



GENERAL NOTES: This form is to be used for the purposes of section 72(2) of the Plumbing and Drainage Regulation 2019 (PDR). Completion of all applicable sections is mandatory.

1. Description of land

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)

Lot and plan:

Shop/tenancy number

(if applicable)

Storey/level

(if applicable)

Local government area

2. Permit details

Permit number

Date permit issued (if known)

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.

3. Description of the work performed

Provide a brief description of the work that has been performed.

Note - The description must be sufficient to identify the work that has been performed, for example installation of plumbing and drainage associated with a new domestic dwelling

4. Completion

Date the work was completed:

5. Responsible person

The 'responsible person' is a person who is licensed to perform the work and either performs or supervises the performance of the work.

Name (in full)

Occupational licence number

Contractor licence number (if applicable)

Phone number

Email address

Postal address

6. Suitably qualified person details

If the notice is prepared on behalf of a corporation or other entity, the name of the corporation or entity must also be on the certified documentation.

Name (in full)

Name of company (in full)

Occupational licence number (if applicable)

Contractor licence number (if applicable)

Phone number

Email address



7. Declaration

This form may be signed by either the 'responsible person' or the 'suitably qualified person'.

Under the definition of 'suitably qualified person' a local government may determine that a person is competent to prepare and give a remote area notice.

I hereby state that the work has been completed in conformity with the Plumbing and Drainage Regulation 2019, and that the work is operational and fit for use. I also certify that the information provided in this form is a true and accurate record and that I am a suitably qualified person (tick one):

- ☐ (a) occupational plumber or drainer; or
☐ (b) a person who the local government considers competent for preparing and giving the document; or
☐ (c) a relevant Queensland Building and Construction Commission licensee; or
☐ (d) a registered professional engineer for an area of engineering relevant to the work; or
☐ (e) other

Signature

Date

PRIVACY NOTICE: The information on this form is collected as required under the *Plumbing and Drainage Act 2018* (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 *Information Privacy Act 2009*. **RTI:** The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations and is subject to the Right to Information regime established by the *Right to Information Act 2009*.

OFFICE
USE
ONLY

FEE (\$)	DATE RECEIVED	RECEIVING OFFICER'S NAME/S	REFERENCE NUMBER/S

©The State of Queensland (Department of Housing and Public Works) 2019. Published by the Queensland Government, July 2019, 63 George Street, Brisbane Qld 4000.

The *Plumbing and Drainage Act 2018* is administered by the
Department of Housing and Public Works



**Queensland
Government**