



ENGINEERING & COMMERCIAL SERVICES

Plumbing & Drainage Application Guide

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1.0 INTRODUCTION

This application guide has been produced by Mackay Regional Council to assist applicants with obtaining a plumbing and drainage approval and the necessary inspection certificates to enabling usage of the approved plumbing and drainage works.

This application guide must be used in conjunction the *Plumbing & Drainage Act 2018* and the relevant standards.

2.0 DEFINITIONS

Approved Form - means the approved form - 'Form 1 – Permit work application for plumbing, drainage and on-site sewerage work'.

Class 1 and 10 – means all Class 1 and 10 building works/structures, as defined by the [Building Codes of Australia \(BCA\)](#).

Class 2 to 9 – means all Class 2 to 9 building works/structures, as defined by the [Building Codes of Australia \(BCA\)](#).

Fixture - means a receptacle with necessary appurtenances designed for a specific purpose, the use or operation of which results in discharge into the sanitary plumbing or sanitary drainage installation, as defined within the AS/NZS 3500.

Fixture – also means a floor waste gully receiving waste from tundishes only, as defined by Mackay Regional Council.

Fixture Pair - means two adjacent waste fixtures of the same type, which have their outlets connected to the same fixture trap, as defined within the AS/NZS 3500.

Single Dwelling – means a detached house, or one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit, as defined by the [Building Codes of Australia \(BCA\)](#).

Secondary Dwelling – means a building containing 2 or more sole-occupancy units each being a separate dwelling, as defined within the QBCC Classification Summary of Buildings and Structures definitions. A secondary dwelling connected by structures such as awnings, covered walk-ways, patios roofs and similar structures are not considered to be the same roof as the primary dwelling. For plumbing assessment purposes, a separate application is required for the secondary dwelling in sewered areas.

Properly Made – means an application submitted to Council the complies with the *Plumbing & Drainage Regulation 2019*, Section 44(1).

3.0 APPLICATION DOCUMENTATION

The following outlines the mandatory documentation that is required to accompany all new plumbing and drainage applications. If the relevant documentation outlined below is not submitted, an Information Request will be issued which will cause delays with the assessment process.

To obtain the most current version of all application forms, please visit the [Department of Housing and Public Works website](#).

IMPORTANT NOTE: All plumbing and drainage application correspondence is issued to the Applicant listed on the Form 1 and the current, registered Property Owner in Council's database, as per the legislative requirements of the *Plumbing & Drainage Regulation 2019*, Section 48.

If you wish to receive copies of correspondence issued throughout the application process, you must list yourself as an Applicant (or be the current, registered Property Owner).

- **Form 1** (Permit work application for plumbing, drainage and on-site sewerage work), with all relevant fields completed and Section 11 (Declaration) signed by the Applicant.
- **Form 7** (Notification of responsible person), with all relevant fields completed and Section 7 (Declaration) signed (if the responsible person (ie. plumber) is known at time of lodgement).
- One copy of the **registered subdivision plan for the property**. This can be obtained from the developer of the estate or purchased from the Land Titles Office.
- One copy of the **as constructed sewer plan** (also known as the Sewer Reticulation Plan) for the development/subdivision (if the proposed works are in a new building). This can be obtained from the developer of the estate or purchased from Council.
- One copy of the **proposed drainage plan**.
- One copy of **all other relevant proposal plans/documents required under the *Plumbing & Drainage Regulation 2019*, Schedule 6**.
- The relevant **application fee payment**.

4.0 GUIDES TO CALCULATING THE NUMBER OF PROPOSED FIXTURES

The following guides have been provided to assist applicants with calculating the number of proposed new fixtures on their plumbing applications in order to calculate the application fee payable.

ON RESIDENTIAL JOBS:

- Double shower heads discharging to one individual waste pipe are classed as one fixture;
- Double shower heads discharging to two individual waste pipes are classed as two fixtures;
- Double vanity basins discharging to one individual waste pipe are classed as one fixture;
- Double vanity basins discharging to two individual waste pipes are classed as two fixtures;
- Double bowl kitchen sinks will be classed as one fixture only, provided they are a fixture pair and share one waste pipe;
- Domestic washing machines are not considered fixtures, provided they discharge through the laundry tub waste pipe;
- Domestic dishwashers are not considered a fixture, provided they discharge through a kitchen sink waste pipe.

ON COMMERCIAL JOBS:

- Any appliance (eg. dishwashers, clothes washers, ice machines/ice buckets, coffee machines, combi ovens, etc) with its own waste connection to the drain will be counted as a fixture;
- Tundishes: If Floor Waste Gully (FWG) is charged by a Tundish AND a fixture, the Tundish is not counted as a fixture;
- Tundishes: If Floor Waste Gully (FWG) is only charged by a Tundish, this is counted as a fixture.

5.0 APPLICATION FEES & ESTIMATED QUOTES

Plumbing & Drainage application fees can be obtained from the Schedule of Fees & Charges on Council’s [website](#). Most plumbing application fees are based on the number of proposed new fixtures.

