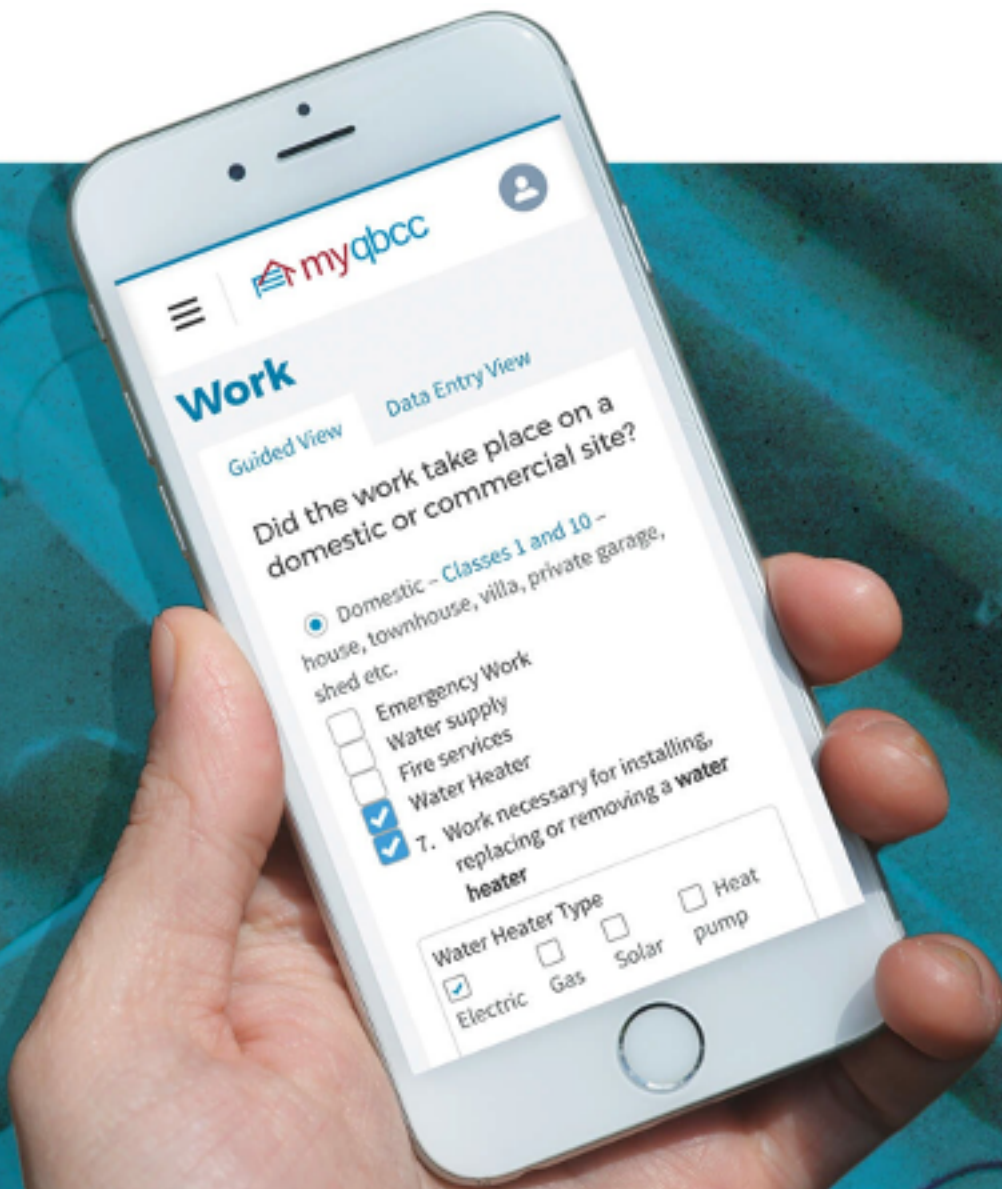


NOTIFIABLE WORK (FORM 4/4A) SUBMISSION USER GUIDE – PLUMBERS AND DRAINERS

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



CONTENTS

1	INTRODUCTION.....	3
1.1	About this User Guide.....	3
1.2	What is Notifiable Work?	3
1.3	Submission of Notifiable Work (Form 4/4a).....	3
2	myQBCC.....	4
2.1	myQBCC account.....	4
2.2	Already have a myQBCC account	4
2.3	Do not have a myQBCC account	4
3	NOMINATED REPRESENTATIVES	5
3.1	What is a Nominated Representative?	5
3.2	What can a Nominated Representative do?	5
3.3	Managing Nominated Representatives.....	5
3.4	Terms, conditions and privacy declaration.....	6
4	CREATE NEW NOTIFIABLE WORK.....	7
4.1	Accessing the create form.....	7
4.2	Completing the form	8
5	PAYMENTS.....	16
5.1	Pay now - single form.....	16
5.2	Pay later.....	18
6	IN PROGRESS FORMS.....	19
6.1	Saving information entered	19
7	SEARCH FOR SUBMITTED NOTIFIABLE WORK (FORM 4/4A)	19
7.1	Locating submitted Notifiable Work.....	19
7.2	Searching by fields	20
7.3	Searchable criteria.....	21
8	AMEND SUBMITTED NOTIFIABLE WORK (FORM 4/4A)	22
8.1	Notifiable Work amendments.....	22
8.2	Amending submitted Notifiable Work	22
9	CANCEL SUBMITTED NOTIFIABLE WORK (FORM 4/4A).....	22
9.1	Cancelling submitted Notifiable Work	22
10	HELP	22
10.1	Assistance and support.....	22

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.

