

Notifiable work

Changes to categories of plumbing and drainage work

On 1 November 2012, changes to the *Plumbing and Drainage Act 2002* introduced a new category of plumbing and drainage work called 'notifiable work'.

These changes also renamed other categories of plumbing and drainage work, with 'regulated work' becoming 'compliance assessable work' and 'other minor work' becoming 'minor work'. All categories of work are prescribed in the *Standard Plumbing and Drainage Regulation 2003*.

What are the new categories of work?

Notifiable work

Notifiable work can be performed without local government approval or mandatory inspections, reducing red tape, delays and costs for the industry and consumers. Notifiable work must be performed by an appropriately licensed person.

Notifiable work includes the majority of work undertaken in existing buildings, such as installation of new fixtures in bathroom or kitchen renovations.

When a licensee completes notifiable work, they must lodge a Form 4 – Notifiable work to the Plumbing Industry Council (PIC) within 10 business days of completing the work.

Minor work

The new category of minor work has been significantly expanded, and now includes the installation of an apparatus and removing a fixture or fitting.

Minor work must be undertaken by a licensed person but does not require notification to the PIC or local government.

Compliance assessable work

Compliance assessable work, previously called notifiable work, requires local government approval and inspections. This type of work includes plumbing and drainage work associated with construction of a new building.

Prior to starting the work, a licensee must lodge a Form 1 – Application for compliance assessment to the relevant local government.

Compliance assessable work must be performed by an appropriately licensed person.

Unregulated work

Unregulated work does not need to be performed by a licensed person, and does not require notification to either the PIC or local government.

Unregulated work must still comply with all relevant codes and standards.

How do the changes affect me?

Notifiable work does not require local government approval or mandatory inspections, saving up to \$1,600 per job and reducing delays in waiting for permits and inspections.

The fees and lodgment process for notifiable work are consistent across the State, which particularly benefits plumbers who perform work in a number of local government areas.

What do I have to do?

A Form 4 must be lodged with the PIC within 10 business days of completing notifiable work. Notifiable work is taken to be completed when it is operational, or an invoice has been issued for the work. Forms are able to be lodged either electronically or manually.

Electronic lodgment

Licensees may lodge Form 4s electronically through the online Plumbing Application Service. This system keeps records of notifiable work the licensee has performed, and includes a top-up facility that licensees can use to store funds, making it quicker and easier to lodge Form 4s.

The fee for lodging a Form 4 online is \$26.80 per form.

Once the Form 4 has been lodged, the licensee must provide a copy of the form to the owner or occupier of the property.

Manual lodgment

Licensees wishing to lodge their Form 4s manually must first obtain a Form 4 book from the PIC. The book is registered to the licensee performing the work, and forms are numbered individually.

The manual copy of the Form 4 has three sections to be completed – one copy for the PIC, one copy for the owner or occupier, and the stub to be retained by the licensee for their records.

The fee for lodging a Form 4 manually is \$36.20 per form.

Will my work be checked?

Licensees must ensure that all work is performed in accordance with relevant legislation, codes and standards.

To ensure that plumbing and drainage work in Queensland continues to be performed to a high standard, both the PIC and local governments can audit notifiable work.

The PIC is able to audit the lodgment of Form 4s, and has the power to:

- require licensees and employers involved in an audit to supply certain documents to the PIC or local government
- take disciplinary action against a licensee who fails to give a notice or document as required under the *Plumbing and Drainage Act 2002*.

Failing to lodge a Form 4 with the PIC can result in penalties of \$660 per form. Offences also apply for making a false or misleading statement to a local government inspector or PIC investigator.

Local governments are able to audit the performance of notifiable work, and are able to target types of work that pose a higher risk of non-compliance. If a local government finds work that is non-compliant, they may issue a rectification notice to the licensee who performed the work, and the licensed contractor for the work. It is an offence to fail to comply with a local government rectification notice.

Licensees are also able to request a local government inspection of notifiable work if they wish to do so.

How do I find out more?

More information on the notifiable work reforms is available at www.hpw.qld.gov.au/notifiablework or by calling the PIC Notifiable Work Hotline on 1800 264 585.

Plumbing Industry Council Notifiable Work Hotline

mail PO Box 15027
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call 1800 264 585

email notifiablework@qld.gov.au

web www.hpw.qld.gov.au/notifiablework

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