

NOTIFIABLE WORK GUIDE FOR LICENSEES

VERSION 1 – SEPTEMBER 2024



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ACRONYM	FULL WORDING
NCC	National Construction Code
PD Act	<i>Plumbing and Drainage Act 2018</i>
PD Regulation	Plumbing and Drainage Regulation 2019
PIN	Penalty Infringement Notice
QBCC	Queensland Building and Construction Commission
QBCC Act	<i>Queensland Building and Construction Commission Act 1991</i>
QBCC Regulation	Queensland Building and Construction Commission Regulation 2018
SEQ	South East Queensland

INTRODUCTION

Purpose

The purpose of this guide is to assist members of the plumbing and drainage industry with understanding their roles and responsibilities under the notifiable work framework.

Background

Amendments to the *Plumbing and Drainage Act 2002*, which took effect on 1 November 2012, introduced a new category of plumbing and drainage work called notifiable work. The introduction of notifiable work increased the amount of work that a licensed plumber or drainer can perform without the need for a permit or local government inspection of the work.

A list of the different types of notifiable work is provided in Schedule 1 of the *Plumbing and Drainage Regulation 2019* (PD Regulation) and **Appendix 1** of this guide, and include types of work such as:

- installing or replacing water heaters
- installing or replacing tempering valves or testable backflow prevention devices
- installing or relocating fixtures
- extending, altering, replacing and removing pipework.

Prior to the commencement of notifiable work, plumbing and drainage work such as bathroom renovations for a domestic dwelling would require local government approval and inspections, adding significant costs and delays to the work.

Under the notifiable work framework, a licensee can perform notifiable work and simply register a Form 4 with the QBCC and pay the prescribed fee within 10 business days of when the work is finished.

The *Plumbing and Drainage Act 2018* (PD Act) authorises the QBCC to undertake an audit program to ensure licensees are complying with the requirements for notifiable work. The PD Act also authorises the local government to undertake inspections of notifiable work to ensure the standard of work is maintained.

Legislation

The PD Act is the primary legislation governing the performance of plumbing and drainage work in Queensland. The PD Act establishes the notifiable work framework by providing requirements for registering Form 4s and QBCC audits.

The PD Regulation provides the schedules of types of plumbing and drainage work, including notifiable work, and local government functions relating to notifiable work. Notifiable work must also be performed under an appropriate contractor’s licence issued under the *Queensland Building and Construction Commission Act 1991* (QBCC Act).

WHAT IS NOTIFIABLE WORK?

Notifiable work

The categories of notifiable work are prescribed in Schedule 1, Part 2 of the PD Regulation, and provided below in **Appendix 1**.

Notifiable work can only be performed in association with:

- an existing building
- an extension to an existing class 1 building
- a structure for an existing class 1 building.

Notifiable work can be performed in association with class 2–9 buildings; however, the types of work are limited. **Appendix 2** provides the list of building classifications provided in the National Construction Code (NCC).

Examples of notifiable work

Common examples of notifiable work are available here and also provided in **Appendix 3**.

To assist you with your understanding, examples of notifiable work and their corresponding categories of work are provided below. All notifiable work categories associated with the work should be selected on the corresponding Form 4.

EXAMPLES	CATEGORIES OF NOTIFIABLE WORK
A bathroom renovation in an existing class 1a building (detached dwelling), involving relocating fixtures	<ul style="list-style-type: none">• Category 1: Extending etc. supply pipes• Category 4: Existing sanitary drainage• Category 9: Fixtures for class 1 or 10 buildings
Installing a toilet and sink in an extension to an existing class 1a building (detached dwelling) ¹	<ul style="list-style-type: none">• Category 1: Extending etc. supply pipes• Category 4: Existing sanitary drainage• Category 9: Fixtures for class 1 or 10 buildings
Replacing existing galvanised pipework with another type of pipework (i.e. polyethylene)	<ul style="list-style-type: none">• Category 1: Extending etc. supply pipes
Installing a new water heater and tempering valve in an existing building	<ul style="list-style-type: none">• Category 1: Extending etc. supply pipes• Category 5: Temperature control devices• Category 6: Water heaters
Replacing a faulty water heater under warranty	<ul style="list-style-type: none">• Category 6: Water heaters
Relocating a fixture in a 2-storey class 2 building (apartment building) where the work is connecting to existing sanitary plumbing and does not include sanitary drainage work	<ul style="list-style-type: none">• Category 1: Extending etc. supply pipes• Category 3: Existing sanitary plumbing• Category 10: Fixtures for class 2 to 9 buildings of 1 or 2 storeys

