

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendment should be crossed out and initialled

**RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:**

Post: GPO Box 5099 Brisbane QLD 4001.  
In person: QBCC service centres are listed on our website [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**PART A - TO BE COMPLETED BY THE APPLICANT**

**1. APPLICANT DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Surname

First names

Date of Birth   /   /

**Note:** You must provide a certified copy of photographic identification when you submit this application. More details are provided in the Checklist section.

Mobile  ABN

Work phone  Home phone

Email

Postal Address

Business address (This cannot be a PO Box)  State  Postcode

Home Address  State  Postcode

**WARNING: PROVIDING FALSE OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE.**

**2. DECLARATION**

I declare that the information I provide in this application is true and correct.

Signature

Date   /   /

**PRIVACY NOTICE:** The QBCC is collecting information on this form under the *Plumbing and Drainage Act 2018*. It may be used for a number of purposes, including administering and ensuring compliance with the legislation. Please refer to the Privacy Policy on our website for full use and disclosure details. The information may also be subject to application for access under the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

<b>OFFICE ONLY</b>	CRN:	Licence No:	Container:
	Receipt No:	Receipt Amount: \$	
	Assignee:	Received by:	

**3. OTHER RELEVANT LICENCES YOU ALREADY HOLD**

Do you hold a current licence for restricted drainer - on-site sewage facility work in another Australian state or New Zealand?

No

Yes - **stop completing this form**. You are eligible to apply using the Mutual Recognition process and should use **Form 28 - Application for Mutual Recognition** instead.

Do you hold a current licence for restricted drainer - on-site sewage facility work in another country?

No

Yes - provide details of the licences you currently hold in the table below.

Currently held licences	Licensing authority	Country	Licence number	Expiry date

Has a licence you have held, or currently hold, ever been:

- the subject of disciplinary action?  Yes  No
- suspended or cancelled due to disciplinary action?  Yes  No
- subject to special conditions due to disciplinary action?  Yes  No

Are you prohibited from carrying out this occupation in any state or country?  Yes  No

**4. WHICH RESTRICTED LICENCE CLASS ARE YOU APPLYING FOR?**

Drainer - On-site Sewage Facility (maintaining on-site sewage facility); or

Drainer - On-site Sewage Facility (carrying out OSTP installation work and maintaining on-site sewage facilities)

## 5. QUALIFICATIONS

You must refer to the *Technical Qualifications for Licensing: Plumbing and Drainage Occupational Licences* booklet on the QBCC website at: [qbcc.build/PDtechquals](http://qbcc.build/PDtechquals) before completing this section of the form.

**Note:** You must provide a certified copy of your technical qualifications when you submit this application.

More details are provided in the Checklist section at the back of this form.

### APPLYING FOR THE DRAINER - ON-SITE SEWAGE FACILITY (MAINTAINING ON-SITE SEWAGE FACILITY) LICENCE CLASS?

#### REQUIRED QUALIFICATIONS

- QLD334WEP01A** - Maintain and service domestic treatment plants and on-site sewage facilities; and
- CPCPDR4013B** - Design and size domestic treatment plant disposal systems.

A certified copy of evidence of completion for both of these modules must be provided with your application form.

### APPLYING FOR THE DRAINER - ON-SITE SEWAGE FACILITY (CARRYING OUT OSTP INSTALLATION WORK AND MAINTAINING ON-SITE SEWAGE FACILITIES) LICENCE CLASS?

#### REQUIRED QUALIFICATIONS

- QLD334WEP01A** - Maintain and service domestic treatment plants and on-site sewage facilities; and
- CPCPDR4013B** - Design and size domestic treatment plant disposal systems; and
- CPCPCM2043A** - Carry out work health and safety requirements; and
- CPCPDR2022A** - Install domestic treatment plants; and
- CPCPDR3023A** - Install on-site disposal systems; and
- BSBSMB401A** - Establish legal and risk management requirements of small business.

A certified copy of evidence of completion for all six of these modules must be provided with your application form.

**6. PROVISIONAL LICENSING - DO YOU FIT ONE OF THESE SCENARIOS?**

QBCC may decide to grant you a provisional licence if you meet any of the scenarios listed below. A provisional licence allows you to work lawfully in the industry and gain the required practical experience to eventually work without supervision. Tick the box provided if you fit one of the following scenarios.

- I have the required technical qualification, but I don't believe I have the practical experience required.
- I don't have the required technical qualification, but I believe I have sufficient practical experience to carry out the work under the supervision of a licensed plumber and drainer.
- I hold a current interstate or licence from another country.
- I have the qualification and the practical experience for the licence, but I'm unable to provide my qualification or prove my experience.

