

GOVERNING LEGISLATION

Application made under section 16, *Plumbing and Drainage Act 2018*

PRIVACY NOTICE

The QBCC is collecting information on this form under the *Plumbing and Drainage Act 2018*. It may be used for a number of purposes, including administering and ensuring compliance with the legislation. Please refer to the Privacy Policy on our website for full use and disclosure details. The information may also be subject to application for access under the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial amendments

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY

Post: GPO Box 5099 Brisbane QLD 4001.

In person: QBCC service centres are listed on our website qbcc.qld.gov.au.

PART A - TO BE COMPLETED BY THE APPLICANT

1. PERSONAL DETAILS

Title Mr Mrs Miss Ms Other

Surname

First name

D D M M Y Y Y Y

Date of birth

ABN

Postal address

State

Postcode

Home address

State

Postcode

Business address

State

Postcode

Business phone

Home phone

Mobile

Email



WARNING: Providing false or misleading information may lead to prosecution for an offence and/or review and possible cancellation of your licence.

2. DECLARATION

I declare that the information I provide in this application is true and correct.

Signature

D D M M Y Y Y Y

Date

/ /

OFFICE USE ONLY

CRN:

Licence no:

Container:

Receipt no:

Receipt amount: \$

Assignee:

Received by:

3. OTHER RELEVANT LICENCES YOU ALREADY HOLD

Do you hold a current licence for drainage work in another Australian state or New Zealand? ☐ Yes ☐ No



STOP COMPLETING THIS FORM. You are eligible to apply using the Mutual Recognition process and should use **Form 28 – Application for Mutual Recognition** instead.

Do you hold a current licence for drainage work in another country? ☐ Yes ☐ No
If yes – provide details of the licences you currently hold in the table below.

Currently held licences	Licensing authority	Country	Licence number	Expiry date

Has a licence you have held, or currently hold, ever been:

- the subject of disciplinary action? ☐ Yes ☐ No
 - suspended or cancelled due to disciplinary action? ☐ Yes ☐ No
 - subject to special conditions due to disciplinary action? ☐ Yes ☐ No
- Are you prohibited from carrying out this occupation in any state or country? ☐ Yes ☐ No

4. QUALIFICATIONS

 You must refer to the **Technical Qualifications for Licensing: Plumbing and Drainage Occupational Licences** booklet on the QBCC website at: qbcc.build/PDtechquals before completing this section of the form.

NOTE: You must provide a certified copy of your technical qualifications when you submit this application. More details are provided in the Checklist section at the back of this form.

WHICH OF THE FOLLOWING QUALIFICATIONS DO YOU HOLD?

DRAINAGE QUALIFICATIONS

- (a) A Certificate II in Drainage (CPC20720) completed other than through a recognition of prior learning process
- (b) A Certificate II in Drainage (CPC20720) completed through a recognition of prior learning process provided the qualification (in whole or part) was not obtained through a recognition of prior learning process that relied on the applicant performing unlawful work (including work without the required licence)
- (c) A qualification, other than a qualification completed through a recognition of prior learning process, which has been assessed and verified by a registered training organisation as at least equivalent to a Certificate II in Drainage (CPC20720)
- (d) A qualification completed in another country, completed other than through a recognition of prior learning or like process, which has been assessed and verified as at least equivalent to a Certificate II in Drainage (CPC20720) because the applicant has also successfully completed relevant gap training competencies recognised in the National Register on Vocational Education and Training (VET) in Australia
- (e) A qualification listed above which has been completed through a recognition of prior learning process provided that the qualification was not obtained through a recognition of prior learning process that relied on the applicant performing unlawful work (including work without the required licence).

PLUMBING AND DRAINAGE QUALIFICATIONS

- (f) A qualification for a plumber's licence as provided in Part 1, subsection (a) to (f) of this document
- (g) A plumbing apprenticeship completed in Australian jurisdiction, and a plumbing and drainage qualification completed prior to 1 January 2011 if the applicant has also completed the following units of competency from the Certificate III in Plumbing (CPC32420):
 - i) CPCPCM2043 – Carry out WHS requirements
 - ii) CPCCWHS2001– Apply OHS requirements, policies and procedures in the construction industry

5. PROVISIONAL LICENSING - DO YOU FIT ONE OF THESE SCENARIOS?

QBCC may decide to grant you a provisional licence if you meet any of the scenarios listed below. A provisional licence allows you to work lawfully in the industry and gain the required practical experience to eventually work without supervision. Tick the box provided if you fit one of the following scenarios.

☐ I have the required technical qualification, but I don't believe I have the practical experience required.

☐ I don't have the required technical qualification, but I believe I have sufficient practical experience to carry out the work under the supervision of a licensed plumber and drainer.

☐ I hold a current interstate or licence from another country.