¹ An extension to an existing building may not necessarily need to be connected by walls. A class 1 building can be made up of more than 1 building (e.g. a house and a habitable outbuilding such as a pool house). Whether an additional building is considered an extension or a new building must be assessed on a case-by-case basis.

What is **not** notifiable work

Schedule 1, Part 1 of the PD Regulation provides types of work that are not included as notifiable work. This includes:

- installing an appliance or fixture in a building that is connected to
 - (i) a combined sanitary drain; or
 - (ii) a dual reticulated water supply provided by a water service provider
- work for, or connected to, trade waste; or
- work that uses a performance solution.

These types of work are classified as **permit work**.

Other types of plumbing and drainage work

There are 3 other categories of plumbing and drainage work in Queensland, which are:

- permit work, which requires a permit from the local government before the work can commence, and inspections at relevant stages
- minor work, which must be performed by a licensed person but does not require a permit or registration of a Form 4
- unregulated work, which does not require a licence.

Notifiable work, minor work and unregulated work are all prescribed in Schedules 1 to 3 of the PD Regulation. Permit work is not prescribed, as any plumbing or drainage work that is not included in Schedules 1 to 3 is automatically deemed permit work.

Examples of work that is not notifiable work

EXAMPLES	TYPE OF WORK
A bathroom renovation, where the work involves replacing existing fixtures like-for-like	Replacing existing fixtures, where the water supply pipework and drainage does not need to be modified is classified as minor work
Replacing a section of broken water supply pipe	Repairing the pipe may require a small section of the pipe to be replaced. This is classified as minor work , provided the pipe being replaced does not extend too far beyond the broken section
An owner has built a class 10a shed on their property (no existing plumbing or drainage) and wants to install a hand basin	As a building needs to have drainage and water supply to be considered an 'existing building', this work is classified as permit work
Installing a new pot sink for a restaurant (class 6 building)	As this would be work for, or connected to, trade waste, this work is classified as permit work

Unsure of the type of work? Try the QBCC's interactive tool.

If you are unsure if the work you are performing is classified as notifiable work, you can use the QBCC's [interactive tool](#) to find out.

The interactive tool can be accessed through the QBCC's website or through the QBCC Portal (under the Plumbing tab).

Who can perform notifiable work?

Notifiable work must be carried out by an appropriately licensed person. An apprentice or trainee may carry out notifiable work provided they are being appropriately supervised.²

If you are performing notifiable work, you must ensure that you hold all relevant licences and endorsements for that work. For example, if you are replacing a solar water heater, you must ensure you hold the solar and heat pump endorsement on their licence. Information on licence types and scopes can be found in Schedule 4 of the PD Regulation.

All plumbing and drainage work in Queensland must also be performed under an appropriate contractor's licence in accordance with the QBCC Act.³ The classes of licences and licence requirements for contractor's licences are provided in Schedule 2 of the QBCC Regulation.

You must also ensure that you hold any other relevant licences required for your work, such as an electrical or gas licence if you are working on electrical resistance or gas water heaters.

Who needs to register a Form 4/4A?

Who is a relevant person?

When notifiable work is performed, a Form 4 must be registered by the **relevant person** for the work. Section 81 of the PD Act provides who is considered a **relevant person**, which is summarised in the table below.

