOHN CITIZEN - Licence PD22222

Add new representative	Return to My Licences

Note: Added representatives will receive an email notification with login instructions for myQBCC

Name	Role	Status		
Greg The Plumber	Authorised Person	Active	Manage permissions	Remove access
Karen The Plumber	Spouse/Life Partner	Active	Manage permissions	Remove access

3.4 TERMS, CONDITIONS AND PRIVACY DECLARATION

Terms, conditions and the privacy policy for myQBCC can be accessed via the following links:

- Privacy policy
- Terms and conditions

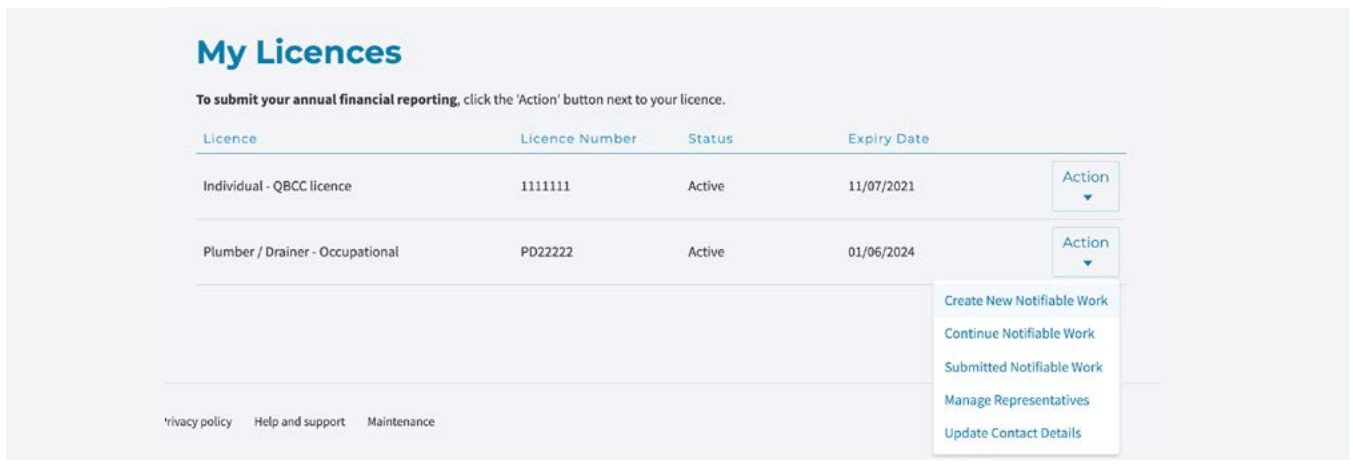# 4 CREATE NEW NOTIFIABLE WORK

4.1 ACCESSING THE CREATE FORM

Notifiable Work (Form 4/4a) can be created from either the My Licences Page or My Works Page, which will take you to the Create form ready for completion.

MY LICENCES PAGE PROCESS

Once you have logged into myQBCC complete the following steps:

1. From the menu, select the Licences tab, then select Manage my licenses
2. Find the relevant Occupational Licence/s
3. Select Create New Notifiable Work from the Action drop-down menu.

Relevant section on the My Licences tab:

MY WORK PAGE PROCESS

Once you have logged into myQBCC complete the following steps:

1. From the menu, select the Licences tab, then select Manage my licenses
2. Find the relevant Occupational Licence/s
3. Select Continue Notifiable Work from the Action drop-down menu.

Relevant section on the Continue Notifiable Work tab:

