

**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](http://qbcc.qld.gov.au)

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

**1. APPLICANT DETAILS**

Title	Mr	Mrs	Miss	Ms	Other							
Surname	<input type="text"/>											
First name	<input type="text"/>											
Date of birth	D	D	M	M	Y	Y	Y	Y	<b>Note:</b> You must provide a certified copy of photographic identification when you submit this application. More details are provided in the Checklist section.			
ABN	<input type="text"/>											
Postal address	<input type="text"/>											
Home address	<input type="text"/>											
Business address (This cannot be a PO Box)	<input type="text"/>											
Business phone	<input type="text"/>											
Mobile	<input type="text"/>											
Email	<input type="text"/>											

**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	<input type="text"/>	Date	D	D	M	M	Y	Y	Y	Y
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>OFFICE USE ONLY</b>	CRN:	<input type="text"/>	Licence No:	<input type="text"/>	Container:	<input type="text"/>
	Receipt No:	<input type="text"/>	Receipt Amount:\$	<input type="text"/>		
	Assignee:	<input type="text"/>	Received by:	<input type="text"/>		

**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. 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.

**WHICH OF THE FOLLOWING QUALIFICATIONS DO YOU HOLD?**

Plumbing qualifications

- A Certificate III in Plumbing (CPC32413) completed through an apprenticeship** in an Australian jurisdiction; or (You must provide us with certified copies of both your Certificate III and Certificate of Completion of Apprenticeship as proof of completion).
- A qualification completed through an apprenticeship in Australia** which has been assessed and verified by a registered training organisation as at least equivalent to a Certificate III in Plumbing (CPC32413); or (You must provide us with certified copies of both your Certificate III and Certificate of Completion of Apprenticeship as proof of completion).
- A qualification completed through an apprenticeship in another country** which has been assessed and verified by a registered training organisation as at least equivalent to Certificate III in Plumbing (CPC32413); or
- A qualification completed through an apprenticeship in another country** which has been assessed and verified by a registered training organisation as at least equivalent to Certificate III in Plumbing (CPC32413) because the applicant has also successfully completed relevant gap training competencies recognised in the National Register of Vocational Education and Training (VET) in Australia; or
- A Certificate III in Plumbing (CPC32413) or a qualification which has been assessed and verified by a registered training organisation as at least equivalent to a Certificate III in Plumbing (CPC32413) that was not completed through an apprenticeship,** provided the certificate or qualification excludes reliance on recognition of prior learning for any period where unlawful work (including work with the required licence) was carried out.
- A qualification in Plumbing completed through an apprenticeship in Australia prior to 1 January 2011,** if the applicant has also completed the following units of competency from the Certificate III in Plumbing (CPC32413):
  - (i) CPCPCM2043A - Carry out WHS requirements
  - (ii) CPCCOH2001A - Apply OHS requirements, policies and procedures in the construction industry
  - (iii) CPCCPFS3038A - Test and maintain fire hydrant and hose reel installations

**5. 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.

**i** 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.

**6. PHOTOGRAPH ON LICENCE CARD**

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

**i** If yes, you will need to include one passport-style photograph with your application. Licence Photograph Guidelines are attached to this form.

**7. 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**

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

Expiry Date  /

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.  
**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	<input type="text"/>
Surname	<input type="text"/>
First names	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Employer name (if applicable)	<input type="text"/>

**10. PRACTICAL EXPERIENCE**


How long was the applicant under your supervision?

Period of supervision   
 D   D    M   M    Y   Y   Y   Y    to   
 D   D    M   M    Y   Y   Y   Y

/   /       
 to   
   /   /

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

Plumbing work type	Competent? Tick box
Install steel consumer piping systems	<input type="checkbox"/>
Install copper consumer piping systems	<input type="checkbox"/>
Install UPVC consumer piping systems	<input type="checkbox"/>
Install polyethylene consumer piping systems	<input type="checkbox"/>
Test consumer piping	<input type="checkbox"/>
Set out and rough in hot and cold water supply	<input type="checkbox"/>
Adjust system controls and devices for correct flow operation	<input type="checkbox"/>
Install backflow prevention devices	<input type="checkbox"/>
Install mixing valves	<input type="checkbox"/>
Install hot water systems	<input type="checkbox"/>
Collection and storage of potable water	<input type="checkbox"/>
Install pump sets	<input type="checkbox"/>
Fit off, make final connections to hot and cold water systems	<input type="checkbox"/>
Connect irrigation systems to potable water	<input type="checkbox"/>
Perform oxy-acetylene welding	<input type="checkbox"/>
Commission water systems	<input type="checkbox"/>
Set out position of discharge pipes and fixtures	<input type="checkbox"/>
Fabricate and install cast iron soil and waste stacks	<input type="checkbox"/>
Fabricate and install UPVC soil and waste stacks	<input type="checkbox"/>
Fabricate and install copper soil and waste stacks	<input type="checkbox"/>
Install or fit off sanitary fixtures	<input type="checkbox"/>
Test sanitary pipe 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 plumbing work stated above.