WHO IS CARRYING OUT, SUPERVISING OR DIRECTING WORK?	WHO IS THE RELEVANT PERSON?
Work being carried out for or by a public sector entity	The entity
A licensed contractor supervises the carrying out of, or directs another person to carry out the work (whether or not they are also a licensee for the work)	The contractor
One licensee supervises the carrying out of, or directs another person to carry out the work	The licensee
Two or more licensees jointly or separately supervise the carrying out of, or direct another person to carry out the work	One of the licensees
Any other situation	The licensee who carries out the work

The QBCC's recommendation is that the relevant person should be the individual contractor or relevant nominee supervisor for a company. This benefits both licensees and regulators, as:

- Form 4s for a company can easily be located under one licensee's account, rather than needing to check multiple accounts
- if an employee leaves a company, the company will not lose access to any Form 4s that the employee may have registered
- the QBCC and local governments can more easily identify the contractor or company who is responsible for the work.

The relevant person may not be the person who personally carries out the work, so to allow for this, the Form 4 includes the ability to record the name of the licensee who performed the work. If multiple licensees performed the work, all the licensees can be recorded on the Form 4.

You can also nominate representatives to be able to register Form 4s on your behalf through the QBCC Portal. More information on setting up nominated representatives is available in the [QBCC Portal user guide](#).

² Section 58 of the PD Act

³ Section 42(1) of the QBCC Act

Form 4 vs Form 4A – what is the difference?

When the relevant person for notifiable work is a public sector entity, they can register a Form 4A instead of a Form 4.

A Form 4A contains the same information as a Form 4 but does not require payment of a fee.

A public sector entity includes:

- a department
- an agency, authority, commission, corporation, instrumentality, office or other entity established under an Act for a public or State purpose
- a government-owned corporation
- a rail government entity.

An SEQ water distributor/retailer is not a public sector entity.

Where a licensed plumbing or drainage contractor is engaged by a building contractor to carry out notifiable work associated with land owned by a public sector entity, the licensed plumbing or drainage contractor is considered a relevant person for the purpose of submitting a Form 4A for the work.

When do I register a Form 4/4A?

A Form 4/4A needs to be registered with the QBCC within 10 business days after notifiable work is **finished**.

Section 82 of the PD Act provides that notifiable work is **finished** when:

- if payment is to be made for the work—an invoice for the work is given to the person who asked for the work to be carried out; or
- otherwise—the work becomes operational.

When the work involves staged work or progress payments, a Form 4 must be registered for each invoice issued that is associated with notifiable work.

This is particularly important in cases where licensees may not get called back to finish a job or may leave a job part way through. By registering a Form 4 at each stage of the process, you will only be responsible for work you have performed or directed.

EXAMPLES	WHEN TO REGISTER A FORM 4
<p>A plumber gives the owner of a premises (a class 1a building) a quote to carry out a kitchen and bathroom renovation, which will involve relocating fixtures, and extending and altering water supply pipes and sanitary drainage in both rooms.</p> <p>The plumber first gives the owner 1 invoice for the bathroom renovation, and then later gives a second invoice for the kitchen renovation</p>	<p>The plumber must register two Form 4s:</p> <ul style="list-style-type: none"> • First Form 4 within 10 business days of the invoice for the bathroom renovation • Second Form 4 within 10 business days of the invoice for the kitchen renovation
<p>A plumber installs a water heater for a family member and does not issue an invoice for the work</p>	<p>The plumber must register one Form 4 within 10 business days of the work becoming operational</p>
<p>A plumber installs a new water heater and tempering valve for a class 1a building and issues the owner with an invoice for the work. Six months later, the plumber replaces the water heater as it was faulty and issues an invoice to the manufacturer as the work was performed under warranty</p>	<p>The plumber must register two Form 4s:</p> <ul style="list-style-type: none"> • First Form 4 within 10 business days of the invoice for the installation of the water heater and tempering valve • Second Form 4 within 10 business days of the invoice for the warranty replacement

Options for approval and inspection of notifiable work

If you are performing notifiable work, or work that involves both notifiable work and permit work, you may apply to a local government for a permit to carry out the work.⁴

If you wish to have notifiable work approved under a permit, you will need to make an application to the relevant local government in the approved form and pay any required fees. You will also need to ensure you arrange any necessary inspections of the work. Notifiable work performed under a permit does not require registration of a Form 4.

You can also ask the local government to inspect notifiable work that is not performed under a permit.⁵

For more information on using these processes, please contact the [relevant local government](#).