4.2 COMPLETING THE FORM

After selecting Create, you will be taken to the Notifiable Work (Form 4/4A) which can be completed in 4 easy steps.
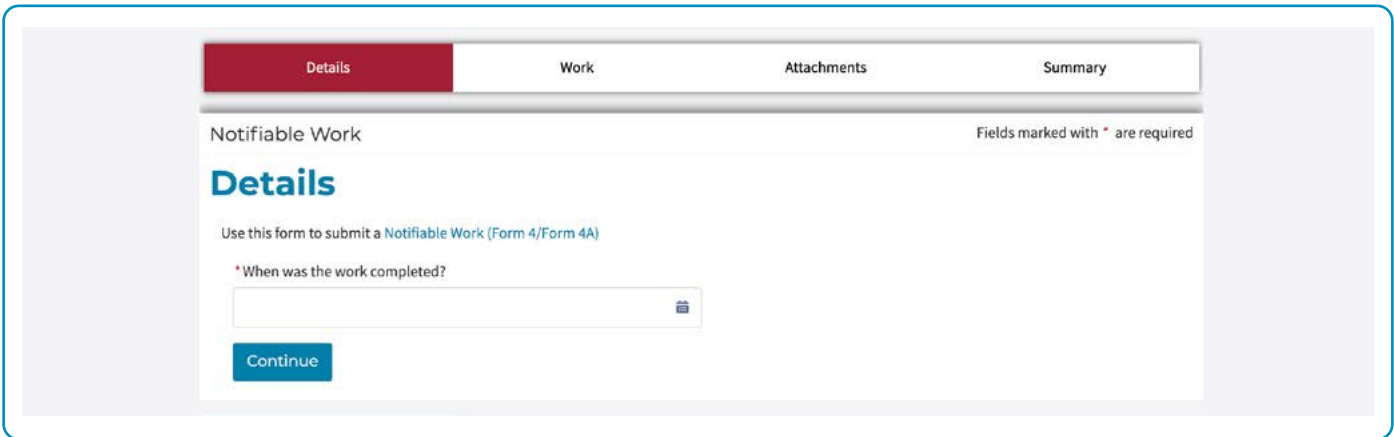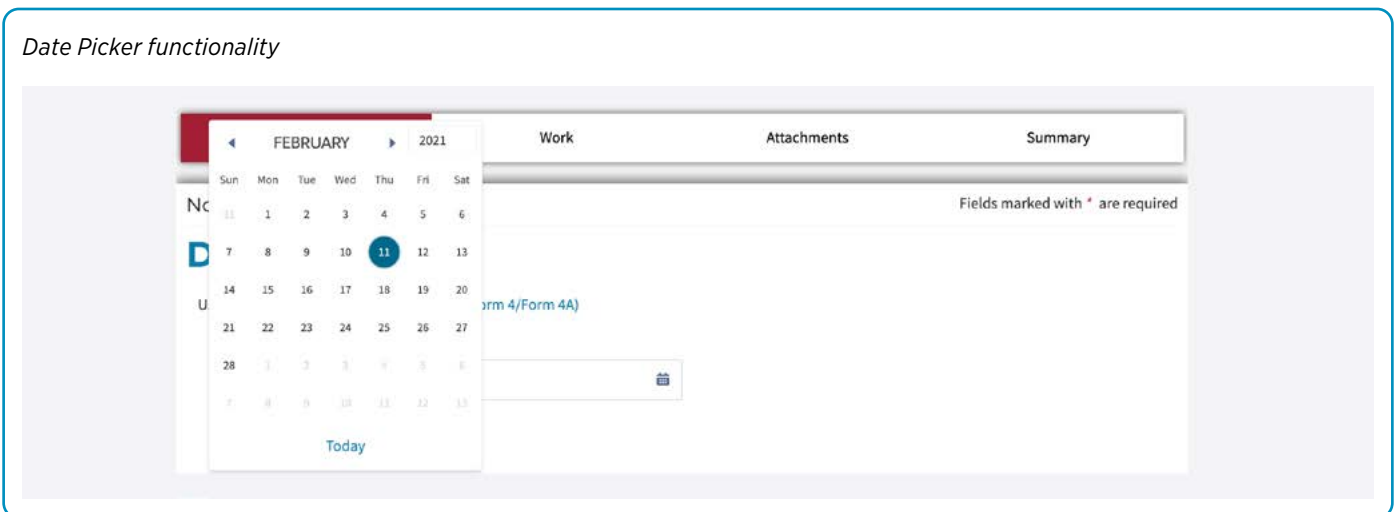

STEP 1: DETAILS PAGE

Completion date

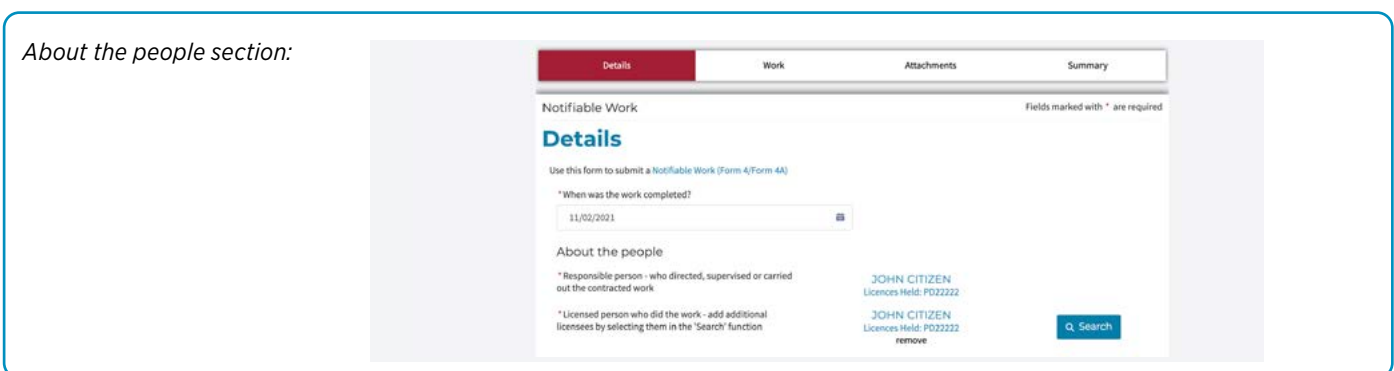To enter the work completion date, complete the following steps:

