

# NOTIFIABLE WORK

for plumbers and drainers





## WHAT IS NOTIFIABLE WORK?

Notifiable work is a type of plumbing and drainage work which is performed in existing buildings, and includes changes to existing water supply and drainage systems. For example:

- kitchen and bathroom additions, extensions or renovations
- installing or replacing hot water heaters including electric, solar or heat pumps
- installing new or relocating fixtures such as toilets, showers and sinks

Notifiable work can be performed without needing local government permits or inspections, saving time and money for home owners. When a plumber or drainer completes notifiable work, they must lodge a Form 4 (or a Form 4A if the work is being carried out on behalf of or for a public sector entity) to the Queensland Building and Construction Commission (QBCC) within 10 business days.

Plumbing and drainage work associated with new construction is not notifiable work.

The full schedule of notifiable work and all other types of work is available on the QBCC website.

## WHY NOTIFIABLE WORK?

Notifiable work was introduced in November, 2012, to reduce costs and processes for plumbers and drainers, local governments, and building and home owners.

Previously, the process for this type of plumbing and drainage work could be time-consuming and costly, as licensees were required to apply for local government

permits, which attracted large application fees of up to \$1,500.

Notifiable work significantly reduces costs and enables work to be completed without unnecessary delays.

## WHAT IS A FORM 4?

A Form 4/4A is a notice to the QBCC that notifiable work has been performed at a property. The Form 4/4A contains information about who performed the work, what work was performed and the address where the work was undertaken.

The licensed plumbing and drainage contractor is responsible for submitting the Form 4/4A and paying the relevant fee to the QBCC. The contractor may pass the cost of lodging the Form 4, including any administrative costs, on to the property owner. There is no fee to lodge a Form 4A on behalf of a public sector entity.

## WHO GETS A COPY OF THE FORM 4?

The person providing the Form 4/4A to the QBCC must also give a copy of the notice to:

- a. the owner of the premises where the work was carried out; or
- b. the person/entity that engaged the person providing the Form 4/4A.



Simply go to  
[my.qbcc.qld.gov.au](http://my.qbcc.qld.gov.au)





**An example:**

The home owner engages a builder to build an extension on the dwelling, which includes a bathroom. The builder employs a licensed plumber to perform the plumbing and drainage work. On completion of the work, the plumber lodges a Form 4 with the QBCC and must also provide a copy of the notice to the builder.

The owner of the property where notifiable work has been performed may also contact the QBCC to access a copy of the Form 4.

**WHAT WORK DO I STILL NEED TO HAVE ASSESSED AND INSPECTED?**

Any work not included in the schedules of notifiable work, minor work or unregulated work will be compliance assessable work, and is subject to local government compliance assessment and inspection requirements.

**WHAT IS THE LODGEMENT PROCESS FOR FORM 4/4As?**

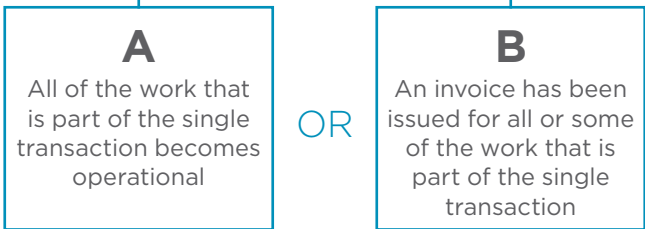


Licensees must lodge a Form 4/4A with the QBCC **WITHIN 10 BUSINESS DAYS** of completing the work.

**Notifiable work is completed when** (whichever of the following happens first):



**If the work is carried out with other notifiable work as part of a single transaction, a Form 4/4A must be lodged, when** (whichever of the following happens first):



The most efficient and cost-effective way is to lodge a Form 4/4A, via myQBCC on the QBCC website. Alternatively, **manual lodgements** can be posted or processed at a QBCC Service Centre.



A copy of the Form 4/4A must also be given to the customer.

## WHEN TO LODGE A FORM 4

### Example

# 1

A licensee gives a quote to replace a water heater. The quote is accepted and the licensee completes the work on the same day. This is a single piece of work that is completed when it becomes operational. The licensee must submit a Form 4/4A to the QBCC within 10 business days of the new water heater becoming operational.