REGISTERING A FORM 4

To register notifiable work with the QBCC, the relevant person, or their representatives, must complete a Form 4 and pay the prescribed fee. Form 4s can be registered online through the QBCC Portal, or by submitting a manual form.

When registering a Form 4, the person registering the form must ensure that all details are correctly entered and the fee is paid for the record to be lawfully made.

Online through the QBCC Portal

To be able to register online, the licensee or their representative will need to hold a the QBCC Portal account. The steps for registering a Form 4 in the QBCC Portal are:

- log in or register for the QBCC Portal
- click the **Plumbing** tab
- choose **Register notifiable work — Form 4/4a** from the sub-menu
- click 'create new'
- complete all form fields and upload digital copies of your supporting documents
- submit form
- pay the required fee using a credit or debit card.

The QBCC has published a separate user guide for registering and managing Form 4s through the QBCC Portal, which is available [here](#).

Manual registration

To register a manual copy of a Form 4, the current Form 4 or Form 4A must first be downloaded from the QBCC website. The form must be completed in black pen and printed clearly with block letters.

Once the form has been completed, it can be given to the QBCC by post, in person to a QBCC office or by email to info@qbcc.qld.gov.au.

When registering a manual Form 4, it is important to ensure payment details are included on the form, or that a cheque for the current fee amount has been attached to the form.

A Form 4 is not taken to be registered until the correct fee has been provided.

Fees typically increase every year from 1 July and [fee information](#) is available on the QBCC website. If you are making payment by cheque, refer to the website for the correct fee amount before sending the form and cheque.

Access to a copy of a manual [Form 4](#) and [Form 4A](#) is available here.

⁴ Section 36 of the PD Regulation

⁵ Section 94 of the PD Regulation

Attaching documents

Attachments can be uploaded when registering a Form 4 online. An as-constructed diagram of drainage work (categories 4 and 11) is required to be attached before registration of the Form 4 is complete.

Other information such as photos, invoices or diagrams can also be attached.

After the Form 4/4A is registered

Once a Form 4/4A has been registered, the relevant person must provide a copy of the form to the occupier of the premises, or the person who asked for the work to be carried out, within 20 business days from when the work is finished.⁶

The Form 4/4A will be recorded on the QBCC's notifiable work register, which can be viewed on the licensee's QBCC Portal account.

Notifiable work may be subject to a local government inspection to check if the work is compliant. More information on this process is provided below.

Amending Form 4/4As

Currently, licensees, or the licensee's representative, can make the following amendments to Form 4/4As through the QBCC Portal:

- making changes to the categories of work
- adding or removing a person performing the work.

To amend a Form 4/4A, go to the [QBCC Portal](#), find the form that needs to be amended and select 'Amend'. For more information on this process please see the [QBCC Portal user guide](#).

Cancelling Form 4/4As

There are a number of reasons for a Form 4 or 4A to be cancelled, including:

- the Form 4/4A has been registered with an incorrect address or date of work
- the Form 4/4A has been registered with an incorrect responsible person
- the Form 4/4A has been registered for work that is not notifiable work
- a duplicate Form 4/4A has been registered.

To cancel a Form 4, send an email to notifiablework@qbcc.qld.gov.au with a completed [refund request form](#). If the form being cancelled is a Form 4A, a refund request form is not required as there was no payment.

⁶ Section 83(3) of the PD Act

Registration tips

Selecting the property address

When registering a Form 4 in the QBCC Portal, you can typically use the in-built property address search to find the property address. However, there are some reasons the address may not appear, such as:

- non-standard properties with no fixed street number such as parks, shopping centres, infrastructure corridors, hospitals, etc
- properties on corner blocks
- apartment blocks where separate dwellings may not be listed
- addresses with lot and plan information instead of a street number.

If the address does not show in the automatic address search, you can select the manual entry option by selecting 'my property wasn't found'.

If using this option, you must make sure the **entire** address search field is cleared, including blank spaces. This field is the default for information going onto the form, so incorrect details may carry forward, even if a manual address is entered.

If a fixed street number does not apply for the property, enter 0 (zero) as the street number. It is also recommended that additional address/location information be put in the "description of work" fields or as an attachment file.

