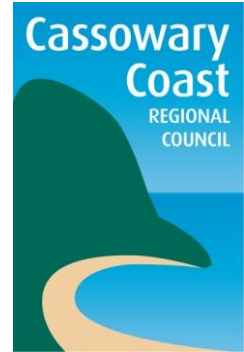


FACT SHEET

Plumbing and Drainage Application Guidelines and Checklist



This fact sheet has been designed to assist you in the preparation and submission of a Plumbing and Drainage Application with Council. It is designed to help ensure that all relevant information accompanies your application, so it can be assessed as quickly as possible.

A plumbing permit is required for all plumbing and drainage work which is not included in the schedules of notifiable work, minor work or unregulated work in accordance with the Plumbing and Drainage Act 2018. Plumbing and drainage work must be carried out by a licenced plumber and drainage, and a plumbing permit is required before work commences.

More information about lodging a plumbing and drainage application with Council can be found by visiting our [website](#).

What documentation is required?

To lodge a plumbing and drainage application with Council, the following documentation will be required:

- [Plumbing Form 1](#) – Permit work application for Plumbing, Drainage and On-site Sewerage Work
- [Plumbing Form 7](#) – Notification of Responsible Person
- A Floor Plan of the proposed building showing any proposed plumbing fixtures and their connection to either sewer or an on-site treatment facility.
- A plan showing the elevations of the proposed building.
- Site and Soil Classification Report
- Sanitary Articulation Design Plan (if site classification is H, E or P)
- On-site Sewerage Design Report prepared by a suitably qualified person (if property is located in a non-sewered area)

Payment of applicable fees and charges is required at time of lodgement.

How can I lodge my application?

Email

If your application is for a property located to the south of El Arish and Bingil Bay (inclusive) please email it to buildingsouth@ccrc.qld.gov.au

If your application is for a property located to the north of Silkwood and Kurrimine Beach (inclusive) please email it to buildingnorth@ccrc.qld.gov.au

Post

PO Box 887
INNISFAIL QLD 4860

In Person

Innisfail Shire Hall (Northern Office)
Level 3, 70 Rankin Street
INNISFAIL QLD 4860

Tully Civic Centre (Southern Office)
Level 2, 38-40 Bryant Street
TULLY QLD 4854

What fees and charges will apply?

A link to view Council's schedule of fees and charges is [here](#).

What happens after I submit and pay for my application?

The process for assessing an application is legislated under the *Plumbing and Drainage Act 2018*. Council assesses plumbing and drainage applications against the required legislation and regulations within the timeframes set by the legislation. Once a Development Application for Plumbing and Drainage Work has been lodged with Council it will be given a Development Application (DA) number. When the application is considered properly made, the assessment of the application can commence.

The currency period for the development approval (plumbing works) is two years, starting the day the approval is granted or takes effect.

If, after this time you are yet to complete the plumbing and drainage work, either the owner or applicant may request an extension of time, provided such a request is made before the development approval lapses. If you wish to request an extension of time for your Development Application for Plumbing and Drainage Work please complete the [Plumbing Form 2 Application to amend a permit including an extension of time](#) and lodge it with Council along with the applicable fee. Your request will be passed on to management and a decision made in due course.

What about plumbing inspections?

When a Plumbing Permit is issued, a condition of the approval will be that certain mandatory inspections are carried out. The Plumbing Permit will state which stages of work must be inspected and outline any conditions that are applicable to the development. The purpose of the inspections is to ensure the plumbing and drainage work is carried out in accordance with the Plumbing Permit and relevant plumbing codes and standards.

Council has a Plumbing and Drainage Inspector, Sean O'Brien, who carries out plumbing certification and assessment for Council. Mr O'Brien works out of both the Innisfail Shire Hall Office and the Tully Civic Centre.

- Innisfail Shire Hall days (northern inspections): Mondays, Wednesdays & some Thursdays
- Tully Civic Centre days (southern inspections): Tuesdays, Fridays & some Thursdays

It is requested that 48 hours notice is given prior to scheduling inspections.

Further Information

For any further queries in relation to lodging Plumbing and Drainage Applications please contact the relevant Building and Plumbing Team on the details below:

- Tully Building and Plumbing Team on (07) 4043 9150 or by email at buildingsouth@ccrc.qld.gov.au
- Innisfail Building and Plumbing Team on (07) 4030 2242 or by email at buildingnorth@ccrc.qld.gov.au

Plumbing Application Checklist

Below is a guide to lodging your plumbing and drainage application. Please note that further information may be requested during the assessment process. Payment of applicable fees and charges is required in full at the time of your application.

Plumbing and Drainage Application
Plumbing Form 1 <ul style="list-style-type: none"><input type="checkbox"/> Ensure most current version of form is used<input type="checkbox"/> All mandatory questions complete<input type="checkbox"/> Email addresses provided<input type="checkbox"/> Accurate description of land<input type="checkbox"/> Signed by applicant/owner<input type="checkbox"/> Payment in full of applicable fees and charges<input type="checkbox"/> Treatment Plant Type declared (if applicable)
Plumbing Form 7 <ul style="list-style-type: none"><input type="checkbox"/> Ensure most current version of form is used<input type="checkbox"/> All mandatory questions complete<input type="checkbox"/> Email addresses provided<input type="checkbox"/> Accurate description of land<input type="checkbox"/> Signed by responsible person or contractor
Site Plan <ul style="list-style-type: none"><input type="checkbox"/> Drawn to Scale<input type="checkbox"/> Dimensions to boundaries and proposed/existing buildings and structures are clearly shown<input type="checkbox"/> Location of each connection point to water or sewerage system<input type="checkbox"/> Easements identified (if applicable)
Floor Plan <ul style="list-style-type: none"><input type="checkbox"/> Drawn to scale<input type="checkbox"/> Shows dimensions<input type="checkbox"/> Shows location of all plumbing fixtures/devices and their connection to main sewer or on-site treatment facility
Elevations Plan <ul style="list-style-type: none"><input type="checkbox"/> Drawn to scale
Site and Soil Classification Report <ul style="list-style-type: none"><input type="checkbox"/> Required for all application types
Sanitary Articulation Design Plan <ul style="list-style-type: none"><input type="checkbox"/> (if the site classification is H, P or E an additional sanitary articulation design is required)
Proposed Drainage/Hydraulic Plans for Class 2-9 plumbing and drainage work <ul style="list-style-type: none"><input type="checkbox"/> Drawn to scale<input type="checkbox"/> Pipe sizing, pipe material type<input type="checkbox"/> Grades<input type="checkbox"/> Designers name and licence number<input type="checkbox"/> Location, size and type of required backflow devices<input type="checkbox"/> Location, size and type of trade waste interceptor traps (eg grease traps etc)<input type="checkbox"/> Location and size of sub-meters
Onsite Sewerage Design Report for properties located in non-sewered areas to include <ul style="list-style-type: none"><input type="checkbox"/> Site contour levels at treatment plant/septic tank and land application areas