**IF YOU FIT ONE OF THESE SCENARIOS, YOU ARE NOT ELIGIBLE FOR A FULL LICENCE. HOWEVER, YOU MAY BE ELIGIBLE FOR A PROVISIONAL LICENCE AND SHOULD PAY THE PROVISIONAL LICENCE APPLICATION FEE PRESCRIBED BY LEGISLATION. DO NOT COMPLETE PART B OF THIS FORM AS IT IS NOT REQUIRED FOR A PROVISIONAL APPLICATION.**

**IMPORTANT NOTE - A PROVISIONAL LICENCE CAN ONLY BE GRANTED FOR 1 YEAR AND CANNOT BE RENEWED. IF YOU HAVE PREVIOUSLY BEEN GRANTED A PROVISIONAL LICENCE AND ARE SEEKING ANOTHER ONE, YOU MUST MAKE A NEW APPLICATION FOR THE LICENCE. THE QBCC WILL ONLY GRANT THE PROVISIONAL LICENCE IF IT IS SATISFIED THAT YOU CONTINUE TO MEET THE ELIGIBILITY REQUIREMENTS FOR A LICENCE OF THIS TYPE. THE QBCC WILL NOT GRANT A PROVISIONAL LICENCE IF YOU MEET THE LEGISLATED REQUIREMENTS FOR A FULL LICENCE.**

**7. PHOTOGRAPH ON LICENCE CARD**

Do you wish to have a photograph included on your licence card?  Yes  No

*If yes, you will need to include one passport-style photograph with your application.*

**8. PAYMENT OPTIONS**

**Avoid overpaying!** If you hold an associated licence you may not be required to pay an application fee for a restricted drainer - on-site sewage facility occupational licence (refer page 8).



**Note:** remember to include the Administration fee for the financial year. Refer to the fee schedule on page 9.

- I will pay at a QBCC office when returning this form in person
- Cheque or money order payable to Queensland Building and Construction Commission.
- Credit card

Name of Card Holder

Credit card number

Expiry Date 



  
M M / Y Y

Total Amount \$

**PART B - TO BE COMPLETED BY THE APPLICANT'S OCCUPATIONALLY LICENSED SUPERVISOR.**

This section details the practical experience the applicant gained while they held a provisional licence. It must be completed when they want to apply for an occupational licence that allows them to work unsupervised. **Do not complete this section if the applicant is applying for a provisional licence.**

**THIS SECTION MUST BE COMPLETED BY THE LICENSED PERSON WHO SUPERVISED THE APPLICANT'S PRACTICAL EXPERIENCE.**

**9. DETAILS OF LICENSED PERSON**

QBCC licence number

Surname

First names

Mobile

Email

Employer name (if applicable)

**10. PRACTICAL EXPERIENCE**

**HOW LONG WAS THE APPLICANT UNDER YOUR SUPERVISION?**

Period of supervision   /   /      to   /   /

**DID THE APPLICANT DEMONSTRATE COMPETENCY IN THIS TYPE OF WORK DURING THE PERIOD OF TIME YOU SUPERVISED THEIR WORK?** Tick the box.

For applicants applying for Drainer - On-site Sewage Facility (maintaining on-site sewage facilities) class

Drainage - on-site sewage facility (maintaining) work type	Competent? Tick box
Maintaining on-site sewage facilities	<input type="checkbox"/>

For applicants applying for Drainer - On-site Sewage Facility (carrying out OSTP installation work and maintaining on-site sewage facilities) class

Drainage - on-site sewage facility (installing and maintaining) work type	Competent? Tick box
Maintaining on-site sewage facilities	<input type="checkbox"/>
Carrying out on-site sewage treatment plant installation work	<input type="checkbox"/>

**WARNING: PROVIDING FALSE OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE.**

**11. DECLARATION BY SUPERVISOR**

I declare that the applicant is competent in the restricted drainer - on-site sewage facility work stated above.

Signature  Date 

	D	D		M	M		Y	Y	Y	Y
			/			/				

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**THANK YOU FOR PROVIDING THIS IMPORTANT INFORMATION.  
THE QBCC WILL CAREFULLY REVIEW YOUR SUBMISSION AS PART OF THIS LICENCE APPLICATION.**

**APPLICATION CHECKLIST**

**Avoid delays - make sure your application is complete.**

**If you are applying for a provisional licence i.e. you ticked one of the provisional licensing scenarios in section 6.**

This is your checklist

I have completed Part A (sections 1 - 8), including payment details.  YES

I have attached a certified copy\* of photo identification (e.g. driver's licence or passport).  YES

I have attached a certified copy\* of my technical qualifications (refer to section 5).  YES

**If you are applying for an occupational licence that lets you work without supervision i.e. you already have a provisional licence.**

This is your checklist

I have completed Part A (sections 1 - 8), including payment details.  YES

My occupationally licensed supervisor has completed Part B (sections 9 - 11).  YES

I have attached a certified copy\* of photo identification (e.g. driver's licence or passport).  YES

I have attached a certified copy\* of my technical qualifications (refer to section 5).  YES

**\*What is a certified copy?**

A certified copy is a copy that has been verified as being a true copy of the original document by one of the following:

- Justice of the Peace,
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public.

