

GOVERNING LEGISLATION

Application made under section 16, *Plumbing and Drainage Act 2018*

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*

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial amendments

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

PART A - TO BE COMPLETED BY THE APPLICANT

1. PERSONAL DETAILS

Title Mr Mrs Miss Ms Other

Surname

First name

D D M M Y Y Y Y

Date of birth

ABN

Postal address

State Postcode

Home address

State Postcode

Business address

State Postcode

Business phone

Home phone

Mobile

Email

! **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.

D D M M Y Y Y Y

Signature

Date / /

**OFFICE
USE ONLY**

CRN

Receipt amount

Licence number

Receipt amount

3. OTHER RELEVANT LICENCES YOU ALREADY HOLD

Do you hold a current licence for drainage work in another Australian state or New Zealand? Yes No



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 drainage work in another country? Yes No
 If 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 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.

8A. DRAINER – ON-SITE SEWAGE FACILITY (MAINTAINING ON-SITE SEWAGE FACILITIES)

The requirements for a drainer – on-site sewage facility (maintaining on-site sewage facilities) licence include both the qualifications and practical experience as stated below.

QUALIFICATIONS

MAINTAINING ON-SITE SEWAGE FACILITIES:

- (a) WEP01B – Maintain and service domestic treatment plants and onsite sewerage facilities; and
- (b) CPCPDR4013 – Design and size domestic treatment plant disposal systems.

PRACTICAL EXPERIENCE

At least six (6) months practical experience in the work within the scope of work for which the licence is issued.

8B. DRAINER – ON-SITE SEWAGE FACILITY (CARRYING OUT OSTP INSTALLATION WORK AND MAINTAINING ON-SITE SEWAGE FACILITIES)

The requirements for a drainer – on-site sewage facility (carrying out On-site Sewage Treatment Plant (OSTP) installation work and maintaining on-site sewage facilities) licence include both the qualifications and practical experience as stated below.

QUALIFICATIONS

MAINTAINING ON-SITE SEWAGE FACILITIES AND OSTP INSTALLATION WORK:

- (a) WEP01B – Maintain and service domestic treatment plants and onsite sewerage facilities; and
- (b) CPCPDR4013 – Design and size domestic treatment plant disposal systems; and
- (c) CPCPCM2043 – Carry out WHS requirements; and
- (d) CPCPDR3023 – Install on-site domestic wastewater treatment plants and disposal systems
- (e) BSBESB402 – Establish legal and risk management requirements of new business ventures

PRACTICAL EXPERIENCE

At least six (6) months practical experience in the work within the scope of work for which the licence is issued.

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. Licence Photograph Guidelines are attached to this form.


8. ADDITIONAL REQUIREMENTS

Have you been known by any other names? Yes No


 If you have ticked yes, you must provide full details of all previous names you have been known by.

8. PAYMENT OPTIONS




Avoid overpaying! If you hold an associated licence you may not be required to pay an application fee for a plumbing occupational licence.

Note: Remember to include the administration fee for the financial year. Refer to the attached fee schedule.

I will pay at a QBCC office when returning this form in person
 Credit Card

Name of card holder

Credit card number

M M Y Y

Expiry date

/

Total Amount \$

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 - 9), 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 10 - 12).	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.

LICENCE PHOTOGRAPH GUIDELINES



Subject

- Eyes open and clearly visible
- Neutral expression
- Mouth closed
- Subject centred and facing the camera
- Whole face visible
- No hair or head covering across the face
- No glasses
- No smiling (sorry)
- Facial piercings, such as nose rings and studs, that are worn permanently by the subject, must not cause a reflection

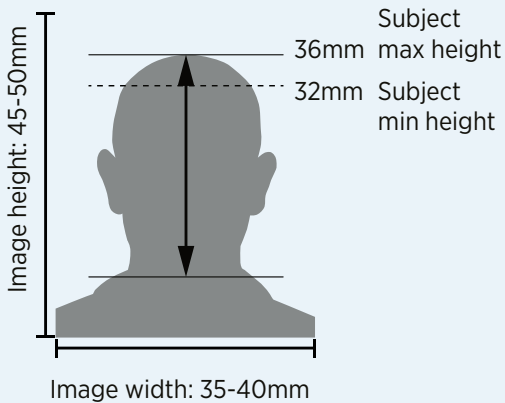
Lighting

- Even, shadowless lighting on the face
- White or light grey background preferable
- No shadows on background
- Light to ensure no red-eye

Editing

- Final image must be a true likeness of the subject
- No retouching of photographs permitted
- Adjust brightness/contrast only
- Moles, wrinkles, scars must not be removed
- Must not remove red-eye by editing

