

# NOTIFIABLE WORK

## GUIDE FOR LOCAL GOVERNMENT

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
WPA	Work Performance Arrangement

## INTRODUCTION

### Purpose

The purpose of this guide is to assist local government officers, including plumbing inspectors, 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 licensees with their 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"><li>• Category 1: Extending etc. supply pipes</li><li>• Category 4: Existing sanitary drainage</li><li>• Category 9: Fixtures for class 1 or 10 buildings</li></ul>
Installing a toilet and sink in an extension to an existing class 1a building (detached dwelling) <sup>1</sup>	<ul style="list-style-type: none"><li>• Category 1: Extending etc. supply pipes</li><li>• Category 4: Existing sanitary drainage</li><li>• Category 9: Fixtures for class 1 or 10 buildings</li></ul>
Replacing existing galvanised pipework with another type of pipework (i.e. polyethylene)	<ul style="list-style-type: none"><li>• Category 1: Extending etc. supply pipes</li></ul>
Installing a new water heater and tempering valve in an existing building	<ul style="list-style-type: none"><li>• Category 1: Extending etc. supply pipes</li><li>• Category 5: Temperature control devices</li><li>• Category 6: Water heaters</li></ul>
Replacing a faulty water heater under warranty	<ul style="list-style-type: none"><li>• Category 6: Water heaters</li></ul>
Relocating a fixture in a 2-storey class 2 building (apartment building) where the work is connecting to existing sanitary plumbing and <b>does not include sanitary drainage work</b>	<ul style="list-style-type: none"><li>• Category 1: Extending etc. supply pipes</li><li>• Category 3: Existing sanitary plumbing</li><li>• Category 10: Fixtures for class 2 to 9 buildings of 1 or 2 storeys</li></ul>

<sup>1</sup> 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—
  - a combined sanitary drain; or
  - 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 <b>minor work</b>
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 <b>minor work</b> , 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 <b>permit work</b>
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 <b>permit work</b>

### 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 myQBCC (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.<sup>2</sup>

Licensees who are performing notifiable work must ensure that they hold all relevant licences and endorsements for that work. For example, a licensee replacing a solar water heater must ensure they 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.<sup>3</sup> The classes of licences and licence requirements for contractor's licences are provided in Schedule 2 of the QBCC Regulation.

Licensees must also ensure that they hold any other relevant licences required for their work, such as an electrical or gas licence to work 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.

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

<sup>2</sup> Section 58 of the PD Act

<sup>3</sup> 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 does a Form 4/4A need to be registered?

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, a licensee will only be responsible for work they 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 <b>two</b> Form 4s:</p> <ul style="list-style-type: none"> <li>• First Form 4 within 10 business days of the invoice for the bathroom renovation</li> <li>• Second Form 4 within 10 business days of the invoice for the kitchen renovation</li> </ul>
<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 <b>one</b> 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"> <li>• First Form 4 within 10 business days of the invoice for the installation of the water heater and tempering valve</li> <li>• Second Form 4 within 10 business days of the invoice for the warranty replacement</li> </ul>

## How is a Form 4 registered?

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 myQBCC, 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.

For more information about how to register a Form 4 please see our guide for licensees [[insert link to document when published](#)].

## Options for approval and inspection of notifiable work

A licensee performing notifiable work, or work that involves both notifiable work and permit work, may apply to a local government for a permit to carry out the work.<sup>4</sup>

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

Licensees can also ask the local government to inspect notifiable work that is not performed under a permit.<sup>5</sup>

# QBCC REGULATION

## 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.

### HOW TO VIEW THE NOTIFIABLE WORK REGISTER

FOR LOCAL GOVERNMENT	Local governments can request myQBCC accounts for their officers to allow viewing of details of Form 4s registered in their areas  Local government officers can also use the <a href="#">notifiable work register</a> that's available to the public
FOR LICENSEES	Licensees can access all Form 4s they have registered through <a href="#">myQBCC</a>
FOR THE GENERAL PUBLIC	Any member of the public can view Form 4s for a property by entering the address into the notifiable work register on the QBCC's 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](#).<sup>7</sup>

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.