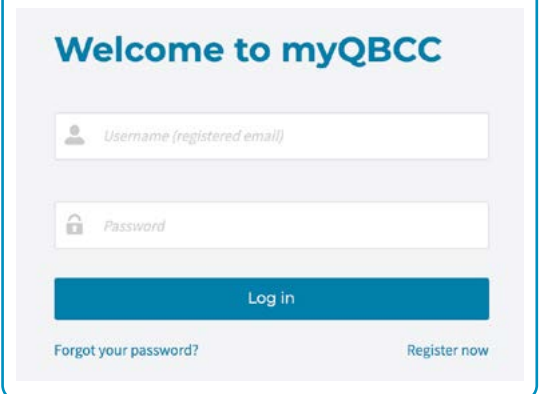
2.2 ALREADY HAVE A MYQBCC ACCOUNT

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:

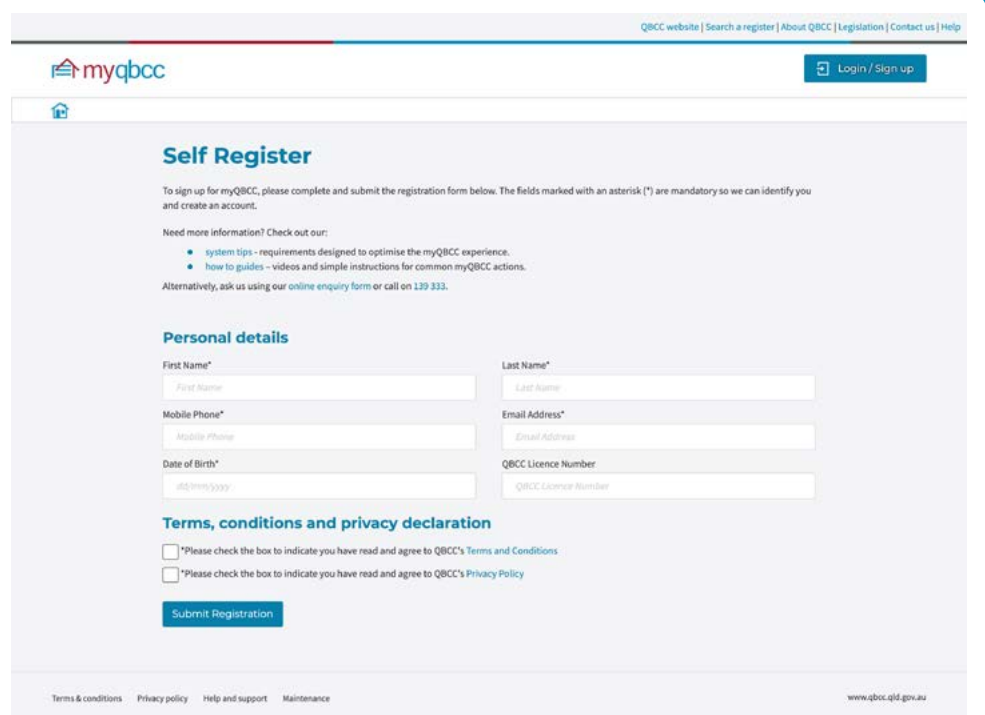


2.3 DO NOT HAVE A MYQBCC ACCOUNT

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

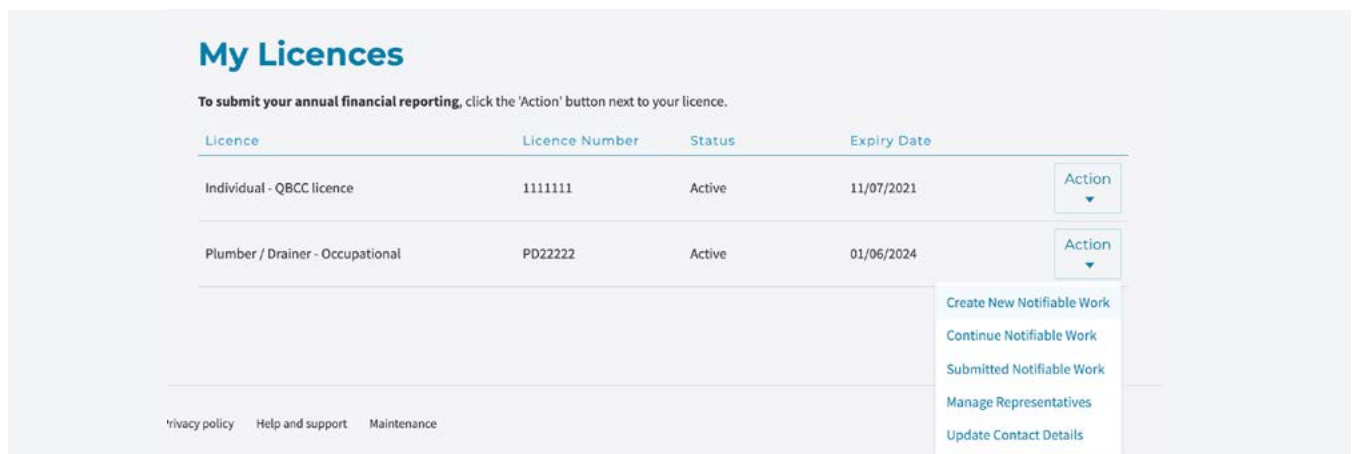
Notifiable Work (Form 4/4a) can be created from either the My Licences Page or My Works Page, which will take you to the Create form ready for completion.