☐ I have the qualification and the practical experience for the licence, but I'm unable to provide my qualification or prove my experience.



If you fit one of these scenarios, you are not eligible for a full licence. However, you may be eligible for a provisional licence and should pay the provisional licence application fee prescribed by legislation. Do not complete Part B of this form as it is not required for a provisional application.



IMPORTANT NOTE – a provisional licence can only be granted for 1 year and cannot be renewed. If you have previously been granted a provisional licence and are seeking another one, you must make a new application for the licence. The QBCC will only grant the provisional licence if it is satisfied that you continue to meet the eligibility requirements for a licence of this type. The QBCC will not grant a provisional licence if you meet the legislated requirements for a full licence.

6. PHOTOGRAPH ON LICENCE CARD

Do you wish to have a photograph included on your licence card? Yes ☐ No ☐


 If yes, you will need to include one passport-style photograph with your application. Licence Photograph Guidelines are attached to this form.

7. ADDITIONAL REQUIREMENTS

Have you been known by any other names? Yes ☐ No ☐
If you have ticked yes, you must provide full details of all previous names you have been known by.

8. PAYMENT OPTIONS


Avoid overpaying! If you hold an associated licence you may not be required to pay an application fee for a plumbing occupational licence (refer page 9).



Note: remember to include the Administration fee for the financial year. Refer to the fee schedule on page 10.

☐ I will pay at a QBCC office when returning this form in person
 ☐ Credit Card

Name of card holder

Credit card number

Expiry date M M Y Y

Total Amount \$

 This section details the practical experience the applicant gained while they held a provisional licence. **Do not complete this section if the applicant is applying for a provisional licence.**

THIS SECTION MUST BE COMPLETED BY THE LICENSED PERSON WHO SUPERVISED THE APPLICANT'S PRACTICAL EXPERIENCE.

QBCC licence
number

Surname

First name

Mobile

Email

Employer name

How long was the applicant under your supervision?

Period of supervision D D M M Y Y Y Y D D M M Y Y Y Y
 / / to / /

DID THE APPLICANT DEMONSTRATE COMPETENCY IN THIS TYPE OF WORK DURING THE PERIOD OF TIME YOU SUPERVISED THEIR WORK? Tick the box.

Drainage work type	Competent? Tick box
Install UPVC consumer piping systems	
Install vitrified clay consumer piping systems	
Install concrete piping systems	
Cut in branches and replace sections of below ground drain	
Test below ground drainage piping	
Set out position of discharge pipes and fixtures	
Install sewerage pumping equipment	
Install pre-treatment facilities	
Install septic tanks	
Install effluent disposal systems	
Locate and clear blockages in drainage systems	
Carry out levelling	
Install site drainage and dewatering systems	
Position and install access chambers	
Install deep trench shoring	
Construct and install concrete anchor blocks	
Read and interpret drainage plans	
Install below ground sanitary drainage systems (Less than or equal to 100mm)	
Install below ground sanitary drainage systems (Greater than 100mm)	
Install below ground stormwater drainage systems (Less than or equal to 100mm)	
Install below ground stormwater drainage systems (Greater than 100mm)	



WARNING: Providing false or misleading information may lead to prosecution for an offence and/or review and possible cancellation of your licence.

11. DECLARATION BY SUPERVISOR

I declare that the applicant is competent in the drainage work stated above.

Signature

D D M M Y Y Y Y
 Date / /

APPLICATION CHECKLIST

Avoid delays - make sure your application is complete.

If you are applying for a provisional licence i.e. you ticked one of the provisional licensing scenarios in section 5.

This is your checklist

I have completed Part A (sections 1 - 7), including payment details.	Yes
I have attached a certified copy* of photo identification (e.g. driver's licence or passport).	Yes
I have attached a certified copy* of my technical qualifications (refer to section 4).	Yes

If you are applying for an occupational licence that lets you work without supervision i.e. you already have a provisional licence.

This is your checklist

I have completed Part A (sections 1 - 7), including payment details.	Yes
My occupationally licensed supervisor has completed Part B (sections 8 - 10).	Yes
I have attached a certified copy* of photo identification (e.g. driver's licence or passport).	Yes
I have attached a certified copy* of my technical qualifications (refer to section 4).	Yes

*What is a certified copy?

A certified copy is a copy that has been verified as being a true copy of the original document by one of the following:

- Justice of the Peace,
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public.

Alternatively, bring your original documents with you when you lodge your application at a QBCC service centre and our staff can view, copy and sign them for you.

WHAT HAPPENS AFTER YOU APPLY?

1. **Assessment** - a specialist QBCC licensing assessment officer will carefully assess your application and will contact you if they have questions about your application.
2. **Approval** - applicants who satisfy all of the necessary requirements will be granted a licence. If, for example, you can't demonstrate the full practical experience requirements, QBCC may make the decision to grant you a Provisional licence.