Always make sure you **double-check the property details** on the final summary screen before paying.

Selecting multiple categories of work

When lodging a Form 4/4A, you must make sure that you select all the types or categories of work that they have performed. For example, installing or replacing a water heater may involve the following types of work:

- removal, alteration, or extension to the water supply pipework (category 1)
- installation of a temperature control device (category 5)

and

- installation of a new hot water heater (category 6).

This information is important, as it lets the QBCC and local governments know what work has been performed to make sure that all records are accurate and assist with compliance audits.

Work for multiple properties

A Form 4/4A can only be registered for a single property at a time.

If you are issuing an invoice for notifiable work performed on multiple properties (such as multiple units within a complex), you will need to register a Form 4/4A for each individual unit.

However, if you are only performing work on the common areas of a unit complex, only 1 form is required.

Notifiable work register

The QBCC is responsible for maintaining a register of Form 4/4As, which lets licensees, local governments, the QBCC and the general public view Form 4/4As registered for properties across Queensland.⁷

HOW TO VIEW THE NOTIFIABLE WORK REGISTER	
For licensees	Licensees can access all Form 4/4As they have registered through the QBCC Portal
For the general public	Any member of the public can view Form 4/4As by entering the property address into the notifiable work register on the QBCC website

QBCC Audits

To make sure that licensees are registering Form 4/4As as required, the QBCC conducts audits of licensees across Queensland.

The QBCC prepares an annual audit program which is published on the QBCC [website](#).⁸

The QBCC currently conducts 3 types of audits:

- random audits of licensees across Queensland
- re-audits of licensees who have previously demonstrated non-compliance with notifiable work laws
- compliance audits of licensees where the QBCC suspects they may not be complying with notifiable work laws.

If you are audited, you will be asked to provide information such as invoices for work performed.⁹ You must respond to the request within 10 business days, unless you have a reasonable excuse. It is important to respond to the request, as failing to respond without a reasonable excuse is likely to result in a significant financial penalty.

The QBCC will review the information provided and confirm whether you have registered Form 4/4As within the required timeframe after performing notifiable work.

If you have registered all required forms, the audit will be closed with no further action. However, if the QBCC finds that you have not registered all required Form 4/4As, the outcomes can include:

- providing education and requiring you to submit any outstanding Forms

and/or

- conducting a re-audit in the future to check if you have improved your compliance

or

- in the case of severe non-compliance, referring you for investigation.

If you would like more information about the QBCC's notifiable work audits, you can email nwaudits@qbcc.qld.gov.au

⁷ Section 110 of the PD Regulation

⁸ Section 47 of the PD Act

⁹ Section 48 of the PD Act

QBCC investigations

The QBCC is responsible for monitoring and enforcing compliance with the PD Act, the QBCC Act and their regulations. This includes investigating complaints about the performance of plumbing and drainage work and conduct of licensees.

If the QBCC conducts an investigation and finds evidence of an offence or misconduct, the QBCC may take action against the person or company.

Penalty infringement notices (PINs)

If you commit an offence under the PD Act, QBCC Act or their regulations, the QBCC may issue a PIN requiring you to pay a monetary penalty.

For notifiable work, a PIN may be issued for:

- failing to respond to an audit request within 10 business days (section 48 of the PD Act)
- failing to register a Form 4 within 10 business days of finishing notifiable work (section 83(1) of the PD Act)
- failing to provide a copy of the Form 4 and an explanatory statement to the occupier or person who asked for the work to be carried out (section 83(3) of the PD Act).

The QBCC can also issue a PIN for an offence such as performing work without a licence, supervising the performance of unlicensed work, or carrying out work that does not comply with relevant code requirements.

Disciplinary action

If an investigation finds that your conduct is not satisfactory, the QBCC may take disciplinary action against you.¹⁰

In relation to notifiable work, the QBCC may take disciplinary action against you if you have:

- not competently carried out, or have been involved in the unsatisfactory carrying out of, plumbing or drainage work
- contravened a provision of this Act (such as failing to register a Form 4).