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 Licences

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

Licence	Licence Number	Status	Expiry Date	Action
Individual - QBCC licence	1111111	Active	11/07/2021	Action
Plumber / Drainer - Occupational	PD22222	Active	01/06/2024	Action

Privacy policy Help and support Maintenance

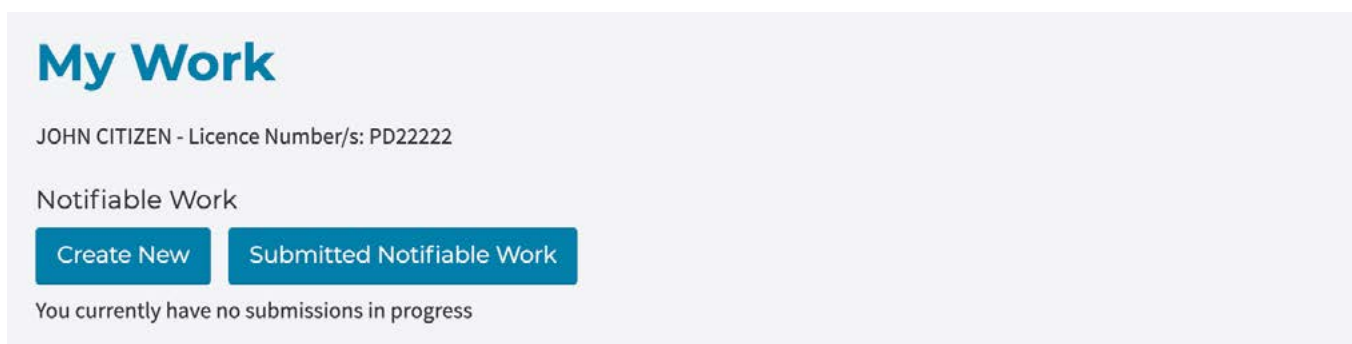
- Create New Notifiable Work
- Continue Notifiable Work
- Submitted Notifiable Work
- Manage Representatives
- Update Contact Details

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:



My Work

JOHN CITIZEN - Licence Number/s: PD22222

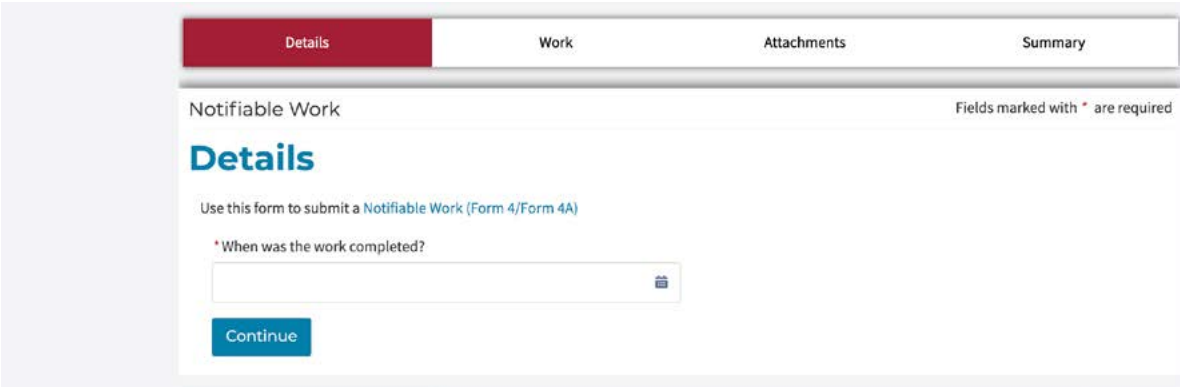
Notifiable Work

Create New Submitted Notifiable Work

You currently have no submissions in progress

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.



The screenshot shows the 'Details' tab of the 'Notifiable Work' form. The form has four tabs: 'Details' (active), 'Work', 'Attachments', and 'Summary'. Below the tabs, the title 'Notifiable Work' is displayed, followed by a note: 'Fields marked with * are required'. The 'Details' section contains the instruction 'Use this form to submit a Notifiable Work (Form 4/Form 4A)'. A required field is shown: '* When was the work completed?' with a text input field and a calendar icon. A 'Continue' button is located below the input field.

