



<b>GENERAL NOTES: This form is to be used for the purposes of sections 66(2) and 67(2) of the Plumbing and Drainage Regulation 2019 (PDR). Completion of all applicable sections is mandatory.</b>											
<p><b>1. Description of land</b> The description must identify all land the subject of the application. The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.</p>	<p>Street address <i>(include number, street, suburb/locality and postcode)</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <hr/> <p>Lot and plan:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Shop/tenancy number</td> <td style="width: 33%; border-bottom: 1px solid black;">Storey/level</td> <td style="width: 33%; border-bottom: 1px solid black;">Local government area</td> </tr> <tr> <td style="font-size: small;"><i>(if applicable)</i></td> <td style="font-size: small;"><i>(if applicable)</i></td> <td></td> </tr> </table>	Shop/tenancy number	Storey/level	Local government area	<i>(if applicable)</i>	<i>(if applicable)</i>					
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<p><b>2. Permit details</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Permit number</td> <td style="width: 40%; border-bottom: 1px solid black;">Date permit issued <i>(if known)</i></td> </tr> </table> <p style="font-size: small;"><i>Note: Subject to section 66(1) of the Plumbing and Drainage Act 2018, a person must not carry out permit work unless the person has a permit for the work and complies with the permit and any conditions of the permit.</i></p>	Permit number	Date permit issued <i>(if known)</i>								
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<p><b>3. Action notice issued</b> Complete this section if an action notice has been issued under Section 66(2)(a) of the PDR.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Reference number <i>(if applicable)</i></td> <td style="width: 40%; border-bottom: 1px solid black;">Date notice issued <i>(if applicable)</i></td> </tr> </table>	Reference number <i>(if applicable)</i>	Date notice issued <i>(if applicable)</i>								
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<p><b>4. Stage of work</b> Identify the stage of the work covered and subject of the inspection request.</p>	<ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Water supply pipes laid under a floor slab or in another area</li> <li>2. <input type="checkbox"/> Water supply pipes laid below ground level and external to a building or other structure</li> <li>3. <input type="checkbox"/> Water supply pipes installed in a building or other structure</li> <li>4. <input type="checkbox"/> Sanitary drainage laid under a floor slab</li> <li>5. <input type="checkbox"/> Sanitary drainage laid below ground level and external to a building or other structure</li> <li>6. <input type="checkbox"/> Sanitary plumbing installed in a building or other structure</li> <li>7. <input type="checkbox"/> Installation of a treatment plant (e.g. septic tank, on-site sewage or greywater treatment plant)</li> <li>8. <input type="checkbox"/> Installation of a component of an on-site sewage facility e.g treatment plant or land application area</li> <li>9. <input type="checkbox"/> Other</li> </ol> <p>Provide a brief description of the work and specific location of work.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <hr/> <p style="font-size: small;"><i>For example, specific location of work for a commercial property could be; sanitary drainage between grids A1 - A9 and grids A7 – F7 or shown on as-con plan.</i></p>										
<p><b>5. Inspection arrangements</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Time and date of the agreed inspection</td> <td style="width: 10%; border-bottom: 1px solid black;">Date:</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 10%; border-bottom: 1px solid black;">Time:</td> <td style="width: 10%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Date the work was covered</td> <td style="border-bottom: 1px solid black;">Date:</td> <td style="border-bottom: 1px solid black;"></td> <td colspan="2"></td> </tr> </table>	Time and date of the agreed inspection	Date:		Time:		Date the work was covered	Date:			
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Date the work was covered	Date:										



<b>6. Responsible person</b> The 'responsible person' is a person who is licensed to perform the work and either performs or supervises the performance of the work.	Name <i>(in full)</i>	
	Occupational licence number	Contractor licence number (If applicable)
	Phone number	Email address
	Postal address	
	Postcode	

<b>7. Contractor licence</b> If the 'responsible person' is not the contractor for the work, the contractor's details must be provided here.	Full name of company <i>(or individual if not a company)</i>	
	Contractor licence number	
	Phone number	Email address

<b>8. Declaration</b>	<b>I hereby state that the work has been completed in conformity with the Plumbing and Drainage Regulation 2019, and that the information provided in this form is a true and accurate record and that I am the responsible person.</b>	
	Signature	Date

**PRIVACY NOTICE:** The information on this form is collected as required under the *Plumbing and Drainage Act 2018* (PDA) by local governments. This information may be stored in the local government database and will be used for purposes related to deciding an application and monitoring compliance under the PDA. Your personal information will be disclosed to the financial institution which handles the local government's financial transactions and may be disclosed to other local government agencies, local government authorities, the Queensland Building and Construction Commission and third parties for purposes relating to administering and monitoring compliance with the PDA. Personal information will otherwise only be disclosed to third parties with your consent or in accordance with the *Information Privacy Act 2009*. **RTI:** The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations and is subject to the Right to Information regime established by the *Right to Information Act 2009*.

OFFICE USE ONLY	FEE (\$)	DATE RECEIVED	RECEIVING OFFICER'S NAME/S	REFERENCE NUMBER/S
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The *Plumbing and Drainage Act 2018* is administered by the Department of Housing and Public Works



**Queensland Government**