

## **Checklist for Plumbing Applications**

**Applications will not be approved until all required information has been received and all Plumbing and Drainage Application fees paid.**

### **Relocatable Dwellings** **(All Classes)**

- ✓ All relocatable buildings are to have a compliance sticker or certificate from the local authority where the plumbing and drainage was originally installed, and a Form 7 completed and signed by the person responsible for the internal plumbing work.
- ✓ Alternately, CHRC Plumbing Inspectors are available to carry out on-site inspections outside of our region, however transport and accommodation costs will be borne by the applicant and an hourly rate charge will apply.

### **Sewered Sites - Classes 1 or 10** **(Dwelling, Duplex or Dwelling Renovations)**

- ✓ Form 1 completed and signed by Applicant
- ✓ Floor, Site & Elevations Plans (A3 size)
- ✓ Relevant fees to be paid (as per Fee Schedule)
- ✓ Soil Test
- ✓ Soil Classification Report (when work involves sanitary drainage. For class H, E and P a copy of the articulation design must also be provided)
- ✓ Knuckle and Swivel joint design must be signed by Engineer (if applicable)

### **Non Sewered Sites - Classes 1 or 10** **(Dwelling, Duplex or Dwelling Renovations)**

- ✓ Form 1 completed and signed by Applicant
- ✓ Floor, Site & Elevations Plans (A3 size)
- ✓ Soil Test
- ✓ Relevant fees to be paid (as per Fee Schedule)
- ✓ Application to Install a Household Sewer Facility completed and signed by property owner
- ✓ Form 8 to be completed and signed by Designer of On-site Sewerage report
- ✓ Accredited On-site Sewerage Evaluator's design and report
- ✓ Soil Classification Report (when work involves sanitary drainage. For class H, E and P a copy of the articulation design must also be provided)
- ✓ Knuckle and Swivel joint design must be signed by Engineer (if applicable)

### **Classes 2-9 & Multiple Dwellings** **(Commercial, Industrial, & Multiple Dwellings or Renovations)** **Sewered or Non Sewered Sites**

- ✓ Form 1 completed and signed by Applicant
- ✓ 3 Sets of full size Hydraulics drawings (or electronic copy)
- ✓ Floor, Site & Elevations Plans (A3 size)
- ✓ Soil Test
- ✓ Accredited On-site Sewerage Evaluator's design and report (if applicable)
- ✓ On-site Sewerage Facility Form completed and signed
- ✓ Notice of Compliance (Form 8) to be completed and signed by Designer of On-site Sewerage report
- ✓ Knuckle and Swivel joint design must be signed by Engineer (if applicable)
- ✓ Soil Classification Report (when work involves sanitary drainage. For class H, E and P a copy of the articulation design must also be provided)

**NOTE:** CHRC does not issue Invoices for Plumbing and Drainage Application Fees. A Fee Schedule will be sent to the Applicant which must be paid before a Compliance Permit can be issued. Please advise Council when lodging your application if the fees will be paid by a different individual/company. Payment can be paid

to Council's Front Counter Staff via cash, credit card, or cheque. Please let us know so we can allocate your payment.

Plumbing Forms can be found on CHRC's website:

[www.centralhighlands.qld.gov.au/web/guest/council-forms](http://www.centralhighlands.qld.gov.au/web/guest/council-forms) or

[www.hpw.qld.gov.au/aboutus/ReportsPublications/FormsTemplates/Pages/ApprovedPlumbersDrainersForms.aspx](http://www.hpw.qld.gov.au/aboutus/ReportsPublications/FormsTemplates/Pages/ApprovedPlumbersDrainersForms.aspx)

For further information regarding your Plumbing Application, please do not hesitate to contact CHRC's Plumbing Unit on the following numbers:

**Peter Kay - Senior Plumbing Inspector**  
**Plumbing Administration**

**0419 171 601 / 4982 8330**  
**(07) 4982 8378**