1. Select the Date Picker (calendar icon)

2. Select the date the work was completed

3. Select Continue

Date Picker functionality

At this stage, more sections will display on screen.
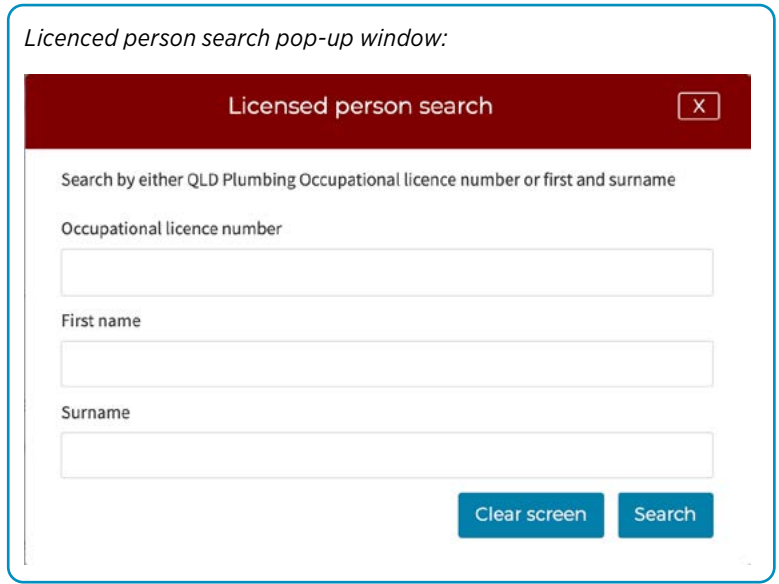
ABOUT THE PEOPLE SECTION

The About the People section details who is responsible for the work, and who is the licensed person who did the work. The Responsible person will be auto populated with the occupational licensees details retrieved upon login.

About the people section:

To change or add to the licensed person who did the work, complete the following steps:

1. Select the search icon to the right of the field, to display the Licensed person search pop-up window

2. Enter search criteria (for example, occupational licence number, first name and/or surname)

3. Select Search

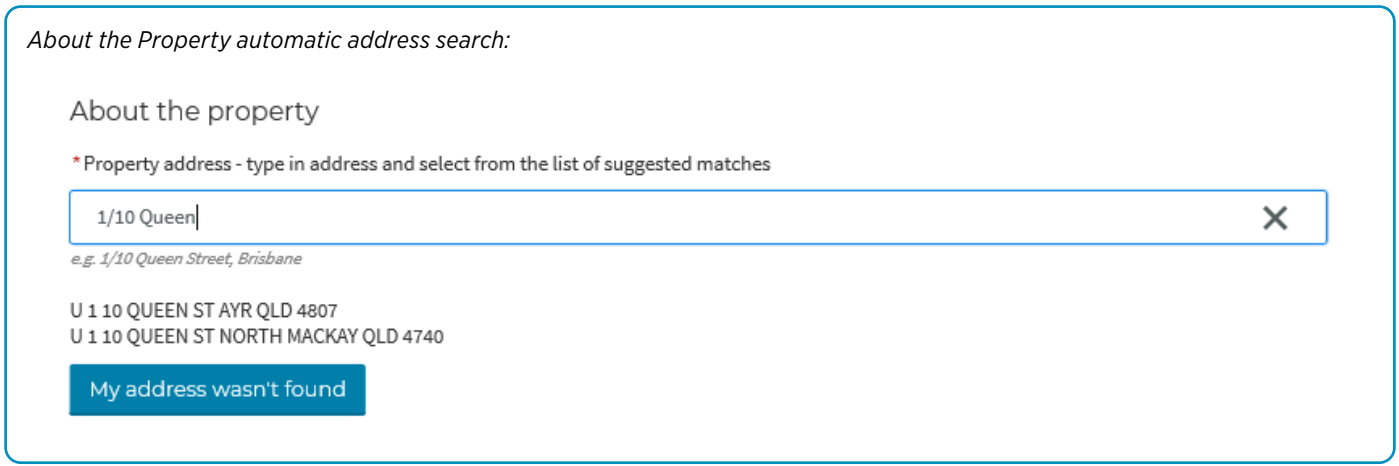4. Select the checkbox next to the relevant occupational licensee.