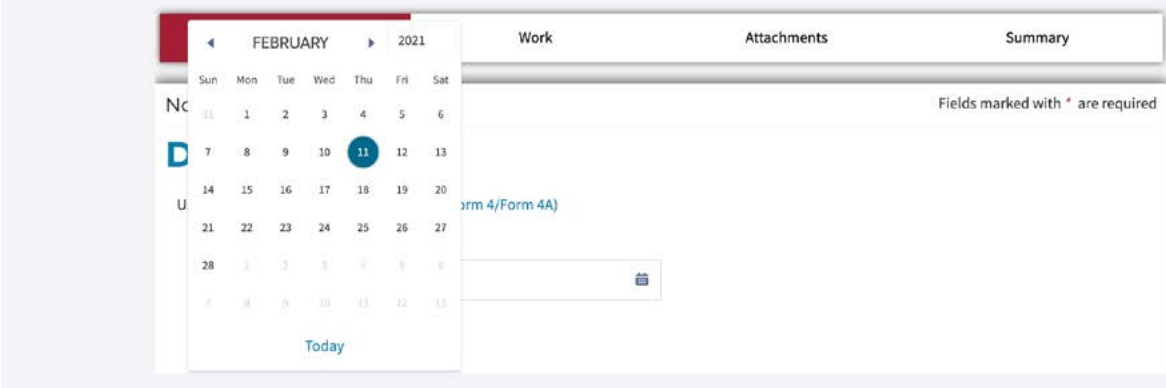
STEP 1: DETAILS PAGE

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



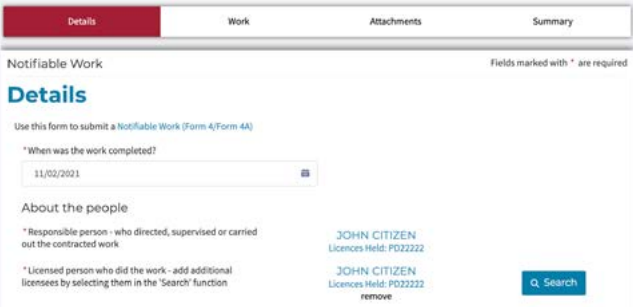
This screenshot illustrates the date picker functionality. A calendar widget is open, showing the month of February 2021. The date '11' is selected. The background shows the 'Details' tab of the 'Notifiable Work' form, with the 'When was the work completed?' field now populated with '11/02/2021'.

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:

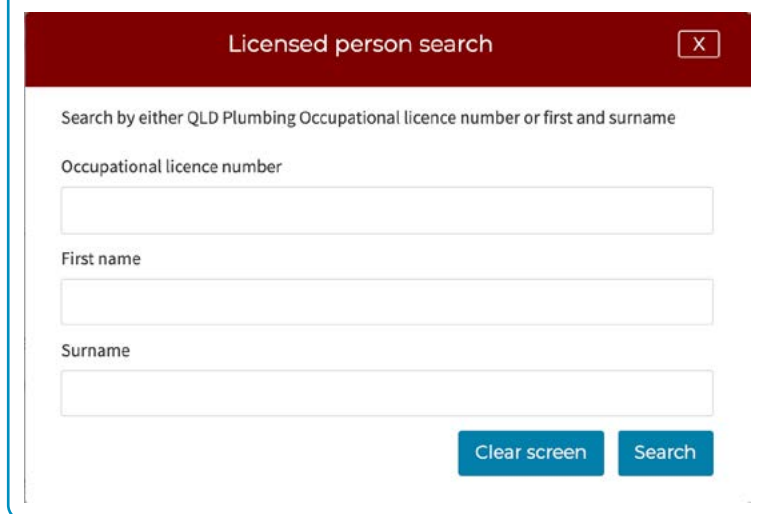


The screenshot shows the 'About the people' section of the 'Notifiable Work' form. It contains two required fields: '* Responsible person - who directed, supervised or carried out the contracted work' and '* Licensed person who did the work - add additional licensees by selecting them in the 'Search' function'. Both fields are populated with 'JOHN CITIZEN' and 'Licences Held: PD22222'. A 'remove' link is visible next to the second entry. A 'Search' button is located at the bottom right of the 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.