Signature

Date 

D	D	M	M	Y	Y	Y	Y

 / /

**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 5.**

This is your checklist

I have completed Part A (sections 1 - 7), 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 4).  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 - 7), including payment details.  Yes

My occupationally licensed supervisor has completed Part B (sections 8 - 10).  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 4).  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

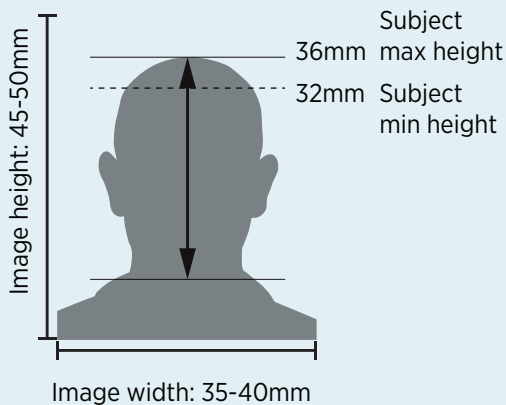
## Lighting

- 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

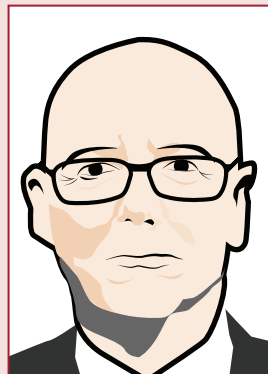
## IMAGE SCALE AND SPECIFICATIONS



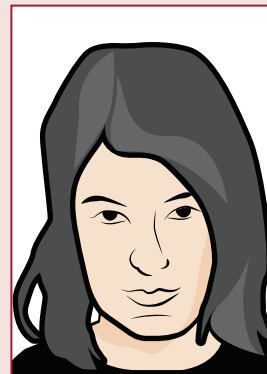
- Print size 35mm wide x 40 mm high
- If scanned image is provided - photo must be high resolution (min 300dpi/RGB) in JPEG, TIFF, PNG or PDF formats
- If you are unable to capture an image meeting the requested specifications, Australia Post offer a passport photo service. Please see the website for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



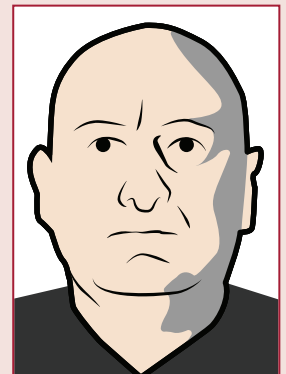
**PLEASE NOTE THE FOLLOWING EXAMPLES REGARDING SUBJECTS AND IMAGERY WILL NOT BE ACCEPTED. PHOTOGRAPHS SHOULD FOLLOW THE GUIDELINES ABOVE.**



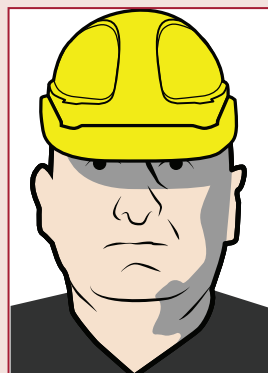
No glasses



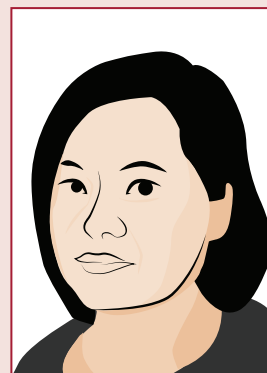
Head/chin must be up and directly looking in to the camera.



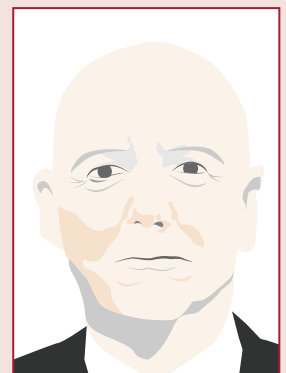
Face and background must be shadow free.



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 2022 - 30 JUNE 2023



**Our fees and charges increase on 1 July each year. On 1 July 2022 our fees and charges were increased by 2.5% in line with Government's indexation policy. 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 \$73.19 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 \$80.10 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](http://qbcc.qld.gov.au).

