

NON-SEWERED AREAS – DOCUMENTATION CHECKLIST

Hinchinbrook Shire Council Plumbing & Drainage Certification

Overview

This fact sheet/checklist is intended to assist Hinchinbrook residents in relation to the process for a plumbing/drainage application and includes information on how to complete an application for assessment by Hinchinbrook Shire Council and against the Queensland *Plumbing and Drainage Act 2002*.

Plumbing and Drainage Applications for Non-sewered Areas

The *Plumbing & Drainage Act 2002* divides plumbing and drainage work into the following categories:

- Notifiable Work;
- Compliance Assessable Work;
- Minor Work; and
- Unregulated Work

Compliance assessable work is more complex in nature than other types of plumbing and drainage work and has a higher risk of failure. Therefore applications for compliance assessable plumbing and drainage work within non-sewered areas in Hinchinbrook Shire are assessed and approved by Hinchinbrook Shire Council before work begins on-site.

This documentation checklist provides a list of the applicable forms and drawings which need to be provided to Hinchinbrook Shire Council when submitting a plumbing/drainage application.

Please Note: The below list should not be read as a definitive list but used as a guide to assist with preparing an application and if further information is required, you will be notified in due course by Hinchinbrook Shire Council.

For further information and assistance in relation to the plumbing/drainage application and assessment process, please contact Council's Building Services on telephone (07) 4776 4637.

Application Forms

Application Forms required (1 copy)

- ☐ Form 1 – Compliance Assessment Application for Plumbing, Drainage and On-site Sewerage work
- ☐ Form 7 – Notification of Responsible Person

All forms can be found on the Department of Housing and Public Works website at:

<http://www.hpw.qld.gov.au/aboutus/ReportsPublications/FormsTemplates/Pages/ApprovedPlumbersDrainersForms.aspx>



Site Plans

Site plans (1 copy) outlining the following:

- ☐ Site plan drawn to appropriate scale (1:100)
- ☐ Site constraints (e.g. easements for drainage/access purposes, building envelopes)
- ☐ Site dimensions
- ☐ Building dimensions (including existing structures/buildings)
- ☐ Distances to boundaries
- ☐ Adjoining street(s)
- ☐ Council sewer location (where applicable)

For further information on location of existing sewer infrastructure (if applicable), contact Council's Building Services on telephone (07) 4776 4637 to speak with a Plumbing Inspector.

Working Drawings

Mandatory information required for plumbing & drainage works within a non-sewered area (1 copy)

- ☐ Floor plan (scaled at 1:100)
- ☐ Elevation plan (scaled at 1:100)
- ☐ On-site sewerage design (completed by a Licenced Domestic Wastewater Management 003 Designer)
- ☐ Land Application Systems Report (site and soil evaluation)
- ☐ Drainage design (if available)

Inspections

Council Plumbing Inspectors are unable to inspect plumbing and drainage works unless a permit for both the plumbing and building (if required) works has been issued.

To arrange a plumbing inspection, contact Council's Building Services on telephone (07) 4776 4637 to speak with a Plumbing Inspector.

Council will endeavour to facilitate inspections to meet the needs of the builder/plumber as much as possible, however it is preferred that 24 hours' notice is given prior to the scheduled inspection time.

Further information

For further information and assistance in relation to the plumbing/drainage application and assessment process, please contact Council's Building Services on telephone (07) 4776 4637.