If you are having difficulties calculating the number of proposed plumbing fixtures for the job and/or the applicable application fee; estimated quotes may be obtained prior to application lodgement. To request this, please email the proposal plans to plumbing@mackay.qld.gov.au.

What do I need to supply when requesting a quote? In the body of your email, outline that you are requesting a quote for the attached plumbing and drainage work and also attach a copy of the proposal plans showing all new fixtures. Please do not attach any other application documentation.

Why is the quote only an estimate? Because we are only providing the quote based on the information you have provided and a more detailed assessment may reveal additional costs.

6.0 APPLICATION LODGEMENT METHODS

Refer to the below table for further information about available lodgement and payment methods for plumbing and drainage applications:

ONLINE LODGEMENT	Lodgement	Visit www.mackay.qld.gov.au > Business > Planning & Development > Plumbing & Drainage Approvals to view User Guides and a hyperlink to submit plumbing & drainage applications online.
	Application Fee	Online Services (eApplications) will calculate the required application fee (based on the information entered by the user) and process the payment via credit card during lodgement. A tax receipt will be emailed to the user once the payment has been processed.
EMAIL LODGEMENT	Lodgement	Submit application to plumbing@mackay.qld.gov.au (<i>mailbox acceptance size is 30mb per email</i>). Please Note: Council cannot accept plumbing & drainage application documents via file share websites (eg. Dropbox).
	Application Fee	After processing the application, Council will issue a Payment Notice containing the amount owed (based on the information provided during lodgement), available payment methods and unique payment references specific to your application. Upon receipt of the Payment Notice; customers should make payment at their earliest convenience to avoid an Information Request.

HARD COPY LODGEMENT (In Person)	Lodgement	All documentation should be printed, and lodged at the Sir Albert Abbott Administration Building, 73 Gordon Street, Mackay between business hours.
	Application Fee	The amount owed will be calculated based on the information provided and payment must be made at time of lodgement.
HARD COPY LODGEMENT (By Post)	Lodgement	All documentation should be printed and mailed to Mackay Regional Council, ATTN: Development Support, PO Box 41, Mackay, QLD, 4740.
	Application Fee	After processing the application, Council will issue a Payment Notice containing the amount owed (based on the information provided during lodgement), available payment methods and unique payment references specific to your application. Upon receipt of the Payment Notice; customers should make payment at their earliest convenience to avoid an Information Request.

7.0 COUNCIL ASSESSMENT

The *Plumbing & Drainage Regulation 2019* allows Council 10 business days from date of submission to determine if the application is 'properly made'. Should any of the mandatory documentation be insufficient or not supplied at time of lodgement and/or the application fee not paid within this time, an Information Request will be issued.

Whilst Council makes every effort to assess all applications as quickly as possible, assessment timeframes will be impacted if the quality of the application submitted is poor. This will result in Information Requests being issued and will delay the assessment process.

Upon receipt of a 'properly made' application, the *Plumbing & Drainage Regulation 2019* allows Council 10 business days to assess the properly made documentation and issue a Permit.

8.0 INFORMATION REQUESTS

If more information or actions are required to be taken before approval can occur, Council will issue an Information Request (also commonly referred to as an RFI). The Information Request will outline the required actions to be taken within six (6) months from the date of issue.

Failing to comply with the required actions within six (6) months will result in the application lapsing. You will not be entitled to a refund of the application fee.

When all items on the Information Request have been complied with, the applicant must submit the required information to Council at plumbing@mackay.qld.gov.au. Council then has an additional 10 business days to assess the response provided.

IMPORTANT NOTE: Partial responses to Information Requests may be submitted however assessment cannot recommence until all items on the Information Request have been addressed and a formal response provided.

If the response still does not achieve compliance, a Further Information Request will be issued.

9.0 PERMIT APPROVAL

Once Council is satisfied that the documentation meets the relevant legislative requirements and Standards, a Permit will be issued via email to the Applicant and current, registered Property Owner.

A Permit for plumbing and drainage work (with or without on-site sewerage facilities) advises of the conditions of approval and approved plans, enabling the regulated plumbing and drainage work to be carried out in accordance with the Permit and approved plans.

IMPORTANT NOTE: Regulated plumbing and drainage work must not commence without a Permit and once commenced, must be inspected by a Plumbing Inspector prior to covering the work. It is an offence to commence the proposed plumbing works prior to receiving an approved Permit from Council.

10.0 INSPECTIONS

All plumbing work conducted on site must be inspected by a Council Plumbing Inspector prior to covering the work.