Licensed 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:

About the property

* Property address - type in address and select from the list of suggested matches

1/10 Queen



e.g. 1/10 Queen Street, Brisbane

U 1 10 QUEEN ST AYR QLD 4807

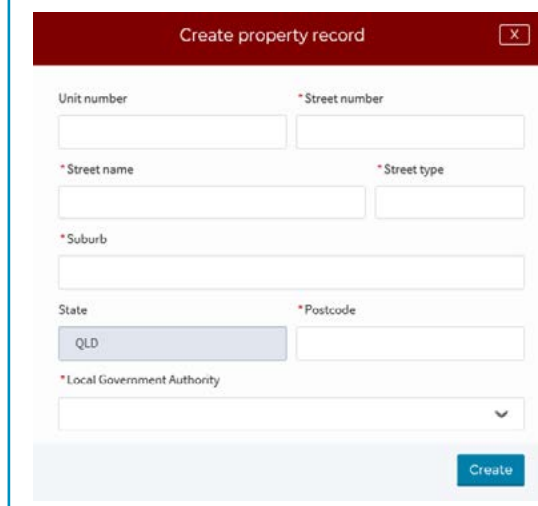
U 1 10 QUEEN ST NORTH MACKAY QLD 4740

My address wasn't found

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

☐ No

----- 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

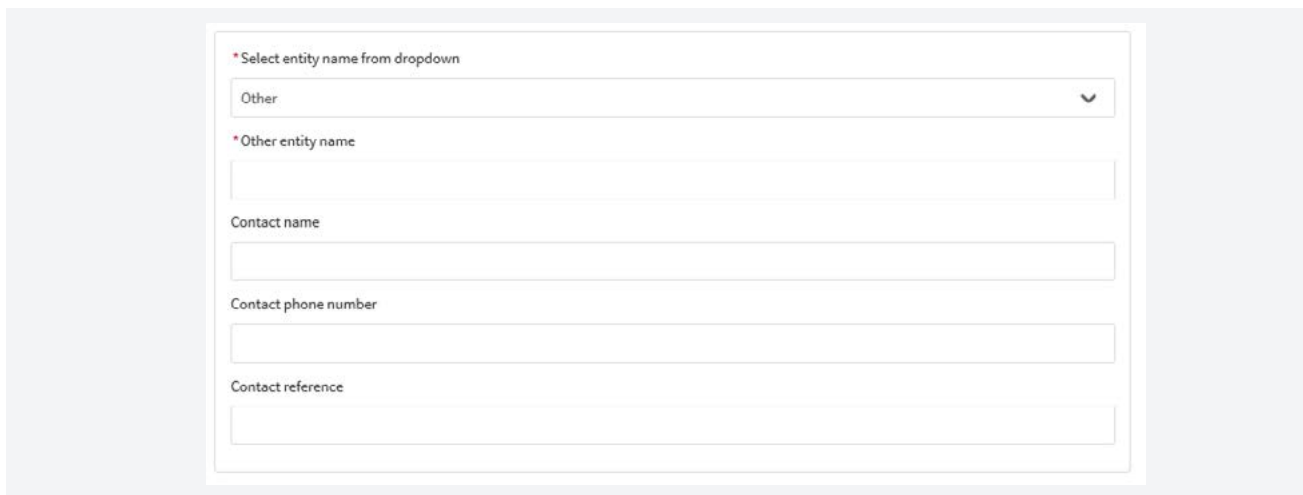
Science, Information Technology and Innovation

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.

The screenshot shows the 'Work' tab selected in a form with four tabs: Details, Work, Attachments, and Summary. Below the tabs is a 'Reference Code : NW3501991' field. The main heading is 'Notifiable Work' with a note 'Fields marked with * are required'. Under the 'Work' heading, there is a sub-heading 'Work' and a paragraph: 'Provide details about the types of work done. Use our 'Guided View' to step you through your work selection, or click on the 'Data Entry View' if you know the correct categories to choose. If your work involved **above ground drainage**, please use the 'Guided View''. Below this are two tabs: 'Guided View' (selected) and 'Data Entry View'. The 'Guided View' content asks 'Did the work take place on a domestic or commercial site?' with two radio button options: 'Domestic - Classes 1 and 10 - house, townhouse, villa, private garage, shed etc.' and 'Commercial - Classes 2 to 9 - apartments, hospital, school, shop, restaurant, factory etc.'. A 'Clear screen' button is at the bottom.

Guided view:

The screenshot shows the 'Guided View' tab selected. It asks 'Did the work take place on a domestic or commercial site?' with two radio button options: 'Domestic - Classes 1 and 10 - house, townhouse, villa, private garage, shed etc.' (selected) and 'Commercial - Classes 2 to 9 - apartments, hospital, school, shop, restaurant, factory etc.'. Below the 'Domestic' option, there is a checkbox for 'Extending etc. supply pipes' with a sub-option '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.'. There are four checkboxes for 'Type of work': 'Extending' (selected), 'Altering', 'Replacing', and 'Removing'. Below these is a 'Description of work (Optional):' text field. There are also checkboxes for 'Existing sanitary plumbing', 'Existing sanitary drainage', 'Temperature control devices', and 'Water heaters'. Below these is a checkbox for '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.'. There are four checkboxes for 'Water Heater Types': 'Electric' (selected), 'Gas', 'Solar', and 'Heat pump'. Below these are checkboxes for 'Type of work': 'Installing' (selected), 'Replacing', and 'Removing'. Below these is a 'Description of work (Optional):' text field. There are also checkboxes for 'Backflow prevention devices', 'Greywater treatment plants', 'Fixtures for class 1 or 10 buildings', and 'Sanitary drains'. At the bottom, there is a radio button for 'Commercial - Classes 2 to 9 - apartments, hospital, school, shop, restaurant, factory etc.' and a 'Clear screen' button.

