




eNotice

User Guide

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Updating contact details

1. Go to www.energysafety.wa.gov.au
2. Select **Licensing**
3. Select **Gasfitting permit**
4. Under 'Services' select the Notify icon 
5. Select 'Gasfitter - change of contact information'
6. Select **Notify us Now**
7. Enter your full licence number (e.g. GF XXXX) and select **Next**
8. Select **Request Security Code**

A one-time security code will be sent to either your mobile phone or email registered with EnergySafety

9. Enter the security code and select **Next**
10. Update your contact details as required
11. Select **Submit**

Note: Your contact details can also be updated while you are logged in to eNotice. Just select the eNotice menu option My Details – this takes you to the EnergySafety website where you follow the same procedure as above. The changes are effective immediately.

Registration

1. Go to <http://esenotice.commerce.wa.gov.au/es-enotice>
2. Select **Register**
3. Enter your full licence number (e.g. GF XXXX), email address registered with EnergySafety, first name and surname
4. Select **Request Security Code**

A one-time security code will be sent to either your mobile phone or email registered with EnergySafety

5. Input the security code and accept the Terms and Conditions

You will receive an email containing your User ID and password

6. Enter the User ID and password and select **Login**

You are now registered to use eNotice

7. If you would like to change your password to something more personal, select **Change Password** on the main menu
8. Enter your new password and select **Change Password**

Registering other users on your account

1. Select **User Management** on the main menu
2. Select **Add New User**
3. Enter user details: name, surname, email address and specify their type(s) of authorised access ('Create Draft Notice of Completion', 'Lodge Notice of Completion' and/or 'User Management')
4. Select **Save**

The new user is now registered and will receive an email containing their User ID and password to enable them to login to eNotice

There is no limit on the number of users you can register

Users can be added or deleted at any time

Setting up a Company

1. In the main menu, select **My Companies**
2. Select **Add** to add a new company that you perform work for
3. Enter the company name; address; phone number(s) and email address
4. Select **Save**

When lodging a NOC you will be asked to select the company you are performing the notifiable work for

Lodge a Notice of Completion - Fixed installation

1. In the main menu, select **New NOC**
2. Select the company for whom you are performing the work, then select **Next**
3. Select **Fixed Installation**
4. Enter the Meter Number or select the 'Meter not installed/unreadable' box and select **Next**

Where a meter number has been provided

If the meter number is entered, the address details will have been automatically populated

5. Enter either the owner/occupier or builder/dealer's name, phone number and/or email address, then select **Next**

If the owner/occupier or builder/dealer's email address is entered, a copy of the lodged notice will be automatically emailed to them


6. Select type of installation – 'Domestic', 'Commercial' or 'Industrial'
7. Select the 'Operating Pressure (kPa)', and then select **Next**

If the meter number is entered the operating pressure will automatically be selected

8. Select **New Installation** or **Additional Work**

9. Have you commenced supply? Select **'Yes/No'**
10. Have you done pipe work? Select **'Yes/No'**
11. Were any type A appliances installed? Select **'Yes/No'**
12. Were any type B appliances installed? Select **'Yes/No'**, and then select **Next**

You must select 'yes' for at least one of the above

13. Enter the type, number and rating of appliances installed and select commissioning status **'Yes/No'**, then select **Next**
14. Variation/Exemption required for certification? Select **'Yes/No'**
15. Any non-compliant details to report? Select **'Yes/No'**
16. Any comments or additional details? Select **'Yes/No'**, then select **Next**
17. Preview the notice details and amend any of the information as necessary via the edit icon 
18. If correct, certify the notice by selecting the tick box
19. Amend 'Date of Completion' as needed

The email address will default to your registered email address(es). You must specify any additional email address(es) that you want to receive a copy of the notice.

20. Select **Lodge Notice**

The program will return to the menu page and display a message confirming successful lodgement and the number of the notice (to record on the compliance badge)

A PDF copy of the notice will be sent to the email address(es) that you specified, the relevant Gas Supplier and the person for whom the work was carried out (if a valid email address was supplied)

Your email will confirm that the notice has been lodged and who has received a copy or if a copy could not be delivered to a particular email address

Where a copy could not be sent to a nominated recipient, it is your responsibility to send a copy by some other means

Where a meter number has not been provided

5. Enter the address details where the work has been performed, then select **Next**

The address details entered are validated against the Landgate database and corrections or alternatives suggested where appropriate, which can either be accepted or ignored


6. Enter either the Owner/Occupier or Builder/Dealer's name, phone number and/or email address, then select **Next**

If the owner/occupier or builder/dealer's email address is entered, a copy of the lodged notice will be automatically emailed to them

