

## IMPORTANT CHANGES PROPOSED WHEN BOOKING FINAL PLUMBING INSPECTIONS

### **All Certificates, Documentation, and Payment of Outstanding Fees will be Required Prior to Booking a Final Inspection – Proposed Implementation from 01 September 2024.**

At Gympie Regional Council, the Plumbing Services Team are always reviewing business practices to help identify ways of improving our standards of customer service, whilst at the same time complying with our legislative requirements as a regulator.

As part of our improvement process, we have identified that when Final inspections are conducted without the necessary certificates and documentation having been provided, and without payment of any outstanding fees having been made, it causes significant delays to the issuing of Final Compliance Certificates for completed work.

These delays can cause unnecessary frustration for stakeholders.

In order to improve our customer service and reduce unnecessary delays, important changes are being proposed.

**Taking effect 01 September 2024, bookings for plumbing final inspections will only be accepted where, prior to the inspection request being made, Council has received a copy of all required certificates and documentation. Any outstanding plumbing fees for the relevant plumbing work must also have been paid.**

An inspection request will not be accepted where any of the following are required but have not been provided:

- Form 7 from the responsible licenced persons (each plumber if multiple) for all stages of work;
- Commissioning Certificates for any installed on-site sewage facilities and Pump Wells;
- As-constructed drawings (preferably PDF version using the Council approved template) for domestic class 1 & 10, and professionally drawn as-constructed plans in electronic format for duplexes and class 2-9 buildings;
- Proof of watermark product certification where required (eg. pressure pump AS/NZS 4020 compliance);
- Thermostatic mixing valve Commissioning Certificate;
- Decommissioning of on-site facility pump-out receipt from a registered waste disposal company;
- Backflow Prevention Device Test Report Form 9 for each installed testable device;
- Fire service test report Form 71 with confirmation letter from QFES stating the service is compliant and fit for use;
- Payment of any outstanding fees.

All certificates and documentation must be emailed to the Plumbing Section via [plumbing@gympie.qld.gov.au](mailto:plumbing@gympie.qld.gov.au) making sure that you include the **Permit Number, Document Type (eg Form 7; As-constructed Drawing; AS4020 Cert)**, and the **Plumber's Name** in the Subject Field.

As always, Plumbing Inspections may still be requested by telephoning Plumbing Services directly on 5481 0456, or by emailing [plumbing@gympie.qld.gov.au](mailto:plumbing@gympie.qld.gov.au)

This important change will assist Council to transition away from paper-based records and towards a fully electronic model, but more importantly, will also provide benefits to our customers by reducing unnecessary delays in finalising Plumbing Permits at the completion of works.

**We welcome your feedback, and encourage submissions in relation to the proposed changes. Please send these via email to [plumbing@gympie.qld.gov.au](mailto:plumbing@gympie.qld.gov.au) by 5pm on Friday, 02 August 2024.**

Should you have any enquiries or concerns, please contact us by return email, or by telephoning 5481 0456.

We look forward to working with you to deliver better services.

Kind Regards,

Gympie Regional Council Plumbing Services Team.

**Andrew Parker**  
MANAGER BUILDING & PLUMBING



**GENERAL NOTES:** This form is to be used for the purposes of section 63(5) of the Plumbing and Drainage Regulation 2019. Completion of all applicable sections is mandatory.