The QBCC must give you a show cause notice before taking disciplinary action, to allow you to respond to the allegations and give reasons why the disciplinary action should not be taken.

Disciplinary action may include:

- reprimand
- order work to be rectified
- change or impose conditions on an occupational licence
- suspend the licence for not more than 1 year
- require payment of a monetary penalty.

If the QBCC takes disciplinary action against you, you may appeal the decision to the [Service Trades Council](#).¹¹

Local government audits

To make sure that notifiable work is performed in accordance with relevant codes and standards, local governments may conduct audits of notifiable work.¹²

The local government may conduct an audit on notifiable work within 1 year of when the Form 4 was registered.

To conduct an audit, the local government will contact the owner or occupier of the premises to arrange an inspection.

If the work is **compliant**, the local government inspector will advise the QBCC that the audit is complete and no further action is required.

¹⁰ Section 49 of the PD Act

¹¹ Section 106 of the PD Act

¹² Section 95 of the PD Regulation

If the work is **non-compliant**, the local government inspector may give the responsible person for the work an action notice within 2 days of finishing the inspection¹³. The action notice will state the actions that you must take to make the work compliant, which may include:

- carrying out additional work
- if additional work is carried out – requesting a further inspection of the work
- giving the inspector information about the work (e.g. materials used)
- uncovering plumbing or drainage work to the extent necessary for the inspector to assess if it is compliant.

The inspector will only ask for work to be uncovered if they reasonably suspect the work is not compliant.

The action notice must also be accompanied by an information notice about the decision.

If you disagree with the action notice, you may appeal the decision to the [Development Tribunals](#).

Local government enforcement

If a local government believes that a person has performed work that does not comply with the PD Act, the local government may issue an enforcement notice to the person.¹⁴

A local government may also give an enforcement notice to the owner of a premises requiring them to take actions to rectify defective or dangerous work on their premises.

Unless the enforcement relates to plumbing or drainage that is dangerous or a risk to public health, the local government must give a show cause notice to the person before giving the enforcement notice. The show cause notice invites the person to provide a response and give reasons why the enforcement notice should not be given.¹⁵

An enforcement notice may require you to take actions such as apply for a permit, make work compliant or remove plumbing or drainage work.¹⁶

If you receive an enforcement notice, you can appeal the decision to issue the notice to the [Development Tribunals](#) or the [Planning and Environment Court](#).¹⁷

More information

If you have further questions about notifiable work, you can contact the following:

FOR QUESTIONS ABOUT...	CONTACT:
Registering or amending Form 4s	notifiablework@qbcc.qld.gov.au or call the QBCC on 139 333
Whether or not particular work is classified as notifiable work	notifiablework@qbcc.qld.gov.au or call the QBCC on 139 333 OR Contact the relevant local government
QBCC audits	nwaudits@qbcc.qld.gov.au or call the QBCC on 139 333
Local government audits	The relevant local government
Compliance concerns	plumbingcomplaints@qbcc.qld.gov.au or call the QBCC on 139 333 OR Contact the relevant local government
Other matters relating to notifiable work	notifiablework@qbcc.qld.gov.au or call the QBCC on 139 333

¹³ Section 96 of the PD Regulation

¹⁴ Section 143 of the PD Act

¹⁵ Section 144 of the PD Act

¹⁶ Section 145 of the PD Act

¹⁷ Section 146 of the PD Act

Plumbing and Drainage Act 2018

Plumbing and Drainage Regulation 2019

Queensland Building and Construction Commission Act 1991

Queensland Building and Construction Commission Regulation 2018

Department of Housing, Local Government, Planning and Public Works

National Construction Code

Australian Building Codes Board

Standards Australia

APPENDIX 1 – NOTIFIABLE WORK

Schedule 1 of the *Plumbing and Drainage Regulation 2019*

Part 1 Excluded work

1 Particular work not included as notifiable work

Plumbing or drainage work of the type stated in part 2 is not notifiable work if the work is—

- (a) installing an appliance or fixture in a building that is connected to—
 - (i) a combined sanitary drain; or
 - (ii) a dual reticulated water supply provided by a water service provider; or
- (b) work for, or connected to, trade waste; or
- (c) work that uses a performance solution.