Licenced person search pop-up window:

ABOUT THE PROPERTY SECTION

The About the Property section relates to where the Notifiable Work was completed. Start typing the address into the Property Address field. Matches will be displayed on screen from which you can select the relevant address.
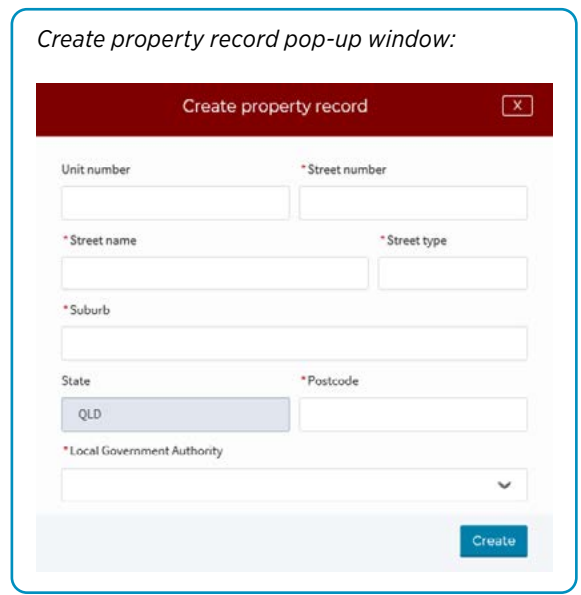
About the Property automatic address search:

If the address is not available, complete the following steps:

1. Select My address wasn't found button to display the Create property record pop-up window

2. Enter property information

3. Select the relevant Local Government Authority from the drop-down menu

4. Select Create.

Create property record pop-up window:

To add optional additional address details, complete the following steps:

1. Select the Add additional address details checkbox
2. Enter the additional address details in the newly displayed fields.

Additional address details fields:

☑ Add additional address details?

Optional additional address details

Building name

Shop number and/or name

Level/floor/ward

ABOUT THE WORK SECTION

The information selected in the About the work will determine if you are submitting a Form 4 or a Form 4A.

About the work section:

About the work

*Was this work for either a State Government or Local Authority? (Form 4A)

◉ Yes
○ No

*Select entity name from dropdown

----- SELECT ONE -----   ⌄

Selecting Yes, will allow you to select and enter more information in relation the State Government or Local Authority you are completing the work for as shown to the right.

The form you are submitting is categorised as a Form 4A.

*Was this work for either a State Government or Local Authority? (Form 4A)
◉ Yes
○ ----- SELECT ONE -----
Aboriginal and Torres Strait Islander Partnerships
Agriculture and Fisheries
Communities, Child Safety and Disability Services
Education and Training
Energy and Water Supply
Environment and Heritage Protection
Housing and Public Works
Infrastructure, Local Government and Planning
Justice and Attorney-General
Local Government Authority
National Parks, Sport and Racing
Natural Resources and Mines
Other
Premier and Cabinet
Public Safety Business Agency
Public Service Commission
Public Trust Office
Queensland Ambulance Service
Queensland Fire and Emergency Services
Queensland Health
Queensland Police Service
Queensland Reconstruction Authority
Queensland Treasury
Science, Information Technology and Innovation
State Development
Tourism, Major Events, Small Business and the Commonwealth Games
Transport and Main Roads