Alternatively, bring your original documents with you when you lodge your application at a QBCC service centre and our staff can view, copy and sign them for you.

**WHAT HAPPENS AFTER YOU APPLY?**

1. **Assessment** - a specialist QBCC licensing assessment officer will carefully assess your application and will contact you if they have questions about your application.
2. **Approval** - applicants who satisfy all of the necessary requirements will be granted a licence. If, for example, you can't demonstrate the full practical experience requirements, QBCC may make the decision to grant you a Provisional licence.

Individuals (not companies) who hold a QBCC plumbing or drainage related contractor, nominee supervisor and site supervisor licence are not required to pay a fee if they apply for, restore or renew a range of corresponding occupational licences under the Plumbing and Drainage Act. The affected QBCC licensees are listed in the first column in the table below.

The corresponding occupational licences which these licensees may apply for, restore or renew without a corresponding fee are listed in the table's second column.

<b>Licence holders in these classes under Schedule 2 of the QBCC Regulation</b>	<b>Are not required to pay for the following PD Act licences</b>
<ul style="list-style-type: none"> <li>plumbing and drainage licence</li> <li>plumbing and draining restricted to plumbing licence</li> <li>plumbing and draining restricted to tanks—water supply licence</li> </ul>	plumbers licence
<ul style="list-style-type: none"> <li>plumbing and drainage licence</li> <li>drainage licence</li> </ul>	drainers licence
<ul style="list-style-type: none"> <li>gas fitting licence</li> </ul>	water plumber—gas licence
<ul style="list-style-type: none"> <li>irrigation licence</li> </ul>	water plumber—irrigation licence
<ul style="list-style-type: none"> <li>fire hydrants and hose reels licence (install and maintain)</li> </ul>	water plumber – fire protection (hydrants and hose reels) licence
<ul style="list-style-type: none"> <li>sprinkler and suppression systems (reticulated water-based) licence (install and maintain)</li> <li>sprinkler and suppression systems (reticulated water-based) licence (install and maintain—restricted to commercial or industrial type)</li> </ul>	water plumber—fire protection (commercial and industrial) licence
<ul style="list-style-type: none"> <li>sprinkler and suppression systems (reticulated water-based) licence (install and maintain)</li> <li>sprinkler and suppression systems (reticulated water-based) licence (install and maintain – restricted to domestic or residential)</li> </ul>	water plumber – fire protection (domestic and residential) licence
<ul style="list-style-type: none"> <li>drainage—on-site sewerage facility licence (maintenance)</li> </ul>	drainer—on-site sewerage facility licence (maintenance)
<ul style="list-style-type: none"> <li>drainage—on-site sewerage facility licence (maintenance and installation)</li> </ul>	drainer—on-site sewerage facility licence (maintenance and installation)

Licenses who only hold a plumbers, drainers or restricted occupational licence under the *Plumbing and Drainage Act 2018* (without holding an associated QBCC plumbing or drainage related licence) are not impacted by these changes and must pay all prescribed fees for their occupational licence.

Licenses applying for an endorsement on a licence are required to pay the application fee for an endorsement and also a processing fee (if applicable).

For more information go to [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)



## PLUMBERS, DRAINERS AND RESTRICTED LICENCES SCHEDULE OF FEES

### Applying

QBCC may issue a Provisional licence for Plumbers, Drainers and Restricted Licensees. If you have been issued a Provisional licence you will need to reapply each year.

**Note:** QBCC may grant you a Provisional licence to obtain 12 months lawful experience post apprenticeship. Once you have 12 months lawful experience under a Provisional licence then you can apply for an Occupational Plumber, Drainer or Restricted licence.

If you are applying for a Plumber, Drainer or Restricted licence with lawfully gained experience, you will need to pay an administration fee of \$68.95 in addition to the application fee. You have the option of paying for a licence from 1 to 5 years.

See **Application Fees (Inc. Administration Fee)** below to find out what fee to pay with your application.