<sup>6</sup> Section 47 of the PD Act

<sup>7</sup> Section 48 of the PD Act



When a licensee is audited, they will be asked to provide information such as invoices for work performed.<sup>8</sup> The licensee must respond to the request within 10 business days, unless they have a reasonable excuse. 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 or not the licensee has registered Form 4/As within the required timeframe after performing notifiable work.

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

- providing education to the licensee and require the licensee to submit any outstanding Forms

and/or

- conducting a re-audit of the licensee in the future to check if they have improved their compliance;

or

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

For more information about the QBCC's notifiable work audits, please email [nwaudits@qbcc.qld.gov.au](mailto:nwaudits@qbcc.qld.gov.au)

## 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 a licensee commits an offence under the PD Act, QBCC Act or their regulations, the QBCC may issue a PIN requiring the licensee 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 a licensee's conduct is not satisfactory, the QBCC may take disciplinary action against the licensee.<sup>9</sup>

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

- not competently carried out, or has 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 the licensee a show cause notice before taking disciplinary action, to allow the licensee to respond to the allegations and give reasons why the disciplinary action should not be taken.

<sup>8</sup> Section 49 of the PD Act

<sup>9</sup> Section 49 of the PD Act

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; or
- require payment of a monetary penalty.

If the QBCC takes disciplinary action against a licensee, they may appeal the decision to the [Service Trades Council](#).<sup>10</sup>

## LOCAL GOVERNMENT REGULATION

### Local government plumbing inspectors

Local government plumbing inspectors are appointed under the PD Act to conduct investigations and inspections for monitoring and enforcing compliance of plumbing and drainage on premises.<sup>11</sup>

Inspectors must have regard to any guidelines that are relevant to performing their functions.

### QBCC register of inspectors

The QBCC maintains a register of inspectors from local government areas across Queensland.

The PD Act provides that local governments must:

- advise the QBCC Commissioner when inspectors are appointed

and

- give the QBCC Commissioner a list of the local government's inspectors within 20 business days of 1 July each year.

It is important to ensure that all local governments provide this information to the QBCC to ensure that the plumbing inspector register is up to date, and that the QBCC can contact or provide information to relevant plumbing inspectors across Queensland.

### 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.<sup>12</sup>

#### Accessing Form 4/4As in myQBCC

Local governments can access Form 4s registered in their area through myQBCC.

To locate Form 4s:

- log in to myQBCC and locate 'local government audit search' under the Plumbing tab
- search for Form 4s by entering the start and end dates and the Form type (including Form 4s, Form 4As or both).

This will generate a list of Form 4s registered in the local government area, which can be further filtered by using the 'Search by Column' drop-down menu.

The 'Action' button to the right of the register provides the following options for each Form 4/4A:

- view details to see more information or access attached files
- mark for audit
- manage enforcement actions
- view audit history.

<sup>10</sup> Section 106 of the PD Act

<sup>11</sup> Section 140 of the PD Act

<sup>12</sup> Section 95 of the PD Regulation

### Local government access to myQBCC

Local government officers including managers, plumbing inspectors and administrative staff may request access to myQBCC for the purpose of conducting and recording audits.

To request access, the relevant manager or coordinator should email [notifiablework@qbcc.qld.gov.au](mailto:notifiablework@qbcc.qld.gov.au) with the following information for each person requiring access:

- full name
- council email address
- business phone number; and
- whether they are a plumbing inspector.

It is important that local governments advise the QBCC as soon as possible if any staff changes occur to ensure that audit information is maintained securely.

**Please note** that local government plumbing inspectors will have a separate individual account attached to their licence. To perform functions in myQBCC on behalf of their local government, they will need a separate account with their local government email address.

Once a Form 4/4A is marked for audit, it will change the audit status to 'In Progress', and the 'Action' button will provide options for 'Complete Audit' or 'Cancel Audit'.

More information about completing an audit in myQBCC is provided in Recording audit results below.

### Conducting audits

The local government may conduct an audit on notifiable work within 1 year of when the Form 4 was registered. If the local government is claiming payments for conducting audits from the QBCC, audits must be completed within the period prescribed in the Work Performance Arrangement (WPA).

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.

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 inspection.<sup>13</sup> The action notice will state the actions that the licensee 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.<sup>14</sup>

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

If the licensee does not agree with the decision to give an action notice, they may appeal the decision to the [Development Tribunals](#).