About the work Form 4 fields:

```
* Select entity name from dropdown
┌─────────────────────────────────────────────────────────────────────┐
│ Other                                                               ˅ │
└─────────────────────────────────────────────────────────────────────┘
* Other entity name
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
Contact name
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
Contact phone number
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
Contact reference
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Selecting No, will enable you to proceed to the next section of the form. In this instance, the form you are submitting is categorised as a Form 4.

MY REFERENCE SECTION

The My Reference section allows you to record your own references so that you can search for them at a later date if required.

My Reference section:

About the work

* Was this work for either a State Government or Local Authority? (Form 4A)

○ Yes

◉ No

My Reference

You can add your own description and reference details here (optional)

Description e.g. work order	Reference e.g. A123, Inv#72

[Cancel] [Save and Exit] [Save and Next]

Once you have completed the required information on screen, complete the following step:

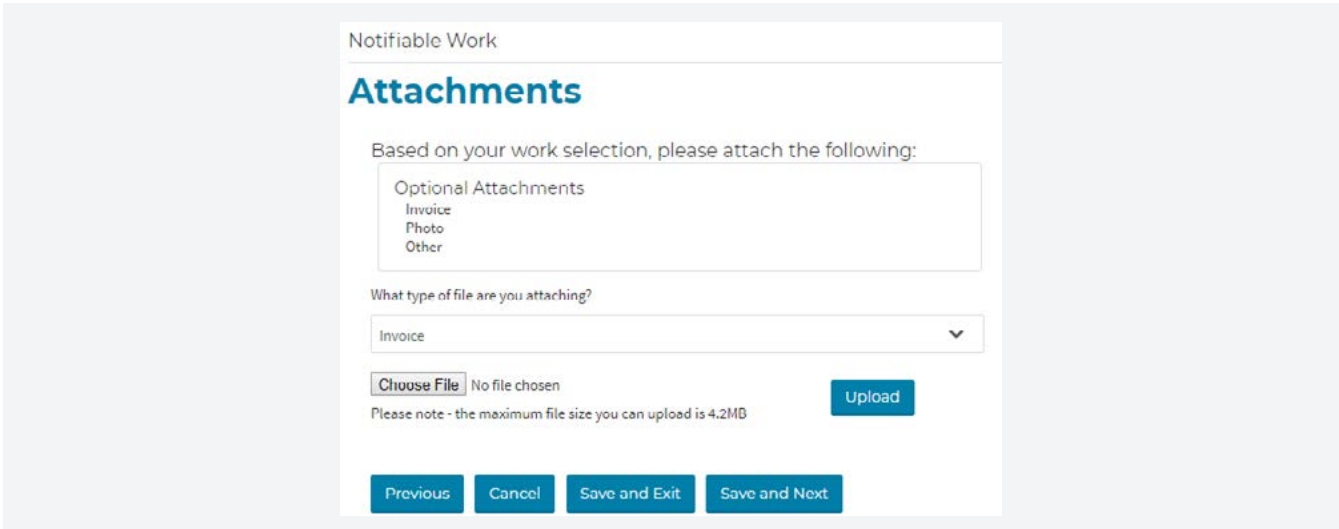1. Select Save and Next to display the Step 2: Work page of the form.

STEP 2: WORK PAGE

This page in the form gathers information about the type of work completed. There are two options for completing this page:

- Guided View: This view assists you with your selection of work categories by only displaying relevant options depending on the information you enter
- Data Entry View: This enables you to select the relevant work completed and enter the required information.

Select the relevant tab to enter work information into the View that you prefer.

Guided view:

Data entry view:

Both views allow for additional information to be captured in relation the category selected. Once you have completed the required information on screen, complete the following step:

1. Select Save and Next to display the Step 3: Attachments page of the form.

STEP 3: ATTACHMENTS PAGE

The Attachments section is populated based on the work categories you have selected and may include the following three sections:

- **Mandatory Attachments** – this section will provide a listing of documents that are required to be provided before you can submit your Notifiable Work (Form4/4A)

- **Recommended Attachments** – this section will provide a listing of documents that are recommended to be provided when you submit your Notifiable Work (Form4/4A)

- **Optional Attachments** – this section will provide a list of other documents you may want to provide when you Submit your Notifiable Work (Form 4/4A).

To upload documents, complete the following steps:

1. Select the appropriate option from the What type of file are you attaching? drop-down menu
2. Select Choose File
3. Locate the relevant file
4. Select Upload

Attachments page:

Once you have completed the required information on screen, complete the following step:

1. Select Save and Next to display the Step 4: Summary page of the form.

STEP 4: SUMMARY PAGE