Data entry view:

The screenshot shows the 'Data Entry View' tab selected. It asks 'Select the categories relevant to the work completed' with a list of 12 checkboxes: 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. 2. Work necessary for extending or removing a fire service, if the work is associated with a building development approval under the Building Act 1975, schedule 2; and for an existing class 2 to 9 building. 3. Work necessary for extending, altering, replacing or removing sanitary plumbing, if the work is for an existing building. 4. Work necessary for extending, altering, replacing or removing sanitary drainage, other than a combined sanitary drain, if the work is for an existing class 1 or 10 building or structure; an extension to an existing class 1 building; or a structure for an existing class 1 building. 5. Work necessary for installing, replacing or removing a temperature control device, 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. 7. Work necessary for installing, replacing or removing a testable backflow prevention device or a dual check valve with atmospheric port, 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. 8. Work necessary for installing a greywater use facility that includes a greywater treatment plant in a sewerage area, if the premises where the facility is proposed to be installed generates no more than 3KL of greywater a day; or replacing a greywater treatment plant. 9. Work necessary for installing or relocating a fixture, if the work is for an existing class 1 or 10 building or structure; an extension to an existing class 1 building; or a structure for an existing class 1 building. 10. Work, other than for sanitary drainage, necessary for installing or relocating a fixture, if the work is for an existing class 2 to 9 building of 1 or 2 storeys above ground. 11. Work necessary for sealing a sanitary drain upstream from the connection point for a treatment plant or a service provider's sewerage system, if the work is for an existing building. 12. Work necessary for sealing a supply pipe downstream from a water meter, if the work is for an existing class 2 to 9 building. At the bottom, there is a 'Clear screen' button.

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

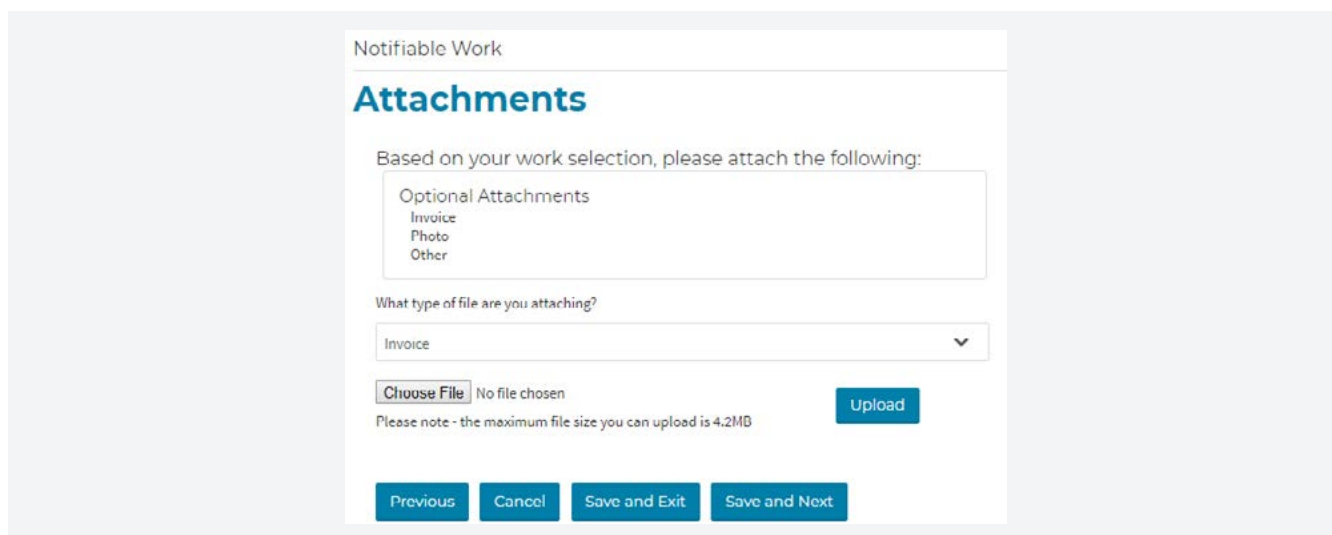
The Attachments section is populated based on the work categories you have selected and may include the following three sections:

- **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:



The screenshot shows the 'Notifiable Work' Attachments page. At the top, it says 'Notifiable Work' and 'Attachments'. Below this, it states 'Based on your work selection, please attach the following:'. There is a box labeled 'Optional Attachments' containing 'Invoice', 'Photo', and 'Other'. Below this is a dropdown menu labeled 'What type of file are you attaching?' with 'Invoice' selected. Under the dropdown is a 'Choose File' button and the text 'No file chosen'. To the right of this is an 'Upload' button. Below these elements is a note: 'Please note - the maximum file size you can upload is 4.2MB'. At the bottom of the form are four buttons: 'Previous', 'Cancel', 'Save and Exit', and '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 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:

Notifiable Work

Fields marked with * are required

Summary

Details

Edit

Date

Work completed date

26/06/2019

People

Responsible person

Barry Jones - 15131042

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

References

No references to display

Work

Edit

Type of work	Categories	Details
Extending etc. supply pipes	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.	Extending
Water heaters	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.	Electric Replacing

Attachments

Edit

File name	Type
Invoice.docx	Invoice

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 of completion of the work.

