

## Hinchinbrook Shire Council Plumbing & Drainage Certification

*This fact sheet and checklist are designed to assist residents of the Hinchinbrook Shire with understanding the process for lodging a plumbing and drainage application. It provides guidance on the preparation and submission of an application for assessment by Hinchinbrook Shire Council in accordance with the Plumbing and Drainage Act 2018 (Qld).*

### What is plumbing and drainage work?

The *Plumbing and Drainage Act 2018* categories plumbing and drainage work into the following classes:

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

Compliance assessable work typically involves more complex plumbing or drainage systems and poses a greater risk of system failure if not properly designed or installed.

As such, all compliance assessable plumbing and drainage work proposed within *non-sewered* areas of the Hinchinbrook Shire must be submitted to and approved by *Hinchinbrook Shire Council* prior to the commencement of any on-site works.

This documentation checklist outlines the mandatory forms and supporting drawings required to accompany a plumbing and drainage application to Hinchinbrook Shire Council.



### What application forms are required?

When lodging a plumbing and drainage application with Hinchinbrook Shire Council for compliance assessable work, the following forms must be submitted (1 copy of each):

- **Form 1**  
*Compliance Assessment Application for Plumbing, Drainage and On-site Sewerage Work*
- **Form 7**  
*Notification of Responsible Person*

These forms are approved by the State and are available for download from the Queensland Government's Business Queensland website:

<https://www.business.qld.gov.au/industries/building-property-development/building-construction/plumbing-drainage/forms-templates>

Please ensure all sections of each form are completed in full prior to lodgement, as incomplete or incorrect forms may result in delays in the assessment process.



## What supporting documentation is required?

When lodging a plumbing and drainage application within a non-sewered area, the following supporting documentation must be provided (1 copy of each):

- ☐ Site Plan (drawn to scale) detailing:
  - Site dimensions and layout
  - Location and dimensions of proposed structures
  - Distances from all structures to site boundaries
  - Site constraints
  - Adjoining street names
  - Location of Council sewer infrastructure
- ☐ Floor Plan
- ☐ Elevation Plan
- ☐ On-site Sewerage Facility Design
- ☐ Soil Classification Report
- ☐ Drainage Design

All documents must be legible, technically accurate and consistent with the proposed works.



## Are inspections required?

Yes. All compliance assessable plumbing and/or drainage work must be inspected by Council's Plumbing Inspector(s); however, inspections cannot be undertaken unless a valid plumbing permit has been issued by Council.

To arrange an inspection, please contact Council's Planning and Development Team on (07) 4776 4600 to speak directly with a Plumbing Inspector.

While Council will make every effort to accommodate the scheduling needs of builders and plumbers, a minimum of 24 hours' notice is preferred to ensure timely coordination of inspections.