The summary page provides a summary of all the information entered in the form.

Summary page:

If any details are incorrect this is your last opportunity to change them before submission. Selecting the Previous button will take you back through the step screens for you to make any changes.

SUBMITTING THE FORM

The action required to submit your Notifiable Work depends on the type of form you completed:

- If your form is Form 4A (Work completed for State Government or Local Authority), select the Submit button which will display the Submission complete page

- If your form is Form 4 (Non-State Government or Local Authority work), select the Pay Now button which will display the Payment page.
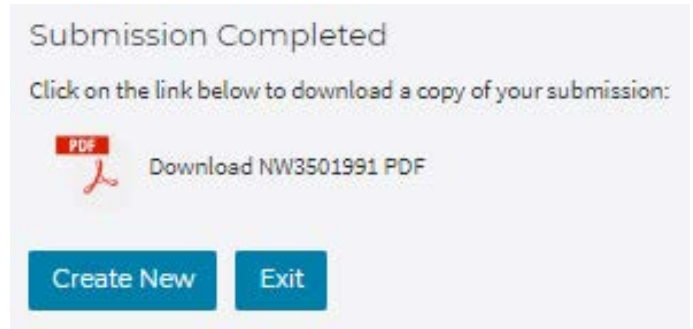
Buttons located on the Summary page:

SUBMISSION COMPLETE

The Submission complete page provides you with a PDF copy of your submission which you can download by selecting the Download NW3###### link.
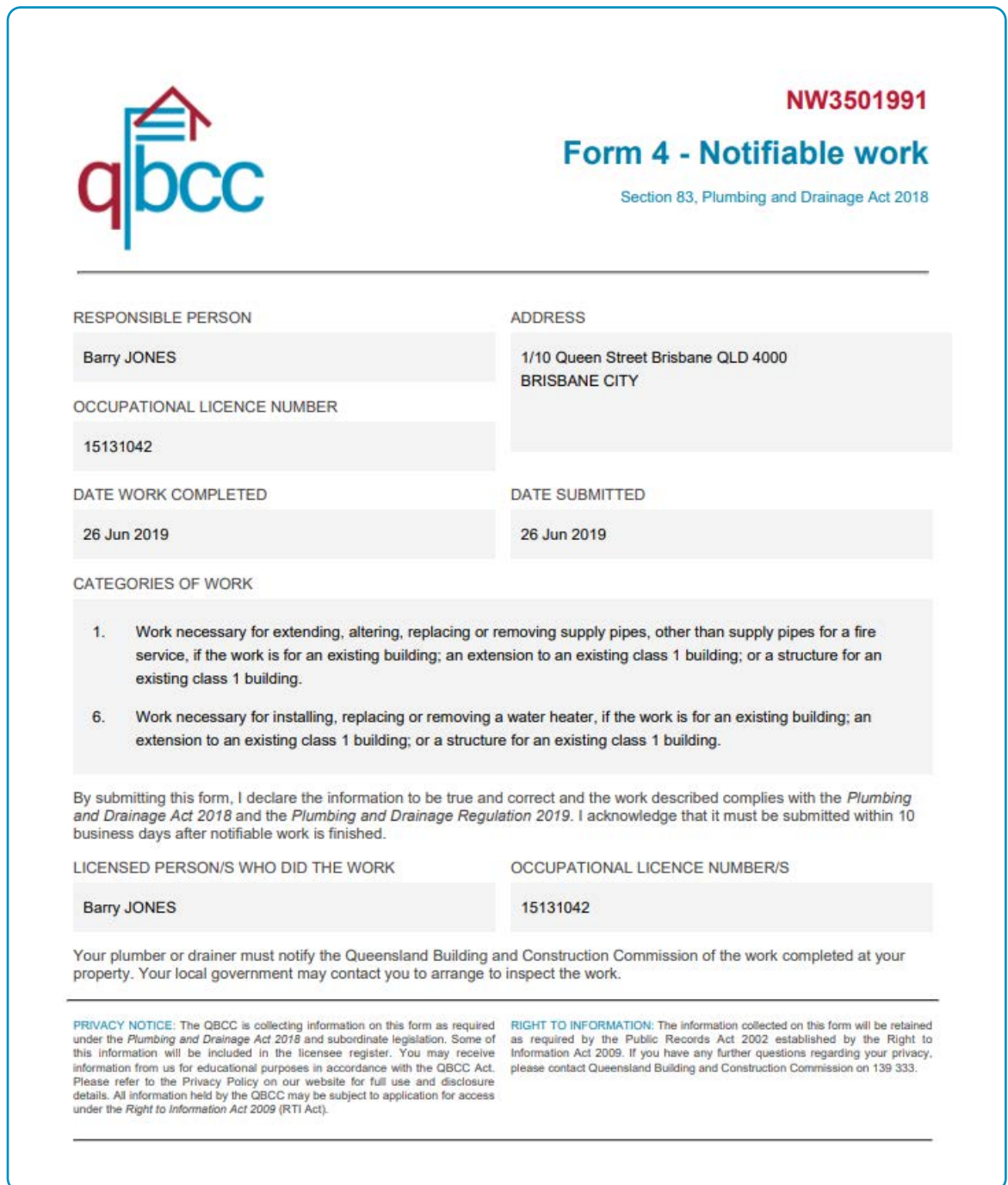
Submission complete page:

Submission Completed

Click on the link below to download a copy of your submission:

Download NW3501991 PDF

Create New   Exit

Example PDF:

NW3501991

Form 4 - Notifiable work

Section 83, Plumbing and Drainage Act 2018

RESPONSIBLE PERSON

Barry JONES

ADDRESS

1/10 Queen Street Brisbane QLD 4000
BRISBANE CITY

OCCUPATIONAL LICENCE NUMBER

15131042

DATE WORK COMPLETED

26 Jun 2019

DATE SUBMITTED

26 Jun 2019

CATEGORIES OF WORK

1. Work necessary for extending, altering, replacing or removing supply pipes, other than supply pipes for a fire service, if the work is for an existing building; an extension to an existing class 1 building; or a structure for an existing class 1 building.

6. Work necessary for installing, replacing or removing a water heater, if the work is for an existing building; an extension to an existing class 1 building; or a structure for an existing class 1 building.

By submitting this form, I declare the information to be true and correct and the work described complies with the *Plumbing and Drainage Act 2018* and the *Plumbing and Drainage Regulation 2019*. I acknowledge that it must be submitted within 10 business days after notifiable work is finished.

LICENSED PERSON/S WHO DID THE WORK

Barry JONES

OCCUPATIONAL LICENCE NUMBER/S

15131042

Your plumber or drainer must notify the Queensland Building and Construction Commission of the work completed at your property. Your local government may contact you to arrange to inspect the work.

PRIVACY NOTICE: The QBCC is collecting information on this form as required under the *Plumbing and Drainage Act 2018* and subordinate legislation. Some of this information will be included in the licensee register. You may receive information from us for educational purposes in accordance with the QBCC Act. Please refer to the Privacy Policy on our website for full use and disclosure details. All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

RIGHT TO INFORMATION: The information collected on this form will be retained as required by the Public Records Act 2002 established by the Right to Information Act 2009. If you have any further questions regarding your privacy, please contact Queensland Building and Construction Commission on 139 333.

5 PAYMENTS

5.1 PAY NOW – SINGLE FORM