Previous

Cancel

Pay Later

Pay Now

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:

Previous

Cancel

Pay Later

Pay Now


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	ADDRESS
Barry JONES	1/10 Queen Street Brisbane QLD 4000 BRISBANE CITY
OCCUPATIONAL LICENCE NUMBER	
15131042	
DATE WORK COMPLETED	DATE SUBMITTED
26 Jun 2019	26 Jun 2019
CATEGORIES OF WORK	
<div>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.</div> <div>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.</div>	
By submitting this form, I declare the information to be true and correct and the work described complies with the <i>Plumbing and Drainage Act 2018</i> and the <i>Plumbing and Drainage Regulation 2019</i> . I acknowledge that it must be submitted within 10 business days after notifiable work is finished.	
LICENSED PERSON/S WHO DID THE WORK	OCCUPATIONAL LICENCE NUMBER/S
Barry JONES	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.	
<div><div>PRIVACY NOTICE: The QBCC is collecting information on this form as required under the <i>Plumbing and Drainage Act 2018</i> 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 <i>Right to Information Act 2009</i> (RTI Act).</div><div>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.</div></div>	

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:

Items for payment

Your payment will include the items listed below.

Item Name	Quantity	Item Price	Item Total Price
Notifiable Work Ref: 3501991 ; 1/10 QUEEN STREET BRISBANE QLD 4000	1	\$31.45	\$31.45

Total

\$31.45

*GST Included

\$0.00

Pay Now

Cancel

Payment details page:

Payment details

While your payment is processing, don't click back in your browser or refresh your page.

Amount (AUD)

\$31.45

My Cards

Card Number	Expiry	Card Type	Cardholder Name	
XXXX-XXXX-XXXX-346	12/19	mastercard	Barry Jones	<div>Remove Card</div>
Use another card				

VISA mastercard

Card Number

Expiry Date

MM

YY

CVN

Cardholder Name

☐ Remember this card for future payment

Process Payment

Cancel

Secured by Commonwealth Bank

Payment details page showing previously saved card option:

Payment details

While your payment is processing, don't click back in your browser or refresh your page.

Amount (AUD)

\$51.45

My Cards

Card Number	Expiry	Card Type	Cardholder Name	
0000000000000000-246	12/19	mastercard	Barry Jones	Remove Card
<input type="radio"/> Use another card				

[Process Payment](#) [Cancel](#)

Powered by EasymoveOnline

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.

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.

Payment successful message:

Thank you!

Your payment was successful

Your receipt number is **94753526746**

Your receipt has been emailed to **Barry.Jones@email.com.au**

[Continue](#)

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:

Notifiable Work Fields marked with * are required

Summary

Details [Edit](#)

Date
Work completed date 26/06/2019

People
Responsible person Barry Jones - 15131042
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

References
No references to display

Work [Edit](#)

Type of work	Categories	Details
Extending etc. supply pipes	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.	Extending
Water heaters	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.	Electric Replacing

Attachments [Edit](#)

File name	Type
invoice.docx	Invoice

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 2018. I acknowledge that it must be submitted within 10 business days of completion of the work.

[Previous](#) [Cancel](#) [Pay Later](#) [Pay Now](#)

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:

My Work

Barry Jones - Licence Number: 15131042

Notifiable Work [Create New](#) [Submitted Notifiable Work](#)

In Progress

<input type="checkbox"/> QBCC Reference	Date Work Completed	Site Address	Status	
<input type="checkbox"/> NW3501992	26/06/2019	1/10 Queen Street Brisbane QLD 4000	Awaiting Payment	Continue Delete

[Pay Now](#)

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

Items for payment

Your payment will include the items listed below.

Item Name	Quantity	Item Price	Item Total Price
Notifiable Work Ref: 3501992 ; 1/10 Queen Street Brisbane QLD 4000	1	\$31.45	\$31.45

Total \$31.45
*GST included \$0.00

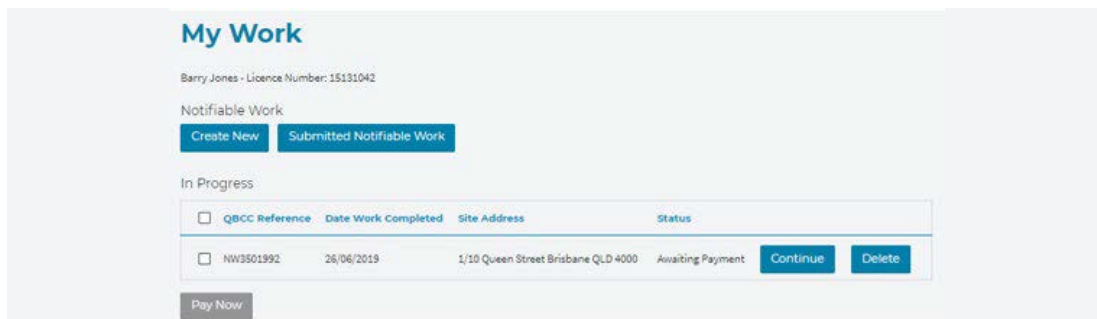
[Pay Now](#) [Cancel](#)