7. Select type of installation – 'Domestic', 'Commercial' or 'Industrial'
8. Select the 'Operating Pressure (kPa)', and then **Next**
9. Select the **'Gas Type'**, and then **Next**
10. Select the **'Gas Supplier'**, and then **Next**

11. Select **New Installation** or **Additional Work**
12. Have you commenced supply? Select '**Yes/No**'
13. Have you done pipe work? Select '**Yes/No**'
14. Were any type A appliances installed? Select '**Yes/No**'
15. Were any type B appliances installed? Select '**Yes/No**', and then select **Next**

You must select 'yes' for at least one of the above

16. Enter the type, number and rating of appliances installed and select commissioning status '**Yes/No**', then select **Next**
17. Variation/Exemption required for certification? Select '**Yes/No**'
18. Any non-compliant details to report? Select '**Yes/No**'
19. Any comments or additional details? Select '**Yes/No**', then select **Next**
20. Preview the notice details and amend any of the information as necessary via the edit icon 
21. If correct, certify the notice by selecting the tick box
22. Amend 'Date of Completion' as needed

The email address will default to your registered email address(es). You must specify any additional email address(es) that you want to receive a copy of the notice.

23. Select **Lodge Notice**

The program will return to the menu page and display a message confirming successful lodgement and the number of the notice (to record on the compliance badge)

A PDF copy of the notice will be sent to the email address(es) that you specified, the relevant Gas Supplier and the person for whom the work was carried out (if a valid email address was supplied)

Your email will confirm that the notice has been lodged and who has received a copy or if a copy could not be delivered to a particular email address

Where a copy could not be sent to a nominated recipient, it is your responsibility to send a copy by some other means


Lodge a Notice of Completion - Mobile installation

1. In the main menu, select **New NOC**
2. Select the company for whom you are performing the work, then select **Next**
3. Select **Mobile Installation**
4. Enter the address details where the work has been performed, then select **Next**

The address details entered are validated against the Landgate database and corrections or alternatives suggested where appropriate, which can either be accepted or ignored

5. Enter either the Owner/Occupier or Builder/Dealer's name, phone number and/or email address, then select **Next**

If the owner/occupier or builder/dealer's email address is entered, a copy of the lodged notice will be automatically emailed to them

6. Select the type of mobile installation, enter the vehicle licence or identification number, and then select **Next**
7. Select the type of gas, then select **Next**
8. Select **New Installation** or **Additional Work**
9. Variation/Exemption required for certification? Select '**Yes/No**'
10. Any non-compliant details to report? Select '**Yes/No**'
11. Any comments or additional details? Select '**Yes/No**', then **select Next**
12. Preview the notice details and amend any of the information as necessary via the edit icon 
13. If correct, certify the notice by selecting the tick box
14. Amend 'Date of Completion' as needed

The email address will default to your registered email address(es). You must specify any additional email address(es) that you want to receive a copy of the notice.

15. Select **Lodge Notice**

The program will return to the menu page and display a message confirming successful lodgement and the number of the notice (to record on the compliance badge)

A PDF copy of the notice will be sent to the email address(es) that you specified, the relevant Gas Supplier and the person for whom the work was carried out (if a valid email address was supplied)

Your email will confirm that the notice has been lodged and who has received a copy or if a copy could not be delivered to a particular email address

Where a copy could not be sent to a nominated recipient, it is your responsibility to send a copy by some other means

Draft Notices

How to save a draft


You can save a draft at any point in the lodgement process where the **Save Draft** button appears.

Once Save Draft is selected a message will appear at the top of the screen letting you know that the Draft notice was successfully saved and the notice number.

To edit a draft eNotice

1. In the main menu select **Drafts**


A list of draft notices is displayed

2. Select the edit icon  next to the draft notice
3. Amend or input the required details (refer to previous guides on Lodging a Notice)
4. Once complete, select **Save** to leave in draft format or select **Lodge Notice**


To send a copy

1. In the main menu select **Drafts**

A list of draft notices is displayed

2. Select the send copy icon  next to the draft notice
3. Enter the email address you wish to send a copy to. Select **Send Copy**

Past Lodgements

1. In the main menu select **Past lodgements**
2. Enter the search criteria ('Notice number', 'Date lodged', 'Lodged by', 'Location' and/or 'Contact') and select **Search**
3. Select the Send copy icon  next to the eNotice
4. Enter the email address you wish to send a copy to. Select **Send Copy**

Further Assistance

Business Hours (8:30am - 4:30pm)

General use assistance:

Gas Directorate: 6251 1904

Email: energysafety@commerce.wa.gov.au

Registration assistance:

Licensing: 6251 2000

Email: energylicensing@commerce.wa.gov.au