

Plumbing Permit Process

BEFORE YOU START

Some plumbing work such as *low-risk work*, may not need a permit.

Council, or your licensed plumber, can help you determine the category of work (*low risk*, *notifiable* or *permit* work) and if a permit is required.

For detailed help, contact Council or refer to the Director's Determination – Categories of Plumbing Work. This can be found on the Consumer Building Occupational Services (CBOS) website.

APPLICATION

The application documents can be prepared by you as the property owner or an agent nominated by you to manage the process on your behalf.

The applicant listed on the application form will be used as the point of contact for Council. To apply for a plumbing permit, you'll need to provide the following documents:

- Form 3 - Application for Plumbing Permit/Certificate of Likely Compliance/Notice of Work
- detailed plans of the proposed plumbing work
- a current copy of the certificate of title
- Form 35 – Certificate of Responsible Designer – (to be completed by the plumbing designer)
- Certificate of Certifiable Work (Plumbing) from TasWater – Issued by TasWater, if applicable.

All forms are available on CBOS website.

- Email your completed application to gccmail@gcc.tas.gov.au or submit in person at Glenorchy City Council Chambers.

ASSESSMENT

Once lodged, we'll issue an invoice for the relevant fees. Refer to the current fee schedule [here](#).

We'll then assess your application for completeness and compliance with the *Building Act 2016*.

Further information may be requested during the review. Your application may also be referred to other departments, such as planning and engineering.

TIMEFRAMES

Once your application satisfies the requirements of the *Building Act 2016* your permit (or certificate of likely compliance) will be issued within the following statutory timeframes:

Notifiable work – 14 days

Permit work – 28 days

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Other things you should know

PLEASE NOTE

- ◆ If approved, a plumbing permit will be issued outlining what needs to be done.
- ◆ Before starting any work, a licensed plumber must submit a 'Notice of Work' to Council.
- ◆ It's the plumber's responsibility to arrange for any mandatory Council inspections needed under the plumbing permit.
- ◆ When works are complete, the plumber must submit a Standard of Work Certificate to Council and request a final inspection.
- ◆ Once all required paperwork has been received and inspections have been successfully passed, Council issues a Certificate of Completion.

IMPORTANT CONSIDERATIONS:

- ◆ It is strongly recommended that all required planning approvals are finished before applying for a plumbing permit.
- ◆ All plumbing work must comply with the requirements of the National Construction Code (NCC).
- ◆ Ensure all tradespeople working on your property hold the appropriate licences. You can verify licences through the CBOS website.
- ◆ A plumbing permit is valid for 12 months. If construction has not commenced within this time, the permit will lapse. The applicant may apply for an extension before it expires.
- ◆ All plumbing works must be finished within 24 months of the permit issue date, unless an extension is granted.
- ◆ If your property is not connected to a main sewer system, a qualified person must assess if the site is suitable for on-site wastewater system. They must also preparing a wastewater report and system design.