Selecting the Pay Now button on the Step 4: Summary screen when submitting a Notifiable Work will display the Payment page.

Payment page:

Payment details page:

Payment details page showing previously saved card option:

On this page you can:

- Use your saved card details to make the payment by selecting the record and selecting Process Payment
- Remove your saved card details by selecting Remove Card
- Select Use another card and enter its details.

To use another card for payment, complete the following steps:

1. Select the Use another card radio button on the Payment Details page
2. Complete your card details
3. Select the Remember this card for future form 4 notifiable work payments checkbox if you would like the card details saved
4. Select Process Payment.

Payment successful message:

Once the payment is successful you will receive a confirmation message on screen, with a receipt number and the email address the receipt has been automatically sent to.

Selecting the Continue button will display the Submission complete page.

5.2 PAY LATER

Upon completion of your Notifiable Work (Form 4), the Pay Later button is available. Selecting this button will return you to the My Work tab and add your form to the In Progress Table with a status of Awaiting Payment.

Pay later button located on the Step 4: Summary page:

When you are ready to make the payment, complete the following steps:

1. Select the My Work tab
2. Select the check box of the item/s you want to make payment for
3. Select Pay Now button to display the Payment page.

Note: you are able to select more than one Notifiable Work, to pay for multiple submissions in a single transaction.

Example of Notifiable Work awaiting payment:

*Payment page example where more than one Notifiable Work is being paid for:*

6 IN PROGRESS FORMS

6.1 SAVING INFORMATION ENTERED

During completion of the form if you need to step away you can select Save and Exit. This will save your in progress form on your My Work tab that you can access later by selecting Continue. This will open up the partially completed form, which you can continue completing from where you were up to.

Example of in progress forms on My Work tab:
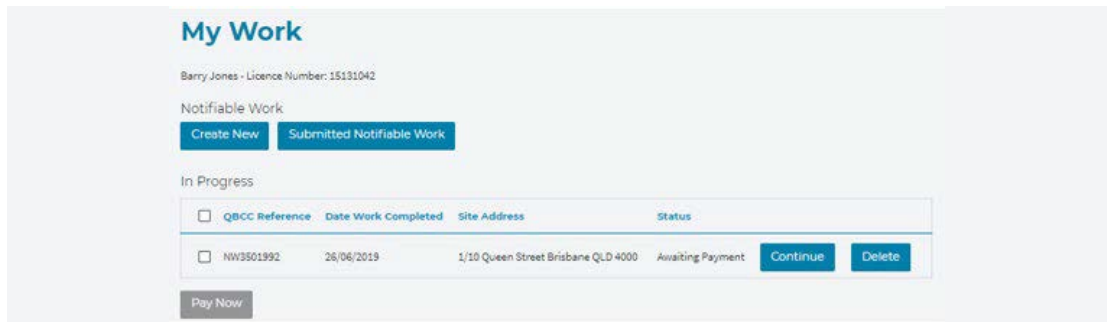
7 SEARCH FOR SUBMITTED NOTIFIABLE WORK (FORM 4/4A)

7.1 LOCATING SUBMITTED NOTIFIABLE WORK

To locate a submitted Notifiable Work (Form 4/4A), complete the following steps:

1. Select the 'Plumbing' tab from the homepage

2. Select 'Notifiable work - Form 4/4a' from the menu drop-down

3. On your My Work screen, select 'Submitted Notifiable Work' next to 'Create New'

4. The Notifiable Work Search will display with all your submitted Notifiable Work with the most recent at the top of the list.

myQBCC homepage:
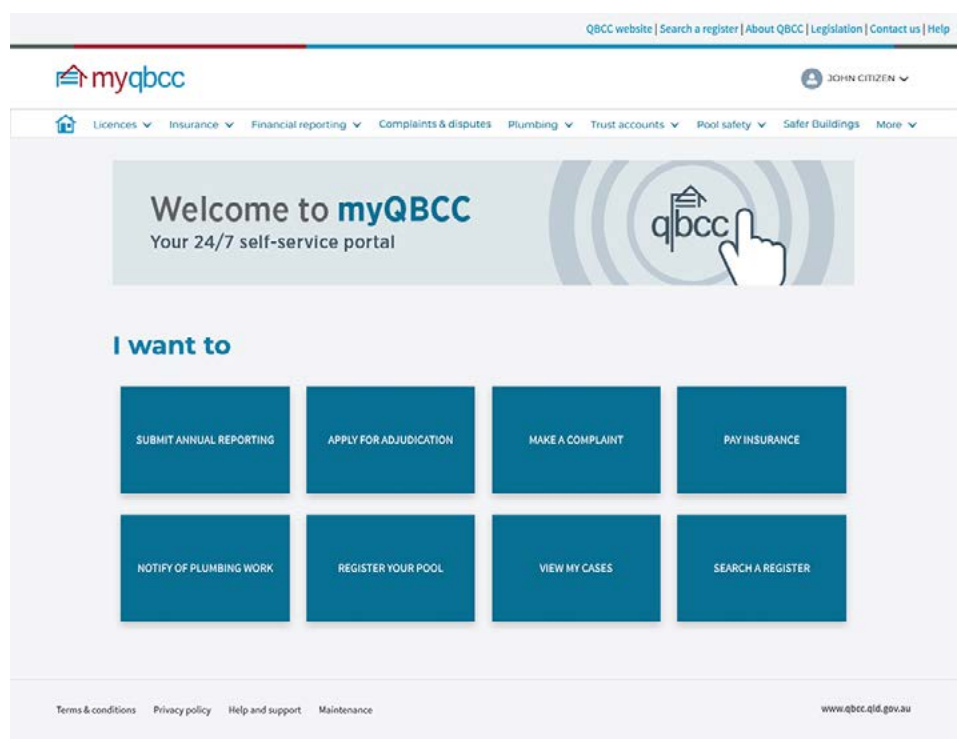
My Work page:

Notifiable Work Search page:

Note: If you are a Nominated Representative, this screen will display the Licensee/s Notifiable Work (Form 4/4A) that you are a representative for.

To refine your results, you can search by fields or columns on the table.

7.2 SEARCHING BY FIELDS

The fields that are searchable include:

- Property Address
- Occupational License Number
- My reference.

By entering criteria in these fields and selecting the search icon, the table will populate with results.

