

# Plumbing Application Pack

## Application Information

This information is designed to assist you with the preparation of the required documentation for a plumbing application so it can be assessed by Burdekin Shire Council in a timely manner. Please note, applications missing essential information and/or fees will trigger an "Information Request" which will create delays in the assessment process.

### Application Checklist

<input type="checkbox"/> <b>Plumbing and Drainage Form 1</b> The link for this form can be found under the "Plumbing" section of Council's website. <a href="http://www.burdekin.qld.gov.au">www.burdekin.qld.gov.au</a>	<input type="checkbox"/> <b>Payment of Fees</b> We are happy to assist you in confirming the fees required for your application
<input type="checkbox"/> <b>Plumbing and Drainage Form 7</b> To be completed by the Licensed Responsible Person. The link for this form can be found under the "Plumbing" section of Council's website. <a href="http://www.burdekin.qld.gov.au">www.burdekin.qld.gov.au</a>	<input type="checkbox"/> <b>Plumbing and Drainage Form 8</b> If Applicable – required for on-site sewage work declaration. The link for this form can be found under the "Plumbing" section of Council's website. <a href="http://www.burdekin.qld.gov.au">www.burdekin.qld.gov.au</a>
<input type="checkbox"/> <b>Plumbing and Drainage Form 2</b> If Applicable – required to apply for granted permit amendments or extension of time request. The link for this form can be found under the "Plumbing" section of Council's website. <a href="http://www.burdekin.qld.gov.au">www.burdekin.qld.gov.au</a>	<input type="checkbox"/> <b>Onsite Sewerage Design</b> If Applicable
<input type="checkbox"/> <b>Site Plan</b> Site plan is Mandatory	<input type="checkbox"/> <b>As Constructed Drainage Plan</b> If Applicable
<input type="checkbox"/> <b>Hydraulic Plans</b>	<input type="checkbox"/> <b>Soil Test Report</b> If Applicable

Applications may be lodged by	<b>Email:</b> <a href="mailto:enquiries@burdekin.qld.gov.au">enquiries@burdekin.qld.gov.au</a> <b>Post:</b> Burdekin Shire Council PO Box 974 AYR QLD 4807 <b>In Person:</b> Burdekin Shire Council, 145 Young Street, Ayr Qld 4807
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### Applicants to Complete and Provide Listed Documents

<b>Plumbing and Drainage Form 1</b>	Required for all plumbing applications. It lists the address of the works, number of plumbing fixtures, water connection requirements, sanitary drainage requirements and the nature / description of the proposed work. This can be obtained from the Department of Housing and Public Works <a href="http://www.hpw.qld.gov.au">www.hpw.qld.gov.au</a> .
<b>Plumbing and Drainage Form 7</b>	Required for all plumbing permits. To be completed by the appropriately licensed responsible person associated with the application. To be submitted to Council with lodgement of Form 1.
<b>Plumbing and Drainage Form 2</b>	This applies once Plumbing Compliance Permit has been issued. This application must be lodged if there are any changes to the design or scope of works once the Plumbing Compliance Permit has been issued. Must include revised plans, with the revision clearly marked for assessment. Additional fees to amend a plumbing compliance permit apply, including any additional inspections.
<b>Site Plan</b>	<p><b>1 copy is required – plans are to be no larger than A3</b></p> <p>The site plans are to be drawn to a scale of 1:200 and show the following information:</p> <ul style="list-style-type: none"> <li>• The property boundaries (can be obtained from the registered Survey Plan available from the Department of Natural Resources and Mines for a nominal fee)</li> <li>• Design details and location of proposed storm water and surface water drainage system</li> <li>• Location of on-site disposal system (e.g. septic tank) and disposal trenches (non-sewered areas)</li> <li>• Details and location of any street (include name)</li> </ul> <p>NOTE: Photographs can provide a good record of important site features as well as existing and adjoining uses and street context.</p>
<b>Onsite Sewerage Design Percolation Tests</b>	In non sewered areas where an on-site disposal system (e.g. septic tank) is required, a percolation test and design of the disposal area must be completed by a competent person or company and be supplied when the plumbing work application is lodged for approval. Burdekin Shire Council's Plumbing Inspector is able to provide this service for a fee.
<b>As Constructed Sewerage and Drainage Plans</b>	Required only if there are pre-existing structures. This can be obtained from Burdekin Shire Council.

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<b>Soil Test Report</b>	<p>A soil test investigation report (conducted by a certified person or company) must be provided with any plumbing application for a new dwelling, major extension to a dwelling or the like. The soil test report must be addressed to the property owner and the assessment manager, clearly flagging that the report is for use and reliance by the assessment manager.</p> <p>Reports require the following:</p> <ul style="list-style-type: none"><li>• Be dated</li><li>• Include a unique document number (with a revision code for amendments)</li><li>• Indicate the name of the person who prepared the report</li><li>• Be reproduced at A4 size</li><li>• Be capable of black and white photocopying without affecting the clarity of graphics</li></ul>
<b>Plans and Specifications</b>	<p><b>1 copy is required – plans are to be no larger than A3</b></p> <p>The site plans are to be drawn to a scale of 1:200 and show the following information by a licensed qualified person:</p> <ol style="list-style-type: none"><li>a) A floor plan for each level showing dimensions of the building works as well as the proposed plumbing fixtures</li><li>b) All elevations (front, rear, sides, etc.) showing finished floor levels and natural ground surface levels</li><li>c) Location of tanks, such as hot water units, solar and rainwater</li><li>d) House connection point</li><li>e) Water connection point</li><li>f) Plan of proposed plumbing and drainage work (hydraulics work)</li></ol> <p>Designers details, including contact number and licence number on each page.</p>

## Work that Requires Plumbing Approval

Under the *Plumbing and Drainage Act 2018*, a Compliance Permit is required for the following plumbing work:

- New dwellings / buildings
- Renovations in commercial buildings
- Swimming pools when backwash wastewater is required
- Trade waste
- Onsite sewerage treatment systems

If you are engaging a private building certifier, you are still required to apply for a Plumbing and Drainage Compliance Permit.

Please note, it is illegal to commence plumbing work until you have received the Compliance Permit.

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### How long will it take for Approval?

Upon receiving all the information, Council will either grant or refuse a Compliance Permit within 10 business days upon receipt of the last required document provided.

You can appeal a decision to refuse a Compliance Permit through the Queensland Building and Construction Commission.

Please note that Burdekin Shire Council has “opted out” of the Fast Track application system, and therefore these application types are not available within the region.

### Why are there Conditions Attached to Compliance Permits?

Council will attach conditions to a Compliance Permit to ensure the work is performed within the relevant Acts, Regulations and Standards.

### Sewerage Mains

It is desirable for buildings to be clear of sewerage mains. Building over a jump up connection or a sewer manhole is strictly prohibited. If your proposed building is on, or near a sewer main, you may be asked to:

- a) Make special provisions for the slab and footings over or adjacent to the sewer
- b) Be responsible for the cost of movement of the structure should access to the sewer be necessary
- c) Raise inspection openings in your house drain to the finished floor level
- d) Relocate the structure

### Subdivided or Reconfigured Plans

A copy of the proposed subdivision or reconfigured site plan is to be provided by the applicant, where the existing Lots have been or will be reconfigured or amalgamated etc.

### Combined House Drain

If the property is serviced by a combined house drain, the assessment for the proposed work requires the combined house drain to be disconnected, renewed or relocated. New connection/s shall be provided for the proposed installation and other affected properties. The proposed method of reconnection for the affected properties requires a separate application including the owner's name, address, Lot on Plan and drainage plan number shown on the plan.