



# NOTIFIABLE WORK

for home owners





## WHAT DO WE DO AT THE QBCC?

The Queensland Building and Construction Commission (QBCC) is responsible for regulating the building industry, which includes plumbing and drainage, in Queensland.

## WHAT IS NOTIFIABLE WORK?

When you have plumbing and drainage work carried out on your property, it may be considered 'notifiable work'.

Notifiable work can be performed without needing local government permits or inspections, saving you, as the home owner, time and money.

Instead, your licensed plumber and drainer can simply get on with the work and then must notify the QBCC when they have completed the 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.

When a licensed 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 QBCC within 10 business days.

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

If you own an apartment and are renovating it, please check with your plumber if the work you are requesting can be done as notifiable work or not. In some cases, apartment renovations may be more complex and require a local government permit to carry out the work.

## WHAT IS A FORM 4?

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

## WHO GETS A COPY OF THE FORM 4?

The licensed plumber or drainer is responsible for providing the Form 4 to the QBCC and must also give a copy of the notice to:

- you, as the owner of the premises where the work is carried out; or
- the person/entity that engaged the person providing the Form 4.

### Example

# 1

You engage a plumber to replace the water supply piping to your house from the water meter. On completion of the work, the plumber lodges a Form 4 with the QBCC and must also provide a copy of the notice to you.

### Example

# 2

You engage a builder to build an extension on your property, 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.

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

### Example

# 3

You own an investment property that is managed by a real estate agent. The agent engages a plumber, on your behalf, to replace a hot water heater at the property. 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 real estate agent. As the owner of the property where notifiable work has been

performed, you may also contact the QBCC to access a copy of the Form 4.

## NOTIFIABLE WORK COMPLIANCE

The QBCC regularly conducts audits to ensure that plumbers and drainers are lodging Form 4s when they have carried out notifiable work. The QBCC may also investigate when plumbers and drainers fail to submit Form 4s. Failure to submit a Form 4 for notifiable work is an offence.

Once a Form 4 is lodged, a plumbing inspector from your local government authority may inspect the work to ensure it complies with all the required codes and standards.

You are also able to contact your local government authority to request an inspection at any stage during the work.

### REQUEST A FORM 4

If you have not received a Form 4, and believe you should have, you can contact the QBCC to request a copy.

For more information on notifiable work, visit [qbcc.qld.gov.au](http://qbcc.qld.gov.au)



299 Montague Road,  
West End Qld 4101

GPO Box 5099,  
Brisbane Qld 4001

T: 139 333  
F: 07 3225 2999

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