Part 2 Included work

1 Extending etc. supply pipes

work necessary for extending, altering, replacing or removing supply pipes, other than supply pipes for a fire service, if the work is for—

- an existing building; or
- an extension to an existing class 1 building; or
- a structure for an existing class 1 building

2 Fire services

work necessary for extending or removing a fire service, if the work is—

- associated with a building development approval under the *Building Act 1975*, schedule 2; and
- for an existing class 2 to 9 building

3 Existing sanitary plumbing

work necessary for extending, altering, replacing or removing sanitary plumbing, if the work is for an existing building

4 Existing sanitary drainage

work necessary for extending, altering, replacing or removing sanitary drainage, other than a combined sanitary drain, if the work is for—

- an existing class 1 or 10 building or structure; or
- an extension to an existing class 1 building; or
- a structure for an existing class 1 building

5 Temperature control devices

work necessary for installing, replacing or removing a temperature control device, if the work is for—

- an existing building; or
- an extension to an existing class 1 building; or
- a structure for an existing class 1 building

6 Water heaters

work necessary for installing, replacing or removing a water heater, if the work is for—

- an existing building; or
- an extension to an existing class 1 building; or
- a structure for an existing class 1 building

7 Backflow prevention devices

work necessary for installing, replacing or removing a testable backflow prevention device or a dual check valve with atmospheric port, if the work is for—

- an existing building; or
- an extension to an existing class 1 building; or
- a structure for an existing class 1 building

8 Greywater treatment plants

work necessary for installing or replacing a greywater use facility that includes a greywater treatment plant in a sewerred area, if the premises where the facility is proposed to be installed generates no more than 3kL of greywater a day

9 Fixtures for class 1 or 10 buildings

work necessary for installing or relocating a fixture, if the work is for—

- an existing class 1 or 10 building or structure; or
- an extension to an existing class 1 building; or
- a structure for an existing class 1 building

10 Fixtures for class 2 to 9 buildings of 1 or 2 storeys

work, other than for sanitary drainage, necessary for installing or relocating a fixture, if the work is for an existing class 2 to 9 building of 1 or 2 storeys above ground

11 Sanitary drains

work necessary for sealing a sanitary drain upstream from the connection point for a treatment plant or a service provider's sewerage system, if the work is for an existing building

12 Sealing supply pipes

work necessary for sealing a supply pipe downstream from a water meter, if the work is for an existing class 2 to 9 building

APPENDIX 2 – CLASSES OF BUILDINGS PRESCRIBED IN THE NATIONAL CONSTRUCTION CODE

Class 1 building

Houses or dwellings of a domestic or residential nature—single or horizontally attached to other Class 1 buildings such as terrace houses, row houses, or townhouses.

In these situations they must be separated by a wall that has fire resisting and sound insulation properties. 2 subclasses include:

- **class 1a**—is a single dwelling being a detached house; or one of a group of attached dwellings being a town house, row house or the like.
- **class 1b**—is a boarding house, guest house or hostel that has a floor area less than 300 m², and ordinarily has less than 12 people living in it. It can also be four or more single dwellings located on one allotment which are used for short-term holiday accommodation.

Class 2 building

Apartment buildings—residential buildings containing two or more sole-occupancy units where people live above, beside or below each other.

Class 2 may also be single storey attached dwellings where there is a common space below such as a basement or carpark.

Class 3 building

A residential building, other than a Class 1 or 2 building, which is a common place of long term or transient living for a number of unrelated persons, such as:

- boarding-house
- hostel
- backpackers accommodation
- residential part of a hotel, motel, school or detention centre.

Class 3 buildings could also include dormitory style accommodation, or workers' quarters for shearers or fruit pickers.

Class 3 buildings may also be “care-type” facilities such as accommodation buildings for children, the elderly, or people with a disability, and which are not considered to be Class 9 buildings.

Class 4 part of a building

Part of a building that is a dwelling or residence within a non-residential building (Class 5 to 9), such as a caretaker's residence in a hospital.

Class 5 building

Office buildings for professional and/or commercial purposes (excluding Class 6 to 9), such as offices for government agencies, accountants or lawyers.

