



# Plumbing eNotice

## What eNotice is and how to register and set up your account

### What is eNotice?

eNotice is a web based facility for the electronic lodgement of Notices of intention and Certificates of compliance for plumbing work (excluding multi-entry).

It is free to register and use, however fixture and certificate fees still apply.

eNotice has a number of 'smart' features to minimise time and effort to fill out forms, such as address validation and automatic entry of plumbing contractor and company details.

On lodgement of a notice, eNotice will send (by email) a copy of the notice to you, as well as the customer, as long as the customer's email address has been provided by you.

The system is accessible on mobile devices such as smart phones and tablets (as well as normal computers) on a 24/7 basis. However, it requires connection to the internet.

### Getting started

1. Go to [www.dmirs.wa.gov.au/plumbingenotice](http://www.dmirs.wa.gov.au/plumbingenotice)
2. Register as an eNotice user. You will need your Licence number and email address registered with Building and Energy. If you do not have an email address registered, go to [www.dmirs.wa.gov.au/be/changeofcontact](http://www.dmirs.wa.gov.au/be/changeofcontact) or contact Building and Energy to update your details.
3. Once registered, login and check that your contact details are correct by going to 'My Details' on the eNotice menu. These details auto-fill in the notice, so it is important that they are up to date.

You are now ready to start lodging eNotices.



### End of sales of paper notices

From 1 October 2019 paper Notices of intention and Certificates of compliance will no longer be available for purchase, however, contractors may continue to lodge paper notices until their stocks are exhausted. There is no planned end date for the submission of paper notices which have already been purchased and Building and Energy will also continue to buy back unused paper notices.

Multi-entry Certificates of compliance will remain in paper form.

### Further information

Visit our website for further information and to view the video tutorials.

General use and registration assistance: 1300 489 099

Notice of intention or certificate of compliance assistance: 6251 1377

[plumbers.admin@dmirs.wa.gov.au](mailto:plumbers.admin@dmirs.wa.gov.au)

Department of Mines, Industry  
Regulation and Safety

Building and Energy:

**1300 489 099**

8.30am – 5.00pm

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303 Sevenoaks Street (entrance Grose Avenue)

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Website: [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)

Email: [bcinfo@dmirs.wa.gov.au](mailto:bcinfo@dmirs.wa.gov.au)

Plumbers enquiries: 6251 1377

#### Regional Offices

Goldfields/Esperance (08) 9021 9494

Great Southern (08) 9842 8366

Kimberley (08) 9191 8400

Mid-West (08) 9920 9800

North-West (08) 9185 0900

South-West (08) 9722 2888

National Relay Service: 13 36 77

Quality of service feedback line: 1800 304 059

Translating and Interpreting Service (TIS) 13 14 50

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