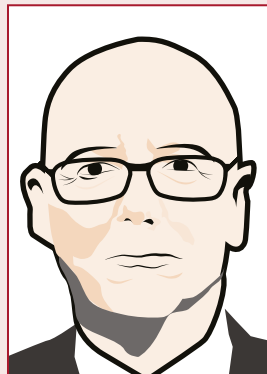
IMAGE SCALE AND SPECIFICATIONS



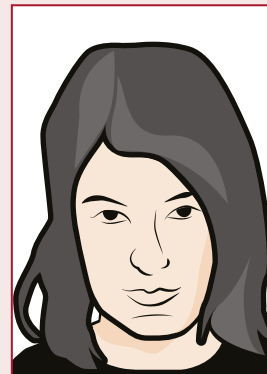
- Print size 35mm wide x 40 mm high
- If scanned image is provided - photo must be high resolution (min 300dpi/RGB) in JPEG, TIFF, PNG or PDF formats
- If you are unable to capture an image meeting the requested specifications, Australia Post offer a passport photo service. Please see the website for further information and where the service is available.



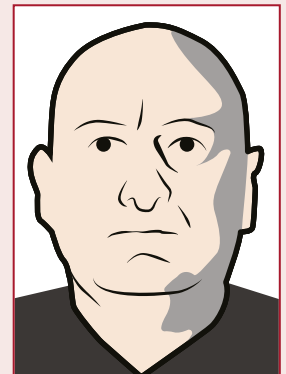
PLEASE NOTE THE FOLLOWING EXAMPLES REGARDING SUBJECTS AND IMAGERY WILL NOT BE ACCEPTED. PHOTOGRAPHS SHOULD FOLLOW THE GUIDELINES ABOVE.



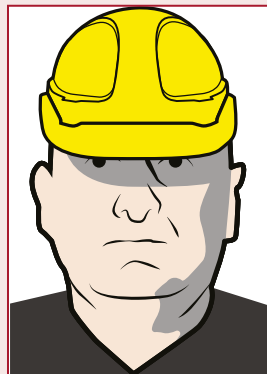
No glasses



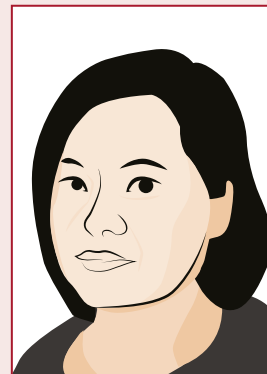
Head/chin must be up and directly looking in to the camera.



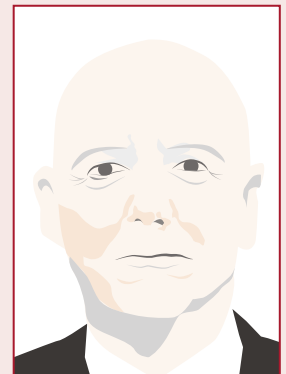
Face and background must be shadow free.



No hats or objects obstructing a clear view of the face.



NO SIDE PROFILES. IMAGE SHOULD BE TAKEN FRONT ON.



Do not overexpose the image. features must be clear and distinguishable at a glance

PLUMBERS, DRAINERS AND RESTRICTED LICENCE FEES

EFFECTIVE 1 JULY 2023 - 30 JUNE 2024



Our fees and charges increase on 1 July each year. On 1 July 2023 our fees and charges were increased in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

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 \$75.68 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 \$82.84 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.

Associated QBCC Act licences

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. Further information is on the last page of this form or go to qbcc.qld.gov.au.

Application Fees

INCLUDING ADMINISTRATION FEE	1 Year	2 Years	3 Years	4 Years	5 Years
Plumber	\$232.72	\$315.61	\$398.45	\$481.29	\$564.13
Drainer	\$232.72	\$315.61	\$398.45	\$481.29	\$564.13
Combined Plumber AND Drainer	\$389.76	\$472.60	\$555.44	\$638.28	\$721.17
Restricted Licence	\$172.83	\$255.67	\$338.51	\$421.35	\$504.19
Provisional Plumber OR Provisional Drainer (1 year)	\$148.50	N/A	N/A	N/A	N/A
Combined Provisional Plumber AND Provisional Drainer (1 year)	\$221.32	N/A	N/A	N/A	N/A
Provisional Plumber AND Full Drainer (1 year)	\$305.54	N/A	N/A	N/A	N/A
NOT INCLUDING ADMINISTRATION FEE					
Plumber	\$157.04	\$239.93	\$322.77	\$405.61	\$488.45
Drainer	\$157.04	\$239.93	\$322.77	\$405.61	\$488.45
Combined Plumber AND Drainer	\$314.08	\$396.92	\$479.76	\$562.60	\$645.49
Restricted Licence	\$97.15	\$179.99	\$262.83	\$345.67	\$428.51
Provisional Plumber OR Provisional Drainer (1 year)	\$72.82	N/A	N/A	N/A	N/A
Combined Provisional Plumber AND Provisional Drainer (1 year)	\$145.64	N/A	N/A	N/A	N/A
Provisional Plumber AND Full Drainer (1 year)	\$229.86	N/A	N/A	N/A	N/A