Class 6 building

Shops, restaurants and cafés—places for the sale of retail goods or the supply of services direct to the public, such as:

- dining room, bar, shop or kiosk part of a hotel or motel
- hairdresser or barber shop
- public laundry
- market or showroom
- funeral parlour
- shopping centre.

Class 7 building

Buildings including carparks, warehouses or storage buildings. This class includes two sub-classifications:

- **class 7a**—carparks
- **class 7b**—warehouses, storage buildings or buildings for the display of goods (or produce) that is for wholesale.

Class 8 building

Factories—buildings used for production, assembling, altering, repairing, finishing, packing, or cleaning of goods or produce.

It includes buildings such as a:

- mechanic's workshop
- abattoir
- laboratory.

Class 9 building

Public buildings—with three sub-classifications:

- **class 9a**—healthcare buildings such as hospitals and day surgery clinics
- **class 9b**—buildings where people assemble for social, political, theatrical, religious or civic purposes, e.g. churches, schools, universities, sports facilities, night clubs
- **class 9c**—aged care facilities.

Class 10 building

Non-habitable buildings or structures. This class includes three sub classifications:

- **class 10a**—non-habitable buildings including sheds, carports and private garages.
- **class 10b**— structures such as fences, masts, antennae, retaining walls and swimming pools
- **class 10c**—private bushfire shelter associated with, but not attached to, a class 1a building.

APPENDIX 3 – IS THIS NOTIFIABLE WORK?

The following table provides common types of plumbing, drainage and fire protection work, and what category of work they are classified as. Please note that this is not an exhaustive list.

For more information on types of work, please see Schedules 1–3 of the PD Regulation or use the QBCC’s notifiable work identification tool.

A fact sheet with this information is also available here on the QBCC’s website.

DESCRIPTION OF WORK	NOTIFIABLE WORK Form 4/4a	MINOR WORK No form	PERMIT WORK Form 1
Replacing an existing basin, WC or cistern with another	✗	✓	✗
Installing a new shower over an existing bath in an existing Class 1 building	✓	✗	✗
Relocating a bathroom within an existing class 1 building	✓	✗	✗
Installing a new bathroom in a home extension	✓	✗	✗
Diverting a drain around a new swimming pool (class 1 building)	✓	✗	✗
Replacing galvanised water supply pipework with another type of pipework (e.g. polyethylene)	✓	✗	✗
Repairing a broken or damaged pipe	✗	✓	✗
Installing a water heater in an existing building (solar/heat pump/gas/electric)	✓	✗	✗
Replacing an existing solar water heater with an electric water heater	✓	✗	✗
Installing water and drainage to a new relocatable home	✗	✗	✓
Replacing a testable backflow prevention device on a rainwater tank with a dual check valve with atmospheric port (DCAP)	✓	✗	✗
Installing or relocating disposal trenches for an on-site sewage facility (i.e. septic system)	✗	✗	✓
Replacing a pump	✗	✓	✗
Replacing an existing on-site sewerage treatment plant with a new one	✗	✗	✓
Replacing a bath with a shower tray	✓	✗	✗
Installing a water saving device	✗	✓	✗
Connecting plumbing and drainage to a shed or garage (no existing fixtures)	✗	✗	✓
Adding a shower to the existing plumbing and drainage in a shed (existing fixtures)	✓	✗	✗
Installing, replacing or removing a testable backflow prevention device	✓	✗	✗
Testing a backflow prevention device	✗	✓	✗
Installing a new fire service system	✗	✗	✓
Extending or removing a fire service when the work is associated with a building development approval	✓	✗	✗
Clearing a blocked drain	✗	✓	✗
Replacing a kitchen, basin or shower tap	✗	✓	✗
Maintaining, repairing or replacing fire hydrants and hose reels	✗	✓	✗
Pipe relining	✗	✓	✗
Installing, replacing or removing a temperature control device (i.e. thermostatic mixing valve or a tempering valve)	✓	✗	✗

Need more information?

Visit qbcc.qld.gov.au, call us on **139 333**
or write to **GPO Box 5099, Brisbane Qld 4001**

