



Reporting minor plumbing work

Background

Requirement for minor plumbing work completed up to 31 December 2019

All minor plumbing work carried out up to and including 31 December 2019 must be certified on a multi-entry certificate. Up to 25 individual jobs can be recorded on a multi-entry certificate, which can only contain minor plumbing work from a single calendar month and must be submitted within five working days of the end of that month. A Licensed Plumbing Contractor (LPC) who lodges a multi-entry certificate must keep a copy of the certificate at his or her principal place of business for six years.

Requirement for minor plumbing work completed from 1 January 2020

For minor plumbing work completed on and from 1 January 2020, it is a requirement that the LPC under whose licence the work was performed keeps a record of that work at their principal place of business. The Plumbers Licensing Board has published a minimum set of information that must be contained in this record, including:

- the name and licence number of the LPC under whose licence the work was performed;
- the date(s) the work was performed;
- the address where the work was performed;
- the type of minor plumbing work that was performed, e.g. water supply, sanitary or drainage plumbing, and
- the category of minor plumbing work that was performed, e.g. maintenance work, repair work or replacement.

The type and category of minor plumbing work is based on the definition of minor plumbing work in the Plumbers Licensing and Plumbing Standards Regulations 2000.

It is a requirement that all plumbing work performed complies with the relevant plumbing standards. The LPC under whose licence the work is performed is responsible for ensuring this.

When carrying out compliance activities, the Plumbers Licensing Board or a plumbing inspector may ask to inspect an LPC's record of minor plumbing work. This request can cover a period dating back six years. To enable relevant information to be identified easily, the LPC may be asked to provide this information electronically.

How do I comply with the new requirements?

There are a number of ways in which an LPC may record minor plumbing work.

1. Excel template

An **Excel template** which includes the relevant fields is available. This template can be edited as required by the LPC, provided that the minimum set of information required by the Plumbers Licensing Board (as set out above) is retained.

2. Exports from internal systems

An export from the invoicing, quoting or other business system used by the LPC or restricted plumbing permit holder is acceptable, provided that:

- a) the minimum information required is included;
- b) the information is provided in a format that can be searched by most common systems, e.g. as an Excel, Word or PDF file; and
- c) only minor plumbing work is included (work that is the subject of a notice of intention/certificate of compliance must not be included).

3. Invoices

Provision of invoices as a record of minor plumbing work is acceptable, providing that:

- a) the invoice contains the minimum information required;
- b) the invoices are provided in a format that can be easily searched by most common systems, e.g. as a PDF document;
- c) the invoices are collated into a single file; and

- d) only minor plumbing work is included (work that is the subject of a notice of intention/certificate of compliance must not be included).

4. Other

Other ways to provide the record of minor plumbing work may also be considered. Please contact the Department of Mines, Industry Regulation and Safety – Building and Energy Division (Building and Energy) on **6251 1377** if you wish to discuss providing the record in a different format to those set out in this fact sheet.

Do any penalties apply for non-compliance

A penalty of up to \$5,000 will apply when an LPC fails to maintain a record of all minor plumbing work performed under their licence for six years from the date the work was completed. This record must be maintained at the LPC's principal place of business and be provided to the Plumbers Licensing Board or a plumbing compliance officer on request.

What if I have failed to submit multi-entry certificates in the past?

The Plumbers Licensing Board still requires that outstanding multi-entry certificates be submitted for minor plumbing work completed prior to the new requirements coming into effect. For this reason, it will still be possible to purchase multi-entry certificates after 1 January 2020 for any work completed prior to that date.

What if I have outstanding multi-entry certificates I don't intend on using?

You will be able to request a refund for any unused multi-entry certificates from 1 January 2020.

Disclaimer – The information contained in this fact sheet is provided as general information and a guide only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

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