SCHEDULE OF FEES

EFFECTIVE 1 JULY 2023 - 30 JUNE 2024

Renewal Fees

INCLUDING ADMINISTRATION FEE	1 Year	2 Years	3 Years	4 Years	5 Years
Licensees	\$158.52	\$241.36	\$324.20	\$407.09	\$489.98
Retired or employee of Registered Training Organisation	\$100.01	\$124.28	\$148.61	\$172.94	\$197.21
NOT INCLUDING ADMINISTRATION FEE					
Licensees	\$82.84	\$165.68	\$248.52	\$331.41	\$414.30
Retired or employee of Registered Training Organisation	\$24.33	\$48.60	\$72.93	\$97.26	\$121.53

Restoration Fees

INCLUDING ADMINISTRATION FEE	1 Year	2 Years	3 Years	4 Years	5 Years
Licensees	\$241.36	\$324.20	\$407.04	\$489.93	\$572.82
Retired or employee of Registered Training Organisation	\$182.85	\$207.12	\$231.45	\$255.78	\$280.05
NOT INCLUDING ADMINISTRATION FEE					
Licensees	\$165.68	\$248.52	\$331.36	\$414.25	\$497.14
Retired or employee of Registered Training Organisation	\$107.17	\$131.44	\$155.77	\$180.10	\$204.37

Other Fees (excl. administration fee)

Endorsement application	\$17.12
Additional restoration fee	\$82.84
Equivalent qualification match	\$31.32
Review of conditions	\$72.82
Replacement card	\$31.32
Cerified copy of licence	\$31.32
Administration fee	\$75.68
Notifiable work (hard copy)	\$46.59
Notifiable work (electronic copy)	\$34.50

ASSOCIATED QBCC ACT LICENCES

EFFECTIVE 1 JULY 2023 - 30 JUNE 2024

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.

LICENCE HOLDERS IN THESE CLASSES UNDER SCHEDULE 2 OF THE QBCC REGULATION	ARE NOT REQUIRED TO PAY FOR THE FOLLOWING PD ACT LICENCES
<ul style="list-style-type: none"> Plumbing and Drainage Licence Plumbing and Draining Restricted To Plumbing Licence Plumbing and Draining Restricted To Tanks—Water Supply Licence 	<ul style="list-style-type: none"> Plumbers Licence
<ul style="list-style-type: none"> Plumbing and Drainage Licence Drainage Licence 	<ul style="list-style-type: none"> Drainers Licence
<ul style="list-style-type: none"> Gas Fitting Licence 	<ul style="list-style-type: none"> Water Plumber—Gas Licence
<ul style="list-style-type: none"> Irrigation Licence 	<ul style="list-style-type: none"> Water Plumber—Irrigation Licence
<ul style="list-style-type: none"> Fire Hydrants and Hose Reels Licence (Install and Maintain) 	<ul style="list-style-type: none"> Water Plumber—Fire Protection (Hydrants and Hose Reels) Licence
<ul style="list-style-type: none"> Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain) Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain—Restricted To Commercial Or Industrial Type) 	<ul style="list-style-type: none"> Water Plumber—Fire Protection (Commercial and Industrial) Licence
<ul style="list-style-type: none"> Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain) Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain—Restricted To Domestic Or Residential) 	<ul style="list-style-type: none"> Water Plumber—Fire Protection (Domestic and Residential) Licence
<ul style="list-style-type: none"> Drainage—On-Site Sewerage Facility Licence (Maintenance) 	<ul style="list-style-type: none"> Drainer—On-Site Sewerage Facility Licence (Maintenance)
<ul style="list-style-type: none"> Drainage—On-Site Sewerage Facility Licence (Maintenance and Installation) 	<ul style="list-style-type: none"> Drainer—On-Site Sewerage Facility Licence (Maintenance and Installation)

Licensees 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.

Licensees 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 qbcc.qld.gov.au

Renewing Occupational Licences

	1 Year	2 Years	3 Years	4 Years	5 Years
Including administration fee	\$158.52	\$241.36	\$324.20	\$407.09	\$489.98
NOT Including administration fee	\$82.84	\$165.68	\$248.52	\$331.41	\$414.30

More information

Call QBCC on 139 333, visit our website at qbcc.qld.gov.au or your local QBCC Customer Service Centre.