The following stages of work must be assessed for compliance by Mackay Regional Council's Plumbing Inspectors:

- Under-slab Inspection (plumbing or drainage laid under a concrete slab)
- Water Rough-In Inspection (plumbing installed in a building before cladding)
- Drainage Test Inspection (plumbing or drainage laid below ground and external to a building)
- Water Services (all underground water services)
- Final (final inspection when all work is complete and prior to occupation)

10.1 BOOKING AN INSPECTION

IMPORTANT NOTE: Council must be notified of the Responsible Person prior to booking any inspections. If this has not previously been advised, you must submit a completed Form 7 to plumbing@mackay.qld.gov.au before requesting an inspection booking.

You can book an inspection by phoning 07 4961 9090 from 8am to 4pm, Monday to Friday (excluding public holidays), at least 48hrs prior to the intended inspection time.

IMPORTANT NOTE: Please ensure you have your Permit (PL) Number ready, as you will be asked for this when booking the inspection.

Inspections are not undertaken for the purpose of guaranteeing the quality of standards of workmanship. Inspections only indicate compliance with approvals of the work at the time of inspection.

10.2 ACTION NOTICES

If defects are identified at the inspection, all parties listed on the application will receive an Action Notice via email within two (2) business days (commencing the day after the inspection). The responsible plumber conducting the work will have an allocated timeframe (outlined within the notice) in which to rectify the listed defects.

A re-inspection fee may be payable prior to a re-inspection being booked and conducted. The Action Notice will outline any additional fees required.

10.3 INSPECTION CERTIFICATES

If the works are deemed to be compliant at the inspection, all parties listed on the application will be issued with an Inspection Certificate via email within two (2) business days, commencing the day after the inspection.

10.4 FINAL INSPECTION CERTIFICATES

IMPORTANT NOTE: Council must receive copies of all required documentation outlined on the approved Permit, as well as As Constructed Drainage Plans, before the Final Inspection can be booked. These documents can be submitted to plumbing@mackay.qld.gov.au.

Upon completion of a successful final inspection, all parties listed on the application will be issued with a Final Inspection Certificate via email, certifying that all works have been inspected and are compliant.

IMPORTANT NOTE: The proposed plumbing outlined within the Permit must not be used until it is deemed 'fit for use' upon receipt of the Final Inspection Certificate.

11.0 INSPECTION FEES

The initial application lodgement application fee allows for five (5) inspections. You may incur additional inspection / re-inspection fees should additional inspections be required due to Action Notices being issued. All additional fees must be paid prior to further inspections being booked.

12.0 PERMIT AMENDMENTS

If you require an amendment to an existing Permit or have been instructed to make amendments by a Mackay Regional Council Plumbing Inspector; you must submit the following documents to plumbing@mackay.qld.gov.au:

- Form 2 (Application to amend a permit including an extension of time), with all relevant fields completed and Section 7 (Declaration) signed by the Applicant.
- One copy of the relevant plans or documentation that relates to the amendment.
- The relevant application fee payment.

Refer to [6.0 Council Assessment](#) for the assessment timeframes and process.

13.0 PERMIT EXTENSIONS

Plumbing and Drainage Permits are valid for two (2) years from the date of issue, unless an alternate period has been specified by Mackay Regional Council.

The Applicant and current, registered Property Owner will be notified by Mackay Regional Council when your Permit is due to expire, with 3-4 months prior notice.

If you require an extension to an existing Permit; you must submit the following documents to plumbing@mackay.qld.gov.au:

- Form 2 (Application to amend a permit including an extension of time), with all relevant fields completed and Section 7 (Declaration) signed by the Applicant.
- The relevant application fee payment.

All extension requests are subject to review and approval is given at the discretion of Mackay Regional Council Plumbing Inspectors.

You may not be eligible for an extension of time if the relevant legislation and/or standards have changed after the Permit issue date.

Refer to [6.0 Council Assessment](#) for the assessment timeframes and process.

14.0 FREQUENTLY ASKED QUESTIONS

14.1 LODGEMENT PREPARATION QUESTIONS

Is Mackay Regional offering fast track assessment of applications?

No, Mackay Regional Council (by resolution) has opted out of the fast track application process. The opt-out declaration can be viewed on council's [website](#).

Am I required to supply a copy of the soil classification report?

A copy of the soil classification must be supplied where the work involves sanitary drainage. For soil classes H, E and P a copy of the articulation report must also be supplied.

14.2 ASSESSMENT QUESTIONS

What is Trade Waste?

Trade Waste means water-borne waste from business, trade or manufacturing premises, other than:

- a) Waste that is a prohibited substance; or
- b) Human waste; or
- c) stormwater

Some examples of businesses that generate trade waste, include, but are not limited to: Restaurants, cafes, coffee shops, fast food outlets, commercial kitchens, bakeries, dental clinics, veterinary surgeries, hairdressers, butchers, mechanical/industrial workshops, carwash, hotels, hospitals etc.

14.3 INSPECTION QUESTIONS

Can Mackay Regional Council Plumbing Inspectors undertake multiple inspections in one visit?

Yes, it is possible to combine multiple inspection types in one visit. Please liaise with the Plumbing Administration when booking your inspection.