

PLUMBING APPLICATION INFORMATION PACK

Permit Work

How to Lodge a Plumbing Application

The guidelines below outline the requirements of a properly made plumbing application.

Construction involving plumbing, drainage and on-site sewerage work within Scenic Rim Regional Council (Council) area is regulated within the requirements of the *Plumbing and Drainage Act 2018*, *Plumbing and Drainage Regulation 2019*, Codes and Standards.

All permit (plumbing and drainage) work requires Council approval and in each case an application must be lodged with Council together with required documents and fees.

Applications can be lodged with Council either via email at mail@scenicrim.qld.gov.au or mailed to Scenic Rim Regional Council, PO Box 25, Beaudesert Qld 4285.

All documents submitted via email should be scanned separately into a PDF form e.g. Form 1, construction plans, site and soil evaluation; soil report; articulation design and hydraulic services design.

Council must be notified when relevant stages of plumbing and drainage work is ready for inspection. Inspections assist Council in ensuring plumbing and drainage work within the region is of a reasonable standard to protect public health and amenity.

Permit Application Approval Description

Plumbing applications submitted to Council for permit work will be divided into two streams:

- **Fast Track Permits;** and
- **Standard Permits.**

Fast Track Permits

Fast track permit applications are applicable for a single class 1a dwelling and class 10a sheds connected directly to the water service providers infrastructure (sewer and water).

Fast track permit time frames for issuing a permit for the work is **2 business days** from a properly made application date.

Standard Applications

Standard applications are for all other types of buildings, including multi-unit residential and commercial buildings and sites associated with on-site sewerage and greywater use facilities, combined sanitary drainage systems, trade waste installations, community title development.

Standard permit time frames for issuing a permit for the work is **10 business days** from a properly made application.

Documentation required for a fast track or standard application can be located within Schedule 6 of the Plumbing and Drainage Regulation 2019 on the Department of Housing and Public Works web site.

Processing of Applications for Permit Work

In order to enable applications to be processed within the required time frames, it is essential for the application to be completed in content and correct in detail. Should deficiencies be found in the application, an information request will be forwarded to the applicant requesting they provide additional information to satisfy the assessment requirements for the application.

IMPORTANT NOTICE: PRIVACY STATEMENT

Any personal information that Scenic Rim Regional Council collects throughout an application process is in accordance with the *Plumbing and Drainage Act 2018* and/or *Plumbing and Drainage Regulation 2019* in order to assess the application. The information will only be accessed by Scenic Rim Regional Council for Council business related activities only. Your personal information is handled in accordance with the *Information Privacy Act 2009* and your information will not be given to any other person or agency unless you have given us permission or we are required by law.

1. REQUIRED DOCUMENTS FOR FAST TRACK APPLICATION PERMITS

All documentation must be submitted together otherwise the application may be returned. Applications for class 1a dwelling and class 10a shed in a service providers area (sewer and water supply available).

Single Class 1a - Dwelling and Class 10a Shed in Water and Sewer Areas

- a) Fully completed current plumbing application Form 1.
- b) Application fee (see separate schedule of fees).
- c) One (1) copy of a site plan showing clearly the boundaries and dimensions of the site, all existing buildings, location of proposed buildings with distances from boundaries, easements, building envelopes.
- d) One (1) copy of a site classification report complying with AS2870-2011 (reactive soil sites will require expansion and articulation details from a suitably qualified expert for the sanitary drainage design and installation).
- e) One (1) copy of construction plans that include elevations, floor layout and site plans to scale and sufficient dimensions (minimum 1:100 scale).
- f) The SEQ service provider's consent for the work (contact Queensland Urban Utilities 132 657).

NOTE:

- Minimum fixtures to comply with *Building Codes of Australia* (BCA).
- Application form must be completed and signed by the applicant. Evidence of land ownership will be required where Council's records indicate a different owner to that noted on the application form.
- Please ensure you read Form 1 carefully and tick the correct boxes on the form.

2. REQUIRED DOCUMENTS FOR STANDARD APPLICATION PERMITS

All documentation must be submitted together otherwise the application may be returned

Class 1a - Dwelling and Class 10 Shed With On-Site Sewerage (OSSF) Facility

- a) Fully completed current plumbing application Form 1.
- b) Application Fee (see separate schedule of fees).
- c) One (1) copy of a site plan showing clearly the boundaries and dimensions of the site, all existing buildings, location of proposed buildings with distances from boundaries, easements, building envelopes, dams, bores, location of on-site sewerage facility and land application area and water tanks.
- d) One (1) copy of a site classification report complying with AS2870- 2011 (reactive soil sites will require expansion and articulation details from a suitably qualified expert for the sanitary drainage design and installation).
- e) One (1) copy of a contour plan indicating relative levels of the site to AHD.
- f) One (1) copy of construction plans that include elevations, floor layout and site plans to scale and sufficient dimensions (minimum 1:100 scale).
- g) For OSSF – refer to section 3 below.

Class 10a - Garages, Sheds, etc.

Where sanitary facilities (i.e. WC [toilet], shower) are proposed, a plumbing application is required. For documentation required refer to the above requirements.

If the Class 10 domestic structure has existing **approved** plumbing and additional fixtures is proposed to be installed, a plumbing contractor can perform the work under the Notifiable Works (Form 4) process.