<b>1. Description of land</b> The description must identify all land the subject of the application. The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.	Street address (include number, street, suburb/locality and postcode) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <hr/> Lot and plan: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <hr/> <div style="display: flex; justify-content: space-between;"> <div>Shop/tenancy number <div style="border: 1px solid black; width: 150px; height: 20px;"></div> <small>(if applicable)</small></div> <div>Storey/level <div style="border: 1px solid black; width: 150px; height: 20px;"></div> <small>(if applicable)</small></div> <div>Local government area <div style="border: 1px solid black; width: 150px; height: 20px;"></div></div> </div>
<b>2. Permit details</b> Provide a permit number if the permit has been approved by local government.	<div style="display: flex; justify-content: space-between;"> <div>Permit number <div style="border: 1px solid black; width: 250px; height: 20px;"></div></div> <div>Date permit issued (if known) <div style="border: 1px solid black; width: 200px; height: 20px;"></div></div> </div> <p><i>Note: Subject to section 66(1) of the Plumbing and Drainage Act 2018, a person must not carry out permit work unless the person has a permit for the work and complies with the permit and any conditions of the permit.</i></p>
<b>3. Description of work</b> Tick the appropriate boxes and if necessary provide a description of the work to be performed or that has been performed.	<div style="margin-bottom: 10px;"> <input type="checkbox"/> Work to be completed   or   <input type="checkbox"/> Work that has been completed         </div> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Water supply pipes laid under a floor slab or in another area</li> <li>2. <input type="checkbox"/> Water supply pipes laid below ground level and external to a building or other structure</li> <li>3. <input type="checkbox"/> Water supply pipes installed in a building or other structure</li> <li>4. <input type="checkbox"/> Sanitary drainage laid under a floor slab or in another</li> <li>5. <input type="checkbox"/> Sanitary drainage laid below ground level and external to a building or other structure</li> <li>6. <input type="checkbox"/> Sanitary plumbing installed in a building or other structure</li> <li>7. <input type="checkbox"/> Installation of a treatment plant (e.g. septic tank, on-site sewage or greywater treatment plant)</li> <li>8. <input type="checkbox"/> Installation of a component of an on-site sewage facility e.g treatment plant or land land application area</li> <li>9. <input type="checkbox"/> Installation of a water heater</li> <li>10. <input type="checkbox"/> Final fit off (including fixtures)</li> <li>11. <input type="checkbox"/> Other (not mentioned above including installation of any apparatus or other appliances)</li> </ol> <p><i>Provide a brief description of the work</i></p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <hr/>
<b>4. Responsible person</b> The 'responsible person' is a person who is licensed to perform the work and either performs or supervises the performance of the work.	Name <i>(in full)</i> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Occupational licence number <div style="border: 1px solid black; width: 200px; height: 20px;"></div></div> <div>Contractor licence number (if applicable) <div style="border: 1px solid black; width: 200px; height: 20px;"></div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Phone number <div style="border: 1px solid black; width: 150px; height: 20px;"></div></div> <div>Email address <div style="border: 1px solid black; width: 300px; height: 20px;"></div></div>         Postal address  <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <hr/> </div>
<b>5. Contractor licence</b> If the 'responsible person' is not the contractor for the work, the contractor's details must be provided here.	Full name of company <i>(or individual if not a company)</i> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> Contractor licence number <div style="border: 1px solid black; width: 300px; height: 20px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Phone number <div style="border: 1px solid black; width: 150px; height: 20px;"></div></div> <div>Email address <div style="border: 1px solid black; width: 300px; height: 20px;"></div></div> </div>

6. Notice by responsible person of withdrawal	Date I stopped being the responsible person for the work	
7. Declaration	I hereby state that that the information provided in this form is a true and accurate record.	
	Signature	Date
<p><b>Privacy:</b> The information on this form is collected as required under the <i>Plumbing and Drainage Act 2018</i> (PDA) by local governments. This information may be stored in the local government database and will be used for purposes related to deciding an application and monitoring compliance under the PDA. Your personal information will be disclosed to the financial institution which handles the local government's financial transactions and may be disclosed to other local government agencies, local government authorities, the Queensland Building and Construction Commission and third parties for purposes relating to administering and monitoring compliance with the PDA. Personal information will otherwise only be disclosed to third parties with your consent or in accordance with the <i>Information Privacy Act 2009</i>. <b>RTI:</b> The information collected on this form will be retained as required by the <i>Public Records Act 2002</i> and other relevant Acts and regulations and is subject to the Right to Information regime established by the <i>Right to Information Act 2009</i>.</p>		

OFFICE USE ONLY	FEE (\$)	DATE RECEIVED	RECEIVING OFFICER'S NAME/S	REFERENCE NUMBER/S
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HOUSE DRAINAGE PLAN

ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE *QUEENSLAND PLUMBING AND DRAINAGE ACT*

ABBREVIATIONS	
AAV	AIR ADMITTANCE VALVE
AR	ARTICULATION
B	BASIN
BID	BIDET/BIDETTE
BTH	BATH
C.O.S	CLEAR OUT TO SURFACE
DG	DISCONNECTOR GULLY
DW	DISHWASHER
F.W.G	FLOOR WASTE GULLY
FC	FUTURE CONNECTION
GIT	GREASE INTERCEPTOR TRAP
GWT	GREYWATER TREATMENT PLANT
IO	INSPECTION OPENING
IOS	INSPECTION OPENING TO SURFACE
ISS	INSPECTION SHAFT TO SURFACE
JU	JUMP UP
LT	LAUNDRY TUB
M	WATER METER
ORG	OVERFLOW RELIEF GULLY
OSSTP	ON SITE SWERAGE TREATMENT PLANT
PRV	PRESSURE RELIEF VALVE
S	KITCHEN SINK
SEPT	SEPTIC TANK
SHR	SHOWER
SM	SUB METER
SPA	SPA BATH
ST	STACK
TD	TUNDISH
VP	VENT PIPE
WC	WATER CLOSET
WM	WASHING MACHINE

ADDRESS	
LOT & PLAN	
PERMIT NO.	
DATE	
SCALE	



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