### Example

# 2

A licensee is engaged to seal a sanitary drain upstream from the connection point for a sewerage provider's sewerage system prior to the demolition of a building. The licensee carries out the work, however the work is not and will never be operational. The licensee issues an invoice for the work two days after sealing the drain. The work is completed when the invoice is issued and a Form 4/4A must be given to the QBCC within 10 business days of the invoice being issued.

### Example

# 3

A licensee gives a quote for the installation of 10 toilets. This is considered to be a single transaction. The quote is accepted and the licensee commences work. Each toilet becomes operational in turn over a period of five days. The work is taken to be completed after the tenth toilet becomes operational on the fifth day. An invoice is issued five days later. As all of the work covered by the single transaction becomes operational prior to an invoice for the work being issued, a Form 4/4A must be submitted to the QBCC within 10 business days of day five.

### Example

# 4

Similar to Example 3, a licensee gives a quote for the installation of 10 toilets, which is considered to be a single transaction. The quote is accepted and the licensee commences work. Although the first six toilets each become operational over a period of three days, and on day three, following the installation of the sixth toilet, the licensee issues an invoice for the work undertaken to date. The work for the first six toilets is completed



when the invoice is issued. As a result, the licensee is required to submit a Form 4/4A to the QBCC for the six toilets referred to in the invoice within 10 business days of day three.

The licensee proceeds to install the remaining four toilets with the tenth toilet becoming operational on day five. The installation of the remaining four toilets is still considered to form part of the single transaction. The work for the transaction is completed on day five when the tenth toilet becomes operational. As a result, the licensee will be required to submit another Form 4/4A to the QBCC for the remaining four toilets within 10 business days of day five.

The licensee could have delayed the issuing of the invoice until after the tenth toilet was operational. This would have allowed the licensee to give one Form 4/4A to the QBCC instead of two.

## CATEGORIES OF WORK

There are currently 16 categories of notifiable work, which are listed in the electronic lodgement system and in manual Form 4/4A books.

When lodging a Form 4/4A, licensees must make sure that they select all the types of work which they have performed. This information is important, as it lets the QBCC and local governments know what work has been done in order to make sure that all records are accurate, and to assist with compliance activities.

## NOTIFIABLE WORK COMPLIANCE

Failure to submit a Form 4/4A for notifiable work is an offence. The QBCC regularly conducts audits to ensure that plumbers and drainers are lodging Form 4/4As when they have carried out notifiable work.

Once the Form 4/4A is lodged, a local plumbing inspector may inspect the work to ensure it complies with all required codes and standards. The building owner or the plumber can also request inspection at any stage during the work. These inspections are carried out by the local government authority.

# NOTIFIABLE WORK ITEMS

1. Emergency work
2. Work necessary for extending, altering, replacing or removing existing water supply piping, other than extending or removing a fire service
3. Work necessary for extending or removing a fire service if the work is associated with a building development approval as defined under the *Building Act 1975*, schedule 2
4. Work necessary for extending, altering, replacing or removing existing sanitary drainage, other than a combined sanitary drain, for a building classified under Building Code of Australia (BCA) as a class 1 or 10 building
5. Work necessary for extending, altering, replacing or removing existing sanitary plumbing for a building classified under BCA as a class 2 to 9 building
6. Work necessary for installing, replacing or removing a temperature control device
7. Work necessary for installing, replacing or removing a water heater
8. Work necessary for installing, replacing or removing a testable backflow prevention device
9. Work necessary for installing, replacing or removing a dual check valve with an atmospheric port
10. Work necessary for replacing a greywater treatment plant for a building classified under BCA as a class 1 building
11. Work necessary for installing a fixture in a building classified under BCA as a class 1 building
12. Work necessary for relocating a fixture in a building classified under BCA as a class 1 building
13. Work, other than work for sanitary drainage, necessary for installing or relocating a fixture in a building, classified under BCA as a class 2 to 9 building, of 1 or 2 storeys
14. Work necessary for installing or relocating a fixture in a building, classified under BCA as a class 10 building
15. Work necessary for sealing a sanitary drain upstream from the connection point for a service provider's sewerage system
16. Work necessary for sealing an existing water service downstream from a water meter for a building classified under BCA as a class 2 to 9 building

For more information, including exceptions to notifiable work, view the *Standard Plumbing and Drainage Regulation 2003* or visit [qbcc.qld.gov.au](http://qbcc.qld.gov.au)



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