### Application Fees

INCLUDING ADMINISTRATION FEE	1 Year	2 Years	3 Years	4 Years	5 Years
Plumber	\$225.04	\$305.20	\$385.30	\$465.41	\$545.51
Drainer	\$225.04	\$305.20	\$385.30	\$465.41	\$545.51
Combined Plumber AND Drainer	\$376.90	\$457.00	\$537.11	\$617.21	\$697.36
Restricted Licence	\$167.13	\$247.24	\$327.34	\$407.44	\$487.55
Provisional Plumber OR Provisional Drainer (1 year)	\$143.61	N/A	N/A	N/A	N/A
Combined Provisional Plumber AND Provisional Drainer (1 year)	\$214.03	N/A	N/A	N/A	N/A
Provisional Plumber AND Full Drainer (1 year)	\$295.46	N/A	N/A	N/A	N/A
NOT INCLUDING ADMINISTRATION FEE					
Plumber	\$151.85	\$232.01	\$312.11	\$392.22	\$472.32
Drainer	\$151.85	\$232.01	\$312.11	\$392.22	\$472.32
Combined Plumber AND Drainer	\$303.71	\$383.81	\$463.92	\$544.02	\$624.17
Restricted Licence	\$93.94	\$174.05	\$254.15	\$334.25	\$414.36
Provisional Plumber OR Provisional Drainer (1 year)	\$70.42	N/A	N/A	N/A	N/A
Combined Provisional Plumber AND Provisional Drainer (1 year)	\$140.84	N/A	N/A	N/A	N/A
Provisional Plumber AND Full Drainer (1 year)	\$222.27	N/A	N/A	N/A	N/A



# SCHEDULE OF FEES

EFFECTIVE 1 JULY 2022 - 30 JUNE 2023

## Renewal Fees

INCLUDING ADMINISTRATION FEE	1 Year	2 Years	3 Years	4 Years	5 Years
Licensees	\$153.29	\$233.40	\$313.50	\$393.66	\$473.81
Retired or employee of Registered Training Organisation	\$96.71	\$120.19	\$143.71	\$167.23	\$190.71
NOT INCLUDING ADMINISTRATION FEE					
Licensees	\$80.10	\$160.21	\$240.31	\$320.47	\$400.62
Retired or employee of Registered Training Organisation	\$23.52	\$47.00	\$70.52	\$94.04	\$117.52

## Restoration Fees

INCLUDING ADMINISTRATION FEE	1 Year	2 Years	3 Years	4 Years	5 Years
Licensees	\$233.39	\$313.50	\$393.60	\$473.76	\$553.91
Retired or employee of Registered Training Organisation	\$176.81	\$200.29	\$223.81	\$247.33	\$270.81
NOT INCLUDING ADMINISTRATION FEE					
Licensees	\$160.20	\$240.31	\$320.41	\$400.57	\$480.72
Retired or employee of Registered Training Organisation	\$103.62	\$127.10	\$150.62	\$174.14	\$197.62

## Other Fees (excl. administration fee)

Endorsement application	\$16.55
Additional restoration fee	\$80.10
Equivalent qualification match	\$30.29
Review of conditions	\$70.42
Replacement card	\$30.29
Cerified copy of licence	\$30.29
Administration fee	\$73.19
Notifiable work (hard copy)	\$45.05
Notifiable work (electronic copy)	\$33.36

## ASSOCIATED QBCC ACT LICENCES

EFFECTIVE 1 JULY 2022 - 30 JUNE 2023

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"> <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>	<ul style="list-style-type: none"> <li>Plumbers Licence</li> </ul>
<ul style="list-style-type: none"> <li>Plumbing and Drainage Licence</li> <li>Drainage Licence</li> </ul>	<ul style="list-style-type: none"> <li>Drainers Licence</li> </ul>
<ul style="list-style-type: none"> <li>Gas Fitting Licence</li> </ul>	<ul style="list-style-type: none"> <li>Water Plumber—Gas Licence</li> </ul>
<ul style="list-style-type: none"> <li>Irrigation Licence</li> </ul>	<ul style="list-style-type: none"> <li>Water Plumber—Irrigation Licence</li> </ul>
<ul style="list-style-type: none"> <li>Fire Hydrants and Hose Reels Licence (Install and Maintain)</li> </ul>	<ul style="list-style-type: none"> <li>Water Plumber - Fire Protection (Hydrants and Hose Reels) Licence</li> </ul>
<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>	<ul style="list-style-type: none"> <li>Water Plumber—Fire Protection (Commercial and Industrial) Licence</li> </ul>
<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>	<ul style="list-style-type: none"> <li>Water Plumber - Fire Protection (Domestic and Residential) Licence</li> </ul>
<ul style="list-style-type: none"> <li>Drainage—On-Site Sewerage Facility Licence (Maintenance)</li> </ul>	<ul style="list-style-type: none"> <li>Drainer—On-Site Sewerage Facility Licence (Maintenance)</li> </ul>
<ul style="list-style-type: none"> <li>Drainage—On-Site Sewerage Facility Licence (Maintenance and Installation)</li> </ul>	<ul style="list-style-type: none"> <li>Drainer—On-Site Sewerage Facility Licence (Maintenance and Installation)</li> </ul>

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](http://qbcc.qld.gov.au)

### Renewing Occupational Licences

	1 Year	2 Years	3 Years	4 Years	5 Years
Including administration fee	\$153.29	\$233.40	\$313.50	\$393.66	\$473.81
NOT Including administration fee	\$80.10	\$160.21	\$240.31	\$320.47	\$400.62

### More information

Call QBCC on 139 333, visit our website at [qbcc.qld.gov.au](http://qbcc.qld.gov.au) or your local QBCC Customer Service Centre.