<sup>13</sup> Section 9 of the PD Regulation

<sup>14</sup> An inspector must only ask for work to be uncovered if they reasonably suspect the work is not compliant.

## Recording audit results

To claim payment from the QBCC for conducting an audit, local governments must record the details of the audit in myQBCC.

To record audit results, locate the Form 4/4A by searching myQBCC as described in Accessing Form 4/4As in myQBCC on page 10. To complete or cancel the audit, select the 'Action' button and proceed as provided in the table below.

IF THE AUDIT...	THEN...
Passed	Mark the audit as 'Complete' and select 'Passed' from the drop-down menu Comments may be entered in the free text field to provide more information
Failed	Mark the audit as 'Complete' and select 'Failed' from the drop-down menu An additional drop-down menu will appear with failure reasons, including 'Admin errors', 'Defects found' or 'Other' Select the appropriate option and enter any additional comments in the free text field
Was cancelled	Mark the audit as 'Cancelled'. No further action is required

Once all audits are completed, an audit report can be downloaded to Excel using the 'download CSV' button next to the search bar.

If an audit can't be completed in the system, please email [notifiablework@qbcc.qld.gov.au](mailto:notifiablework@qbcc.qld.gov.au) with the Form 4/4A reference, whether the audit passed or failed (and if it failed, the reason for failure) and any additional notes.

## Payments for audits

The QBCC may make payments to local governments for conducting audit inspections on up to 5% of notifiable work performed in their area, provided the local government holds a WPA with the QBCC.

To claim payments from the QBCC, local governments must conduct audits within the required period (as provided in the WPA), which must include a physical inspection of the work. Local governments may conduct as many audits as they wish, however the QBCC can only pay for a maximum of 5% of total Form 4s registered, rounded up to the nearest whole number. Audits can be performed on both Form 4 and Form 4As, but the majority of audits must have been performed on Form 4s.

The audit results must be recorded in myQBCC and the audit must be marked as complete within the relevant period in order to be paid.

The local government must claim for the payment as provided in the WPA. For the WPA released in 2024, a schedule of fees is provided with annual increases.

The local government must provide the QBCC with an invoice for the payment and a list of audits completed within 11 business days of the end of the relevant period. Local governments may be able to seek an extension of time if they advise the QBCC before the due date.

## 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.<sup>15</sup>

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 state reasons why the enforcement notice should not be given.<sup>16</sup>

<sup>15</sup> Section 143 of the PD Act

<sup>16</sup> Section 144 of the PD Act

An enforcement notice may require a person to take actions such as applying for a permit, making work compliant, or removing plumbing or drainage work.<sup>17</sup>

A person who receives an enforcement notice may appeal the decision to issue the notice to the [Development Tribunals](#) or the [Planning and Environment Court](#).<sup>18</sup>

## More information

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

FOR QUESTIONS ABOUT...	CONTACT:
<ul style="list-style-type: none"> <li>Registering or amending Form 4s</li> <li>Whether or not particular work is classified as notifiable work</li> <li>Other matters relating to notifiable work</li> </ul>	<a href="mailto:notifiablework@qbcc.qld.gov.au">notifiablework@qbcc.qld.gov.au</a> or call the QBCC on 139 333
Local government audits or Work Performance Arrangements	<a href="mailto:notifiablework@qbcc.qld.gov.au">notifiablework@qbcc.qld.gov.au</a> or call the QBCC on 139 333
QBCC audits	<a href="mailto:nwaudits@qbcc.qld.gov.au">nwaudits@qbcc.qld.gov.au</a> or call the QBCC on 139 333
Compliance concerns	<a href="mailto:plumbingcomplaints@qbcc.qld.gov.au">plumbingcomplaints@qbcc.qld.gov.au</a> or call the QBCC on 139 333
Other QBCC issues	<a href="mailto:info@qbcc.qld.gov.au">info@qbcc.qld.gov.au</a> or call the QBCC on 139 333

## REFERENCES

[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](#)

<sup>17</sup> Section 145 of the PD Act

<sup>18</sup> Section 146 of the PD Act

## 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 sewered 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 m<sup>2</sup>, 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](http://qbcc.qld.gov.au), call us on **139 333**  
or write to **GPO Box 5099, Brisbane Qld 4001**