Notifiable Work Search fields:

Notifiable Work Search

Property Address

Shorten street type (e.g. ST for street), or leave it out altogether, to broaden search results

My Reference

This is your optional description details e.g. work order or invoice number etc

Occupational Licence Number

7.3 SEARCHABLE CRITERIA

You can further refine your search results within the table by:

- QBCC Reference
- Person who did the work
- Site Address
- Date of work
- Status.

By selecting the column you want to search on from the Search by Column dropdown, and starting to type in the search field, the table will refine results as you type.

To view the details of the Notifiable Work (Form 4/4A) select the QBCC Reference Number hyperlink.

Summary page:

Summary

QBCC Reference Number: NW3501991

Date
Work completed date   26/06/2019

People
Responsible person   Barry Jones -
Person/s doing the work   Barry Jones - 15131042

Address
Property address   1/10 Queen Street Brisbane QLD 4000

Work
Work for either a state government or local authority No

Type of work	Categories	Details

References
No references to display

Attachments

Filename	Type
Invoice.docx	Invoice

Click on the link below to download a copy of the submission:

PDF
Download NW3501991 PDF

Exit

8 AMEND SUBMITTED NOTIFIABLE WORK (FORM 4/4A)

8.1 NOTIFIABLE WORK AMENDMENTS

The fields that you are able to amend in submitted Notifiable Work include:

- Property address
- Optional additional address details
- My reference
- Category of work
- Attachments.

You are unable to amend all other fields on the form. If there is an error with a form on a field that cannot be changed, then it will need to be cancelled.

8.2 AMENDING SUBMITTED NOTIFIABLE WORK

To locate submitted Notifiable Work (Form 4/4A) for the purpose of amending its details, complete the following steps:

1. Select the My Work Tab
2. Select 'Submitted Notifiable Work'

The Notifiable Work Search will display with all of your submitted Notifiable Work with the most recent (by date work was completed) at the top of the list.

To amend your Notifiable Work, complete the following steps:

1. Locate your Notifiable Work (Form 4/4A)
2. Select the Amend to display the submitted form
3. Amend the required information
4. Select Save and Resubmit.

Note: Only the Responsible Person and/or Nominated Representatives of the Responsible Person with amend permissions will be able to amend a record.

9 CANCEL SUBMITTED NOTIFIABLE WORK (FORM 4/4A)

9.1 CANCELLING SUBMITTED NOTIFIABLE WORK

If you have made an error on a form in a field that is not able to be amended, you will need to send an email to notifiablework@qbcc.qld.gov.au detailing the following:

- QBCC Reference Number
- Reason for cancellation.

10 HELP

10.1 ASSISTANCE AND SUPPORT

For assistance or any queries about submitting Notifiable Work (Form 4/4A) on myQBCC, please contact QBCC on 139 333.

For more information

For assistance or any queries about auditing Notifiable Work (Form 4/4A) on myQBCC, please contact the QBCC on 139 333 or send an email to notifiablework@qbcc.qld.gov.au.

qbcc | QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

299 Montague Road, West End Qld 4101
GPO Box 5099, Brisbane Qld 4001