Class 1b and 2-9 - Multiple Dwelling, Commercial and Industrial Building & Ancillary Structures

(As defined by Classes 2 through 9 in the Plumbing Codes of Australia)

- a) Fully completed current plumbing application Form 1.
- b) Evidence of water or sewer connection approval from Queensland Urban Utilities (132 657).
- c) Application Fee (see separate schedule of fees).
- d) One (1) copy of a site plan showing clearly the boundaries and dimensions of the site, all existing buildings, location of proposed buildings with distances from boundaries, easements, building envelopes, dams, bores, location of the on-site sewerage facility and land application area and water tanks (if applicable).
- e) One (1) copy of construction plans showing elevations, floor layout and location of all fixtures to scale and sufficient dimensions (minimum 1:100 scale).
- f) On-site sewerage facility application fee (unsewered site only - see separate schedule of fees).
- g) One (1) copy of a site and soil evaluation for on-site sewerage facility completed by an evaluator registered with Scenic Rim Regional Council (unsewered areas only). Refer to section 3.
- h) One (1) copy of a site classification report compliant with AS2870-2011, (reactive soil sites will require expansion and articulation details from a suitably qualified expert for the sanitary drainage design and installation).

- i) One (1) copy of a plumbing hydraulic services design to include information as detailed in schedule 6 section 3 of the *Plumbing and Drainage Regulation 2019*.
- j) One (1) copy of details of Special Fire Services (e.g. sprinklers, fire hydrants) as called for by the *Building Code of Australia*; in certain cases, Queensland Fire and Rescue approved plans may be required.
- k) Evidence of Council's Planning approval where required.

NOTE:

- Application form must be completed and signed by the applicant. Evidence of land ownership will be required where Council's records indicate a different owner to that noted on the application form.
- It is a requirement in Queensland that hydraulic services design carried out where the contract value is more than \$1,100 is to be completed by:
 - A person or company holding a current QBCC contractor's licence.
 - A registered professional engineers (RPEQ).
 - A plumbing and drainage contractor designing work that he or she will then carry out.
- Connection approval is required from Queensland Urban Utilities (132 657) if in a sewer or water supply area for commercial application.
- Please ensure you read Form 1 carefully and tick the correct boxes on the form.

3. ON SITE SEWERAGE FACILITY (OSSF)

Approval is required from Council for the installation of an OSSF. An application may be made by including the make and model on the Plumbing and Drainage Application Form 1.

The following information/details are to be lodged with plumbing applications (unless already provided) which include an OSSF:

- a) One (1) full set of house plans; drawn to scale.
- b) One (1) copy of a site and soil evaluation for on-site effluent disposal including information in accordance with Schedule 6 Part 3 section 4 or 5. The evaluator must be registered with Scenic Rim Regional Council (refer to Council's website for list of registered evaluators).
- c) One (1) copy of a site classification report complying with AS2870- 2011 (reactive soil sites will require expansion and articulation details from a suitably qualified expert for the sanitary drainage design and installation).
- d) One (1) copy of a site plan indicating the location of the:
 - proposed on-site sewerage facility including the effluent dispersal area;
 - existing and/or proposed buildings, water tanks, swimming pool, dam and bore; and
 - contour plan.
- e) On Site Sewerage Facility application fees (see separate schedule of fees).

4. FLOOD AFFECTED BLOCKS

Plumbing application for structures on flood affected blocks is referred to Council's Planning department for assessment. Approval may not be given or given with specific conditions, where it is determined that the site could be adversely affected by general or localised flooding.

5. UNSTABLE SLOPES

Where Council's Planning department information indicates that a proposed building site could be affected by unstable ground, a geotechnical engineer's slope stability report will be required to assist Council in a decision. If an On-site Sewerage Facility (OSSF) is to be installed, particular references to the OSSF and land application area are required in the geotechnical report.

6. PLANNING & DEVELOPMENT REQUIREMENTS

Applications may be referred to Council's Planning Assessment team. Applicants are advised to obtain planning approval with Council's Development Assessment department (07) 5540 5111.

7. WATER

(a) Connections to Reticulated Water Queensland Urban Utilities (QUU)

Applications are to be made to QUU (132 657) on a separate application form and applicants should first check whether a supply is available and whether it is 'constant flow' or 'on-demand'.

Riemoire Water

Applications for Permits in the Riemoire Down estate must obtain connection approval from Riemoire Water 1 Pty Ltd - contact 0487 6593 06. The connection approval to be lodged with the application to Council.

(b) Water Storage - General

If water storage tanks are proposed to be installed, the location and size of tanks must be shown on the site plan.

For constant flow water supply areas, a minimum size water storage tank applies in accordance with relevant planning schemes and development approvals. Where no reticulated water is available, a tank capacity relative to the planning scheme is required for storage of rainwater.

8. REMOVAL DWELLINGS

Refer to details above under Class 1 - Dwelling for new application.

NOTE:

- A security bond is required before release of the permit.

9. HEALTH AND ENVIRONMENT REQUIREMENTS

Applicants are advised to check with Council's Health Services Department on (07) 5540 5111 regarding requirements in the event of building on Contaminated Land and for Food Establishments.

10. BUILDING AND PLUMBING INFORMATION PACKS

Information packs are available on Council's website at www.scenicrim.qld.gov.au.

Should you require any assistance in completing your Plumbing Application, please contact the Building & Plumbing section on (07) 5540 5111.