If you have already applied for another plumbing and/or draining licence within the same financial year, you don't need to pay the administration fee. Please see **Application Fees (Excl. Administration Fee)** to locate the correct payment.

### Renewing

You will receive a reminder notice every year and you can renew your licence from 1 to 5 years. In most cases you'll need to pay an amount which includes the administration fee. However there are exceptions. For example; provisional licensees cannot renew and will need to reapply.

See **Renewal Fees** below to find out what you need to pay.

### Restoring

If your licence has expired you will need to pay the additional fee of \$75.50 to restore your licence. You can only restore your licence within 1 year after the day the licence expired. If you have not restored your licence within 1 year after the day the licence expired, you will need to reapply. See the **Restoration Fees** table below.

**Please note:** If you apply for, renew or restore a Plumbing and Drainage Occupational Licence and you apply for or hold an associated QBCC contractor, nominee supervisor or site supervisor licence, you no longer have to pay a Plumbing and Drainage Occupational Licence application or renewal fee. For more information go to [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au).

<b>Application Fees</b>					
	<b>1 Year</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Including administration fee</b>					
<b>Plumber</b>	\$212.05	\$287.55	\$363.05	\$438.55	\$514.05
<b>Drainer</b>	\$212.05	\$287.55	\$363.05	\$438.55	\$514.05
<b>Combined Plumber AND Drainer</b>	\$355.15	\$430.65	\$506.15	\$581.65	\$657.15
<b>Restricted Licence</b>	\$157.45	\$232.95	\$308.45	\$383.95	\$459.45
<b>Provisional Plumber OR Provisional Drainer (1 year)</b>	\$135.30	N/A	N/A	N/A	N/A
<b>Combined Provisional Plumber AND Provisional Drainer (1 year)</b>	\$201.65	N/A	N/A	N/A	N/A
<b>Provisional Plumber AND Full Drainer (1 year)</b>	\$278.40	N/A	N/A	N/A	N/A
<b>NOT including administration fee</b>					
<b>Plumber</b>	\$143.10	\$218.60	\$294.10	\$369.60	\$445.10
<b>Drainer</b>	\$143.10	\$218.60	\$294.10	\$369.60	\$445.10
<b>Combined Plumber AND Drainer</b>	\$286.20	\$361.70	\$437.20	\$512.70	\$588.20
<b>Restricted Licence</b>	\$88.50	\$164.00	\$239.50	\$315.00	\$390.50
<b>Provisional Plumber OR Provisional Drainer (1 year)</b>	\$66.35	N/A	N/A	N/A	N/A
<b>Combined Provisional Plumber AND Provisional Drainer</b>	\$132.70	N/A	N/A	N/A	N/A
<b>Provisional Plumber AND Full Drainer (1 year)</b>	\$209.45	N/A	N/A	N/A	N/A

<b>Renewal Fees</b>					
	<b>1 Year</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Including administration fee</b>					
<b>Licenseses</b>	\$144.45	\$219.95	\$295.45	\$370.95	\$446.45
<b>Retired or employee of Registered Training Organisation</b>	\$91.10	\$113.25	\$135.40	\$157.55	\$179.70
<b>NOT including administration fee</b>					
<b>Licenseses</b>	\$75.50	\$151.00	\$226.50	\$302.00	\$377.50
<b>Retired or employee of Registered Training Organisation</b>	\$22.15	\$44.30	\$66.45	\$88.60	\$110.75

<b>Restoration Fees</b>					
	<b>1 Year</b>	<b>2 Years</b>	<b>3 years</b>	<b>4 Years</b>	<b>5 Years</b>
<b>Including administration fee</b>					
<b>Licenseses</b>	\$219.95	\$295.45	\$370.95	\$446.45	\$521.95
<b>Retired or employee of Registered Training Organisation</b>	\$166.60	\$188.75	\$210.90	\$233.05	\$255.20
<b>NOT including administration fee</b>					
<b>Licenseses</b>	\$151.00	\$226.50	\$302.00	\$377.50	\$453.00
<b>Retired or employee of Registered Training Organisation</b>	\$97.65	\$119.80	\$141.95	\$164.10	\$186.25

<b>Other Fees (Excl. Administration Fee)</b>	
Endorsement Application	\$15.60
Additional restoration fee	\$75.50
Equivalent qualification	\$28.55
Review of conditions	\$66.35
Replacement Card	\$28.55
Certified copy of licence	\$28.55
Administration fee	\$68.95
Notifiable Work (Hard Copy)	\$42.45
Notifiable Work (Electronic Copy)	\$31.45

### Need more information

Call QBCC on 139 333, check out our website at [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au) or visit your local QBCC office.