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:



The screenshot shows the 'My Work' interface for Barry Jones (Licence Number: 15131042). Under the 'Notifiable Work' section, there are buttons for 'Create New' and 'Submitted Notifiable Work'. The 'In Progress' section displays a table with one entry:

<input type="checkbox"/>	QBCC Reference	Date Work Completed	Site Address	Status	
<input type="checkbox"/>	NW3501992	26/06/2019	1/10 Queen Street Brisbane QLD 4000	Awaiting Payment	Continue Delete

Below the table is a 'Pay Now' button.

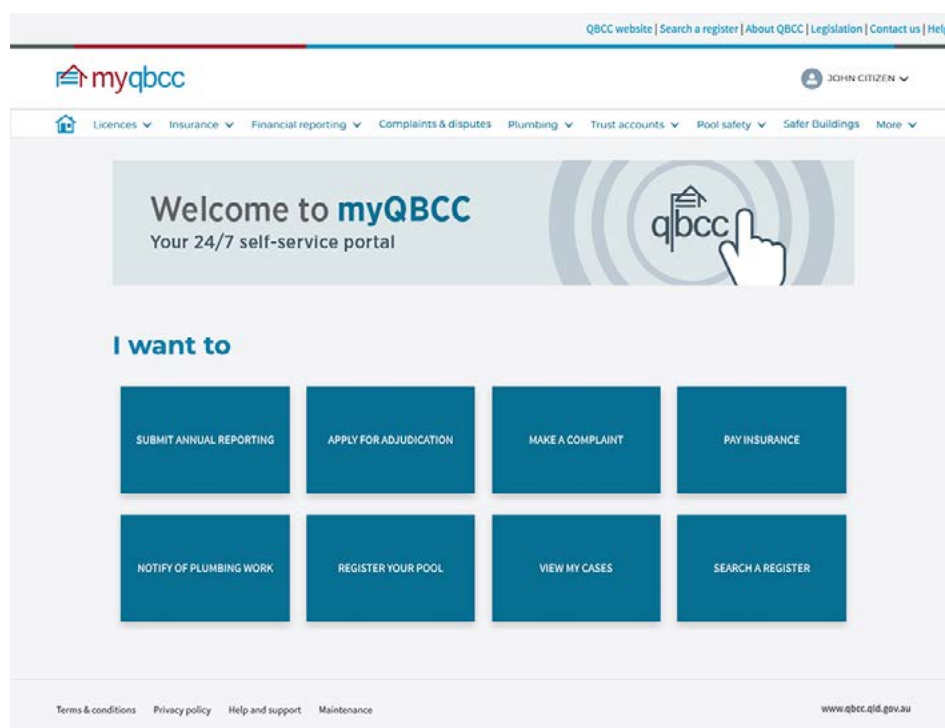
7 SEARCH FOR SUBMITTED NOTIFIABLE WORK (FORM 4/4A)

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:




The screenshot shows the myQBCC homepage. The header includes the myqbcc logo and a user profile for 'JOHN CITIZEN'. A navigation bar lists various services: Licences, Insurance, Financial reporting, Complaints & disputes, Plumbing, Trust accounts, Pool safety, Safer Buildings, and More. The main content area features a 'Welcome to myQBCC' banner and a section titled 'I want to' with eight buttons: SUBMIT ANNUAL REPORTING, APPLY FOR ADJUDICATION, MAKE A COMPLAINT, PAY INSURANCE, NOTIFY OF PLUMBING WORK, REGISTER YOUR POOL, VIEW MY CASES, and SEARCH A REGISTER. The footer contains links for Terms & conditions, Privacy policy, Help and support, and Maintenance, along with the website URL www.qbcc.qld.gov.au.

My Work page:

QBCC website | Search a register | About QBCC | Legislation | Contact us | Help

 John Citizen

 Licences Insurance Financial reporting Complaints & disputes Plumbing Trust accounts Pool safety Safer Buildings Adjudicator CPD

My Work

John Citizen - Licence Number/s: PD22222


Notifiable Work

Create New Submitted Notifiable Work

Notifiable Work Search page:


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



 Reset Results

Search Results


Items Per Page

10

Search by Column

--None--

Search

Action	QBCC Reference	Person who did the work	Site Address	Date of Work ↓	Status
	NW3501991	Barry JONES	1/10 Queen Street Brisbane QLD 4000	26-Jun-2019	Submitted

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

Q

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

My Reference

Q

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

Occupational Licence Number

Q

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
Person/s doing the work

Barry Jones -
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.

