

Plumbing & Drainage Application

This factsheet provides information about plumbing and drainage application lodgement and answers to some frequently asked questions for these types of applications.

When do I need a plumbing permit?

There are different categories of works prescribed under the *Plumbing and Drainage Regulations 2019*:

- permitted work;
- notifiable work;
- minor work;
- unregulated work.

All permitted work must be assessed, approved, and inspected by Council for compliance. Examples of works requiring a permit include:

- construction of a new dwelling;
- installation of fixtures to a shed;
- installation, replacement, or removal of an on-site sewerage facility and land application area.

Notifiable and minor work must be performed by a licensed plumber/drainager but do not require Council approval.

Do I have to put an application in if I am demolishing existing plumbing?

Yes - buildings or structures, which have plumbing, and drainage connected, which are to be demolished or removed, require a plumbing application to be lodged with Council.

How do I lodge a plumbing application with Council?

Council's preferred method for lodgement of plumbing and drainage applications is electronic.

Hardcopy application documentation is still accepted where it is not possible to supply electronically.

What does 'properly made' mean?

An application is considered properly made when it has satisfied the requirements under the *Plumbing and Drainage Act 2018* ('PD Act'). The PD Act states that all permit applications must be:

- made to the local government; and
- accompanied by the application fee and the documents required under the PD Act for the application (refer checklist on final page).

The assessment process and timeframes for assessment will only commence once an application is deemed to be 'properly made'.

What happens if it is deemed 'not properly made'?

If an application for a permit fails to satisfy the properly made requirements the applicant will receive a 'Not Properly Made Action Notice' identifying the items to be addressed.

The applicant must take the action outlined in the Notice within five (5) business days after receiving the notice. If the required action is not undertaken within that period, the application is taken to have not been made.

What are the fees?

Fees for residential plumbing applications can be found on Council's website under the schedule for [fees and charges](#). Commercial applications are by quote only.

Customers requiring assistance in determining applicable fees should contact Council's Plumbing section.

What documentation do I have to provide?

Refer to the 'Checklist for Plumbing Application' on the final page of this factsheet for a list of the documentation which is required upon lodgement.

Plumbing and drainage forms and templates as well as other helpful information can be found on the Business Queensland [website](#).

How long does a permit last?

A permit is valid for a period of two (2) years from date of issue, unless otherwise determined. You can also apply for an extension of time prior to the lapsing date of the application.

If substantial changes are to be made to the work originally applied for, the applicant must apply to amend the existing permit approval.

What inspections are required?

Generally, inspections are required to be made at the stages listed below however the applicant should refer to the permit which will state what inspections are required:

- under slab drainage and elevated drainage;
- external drains and on-site sewerage facility with land application area;
- installation of water pipes ('rough in');
- final.

How are plumbing inspections arranged?

The responsible person (the licensed Plumber or Drainer) is required to contact Council to arrange a suitable date and time for each inspection. To ensure work plans can progress, 48 hours' notice is required.

How long does it take to get a permit so I can start?

Council needs to assess the plans and accompanying documentation before a permit will be issued. A permit must be issued before commencing work and applicants must comply with the permit and any conditions of the permit.

What happens if I don't get approval?

If you proceed with plumbing works without Council approval, any connection made will be deemed illegal and will require removal at the owner's expense. Failure to comply with the rules and regulations shall result in fines, infringement notices and/or possible prosecution by Council and or Queensland Building & Construction Commission.

You can appeal a decision by a local government, or local government inspector within 20 business days of receiving an information notice about the decision

(or five (5) business days if the plumbing or drainage on the premises is a danger or health risk to occupiers of the premises or the public).

Approval for works is important should you wish to sell or insure your property in the future.

Further information?

If you require further information in relation to plumbing & drainage applications, want to lodge your application, or would like to arrange an appointment to speak with Council's Plumbing Inspector or a Plumbing Officer, please contact Council.

✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610

@ (07) 4189 9100

☎ info@sbrc.qld.gov.au

👤 Visiting a Customer Service Centre

CHECKLIST FOR PLUMBING APPLICATION DOCUMENTATION	
<input type="checkbox"/>	Form 1 – This is a ‘Permit work application’ form for plumbing, drainage, and on-site sewerage work. This form must be completed in full and signed in all places. Please Note: All correspondence relating to the plumbing application will be sent to the applicant, owner and plumber/drainier.
<input type="checkbox"/>	Form 7 – This is the ‘Notification of Responsible Person’ form. This notifies Council of the details of the Licenced plumber/drainier who will be undertaking the works. This must be completed by the Licenced plumber/drainier.
<input type="checkbox"/>	Application for water and sewer connection (if applicable) – if you require a new connection to the Council infrastructure – either Sewer Connection or Water Connection – you will need to complete the ‘Water & Sewer Connection Application’ Form and consult with Council’s Water Wastewater Branch to ensure you can have connection.
<input type="checkbox"/>	Payment of fees and charges . Fees for residential plumbing applications must be paid in full upon lodgement of the application. Customers requiring assistance in determining applicable fees should contact Council.
<input type="checkbox"/>	Drawings /Plans; <ul style="list-style-type: none"> a Site Plan (this is an aerial view of the property) showing boundary dimensions, any existing structures, location of services—i.e., sewer, water, or onsite sewerage treatment plant (including method of disposal) as well as stormwater disposal; applications involving installation of an onsite sewerage system should also show and include existing drainage, creeks, dams, wells and so forth; elevations of Proposed Building (a 2-dimensional drawing that front, back and sides of the structure); floor plans showing location of where proposed plumbing fixtures are to be installed; drainage plan – this is a ‘to scale’ plan that shows the in-ground private sanitary drainage within a property that connects plumbing fixtures within the building to a sewer connection or on-site sewerage facility; hydraulic plans (this is only applicable for commercial or industrial applications).
<input type="checkbox"/>	Reports <ul style="list-style-type: none"> soil classification report (including soil profile) to determine requirements for articulation design (swivel and expansion joints), if soil class is H, E or P; percolation test (determines the water absorption rate of the soil) for onsite disposal in non sewered areas.
<input type="checkbox"/>	Non sewered area: to comply with AS/NZS 1547:2012 & 1546:2012: <ul style="list-style-type: none"> effluent Disposal Report from suitably qualified on-site designer/assessor detailing type, size and location of onsite sewage treatment facility, proposed layout of any land application areas including minimum setback distances prescribed in the <i>Queensland Plumbing and Wastewater Code</i>. <p>All plumbing and drainage designs within the property boundaries are to be in accordance with the <i>Plumbing and Drainage Act 2018</i>, the <i>Plumbing and Drainage Regulations 2019</i> and <i>Queensland Plumbing and Wastewater Code</i>.</p>
<input type="checkbox"/>	All plans must: <ul style="list-style-type: none"> be legible and clear; be drawn to scale (preferably 1:200 to 1:100); show fixtures marked clearly and include a legend Include name, signature and licence number of plan designer/assessor and contact details; display the owner/s name and site address; and display the lot and registered plan number.