LICENCE PHOTOGRAPH GUIDELINES



Subject

- Eyes open and clearly visible
- Neutral expression
- Mouth closed
- Subject centred and facing the camera
- Whole face visible
- No hair or head covering across the face
- No glasses
- No smiling (sorry)
- Facial piercings, such as nose rings and studs, that are worn permanently by the subject, must not cause a reflection

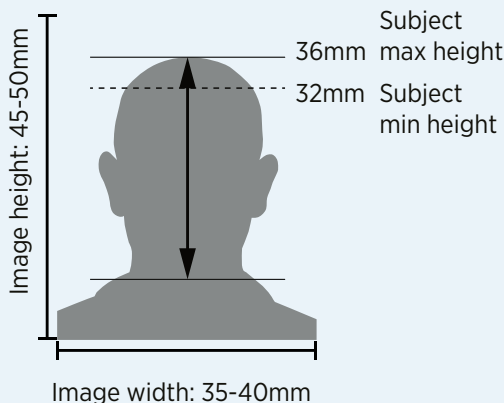
Lighting

- Even, shadowless lighting on the face
- White or light grey background preferable
- No shadows on background
- Light to ensure no red-eye

Editing

- Final image must be a true likeness of the subject
- No retouching of photographs permitted
- Adjust brightness/contrast only
- Moles, wrinkles, scars must not be removed
- Must not remove red-eye by editing

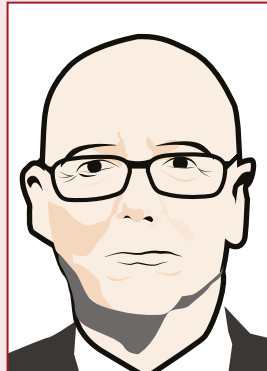
IMAGE SCALE AND SPECIFICATIONS



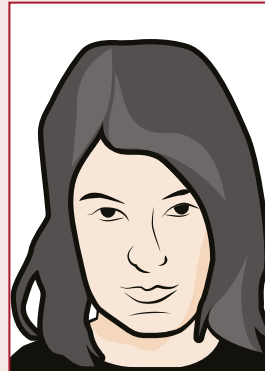
- Print size 35mm wide x 40 mm high
- If scanned image is provided - photo must be high resolution (min 300dpi/RGB) in JPEG, TIFF, PNG or PDF formats
- If you are unable to capture an image meeting the requested specifications, Australia Post offer a passport photo service. Please see the website for further information and where the service is available.



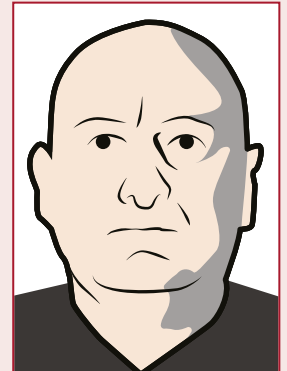
PLEASE NOTE THE FOLLOWING EXAMPLES REGARDING SUBJECTS AND IMAGERY WILL NOT BE ACCEPTED. PHOTOGRAPHS SHOULD FOLLOW THE GUIDELINES ABOVE.



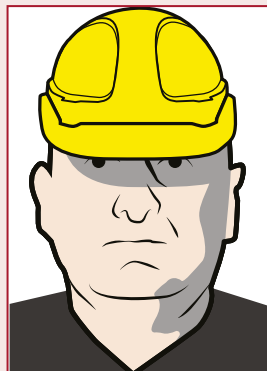
No glasses



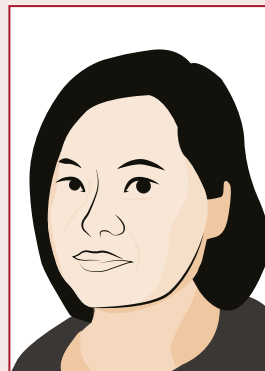
Head/chin must be up and directly looking in to the camera.



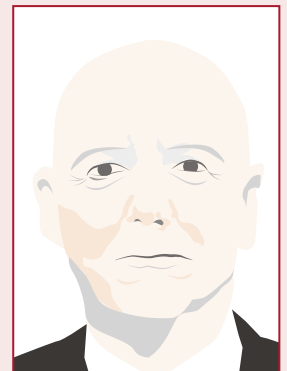
Face and background must be shadow free.



No hats or objects obstructing a clear view of the face.



NO SIDE PROFILES. IMAGE SHOULD BE TAKEN FRONT ON.



Do not overexpose the image. features must be clear and distinguishable at a glance

OCCUPATIONAL PLUMBING LICENCE FEES

PAGE 1 OF 2

EFFECTIVE 1 JULY 2023 - 30 JUNE 2024



Our fees and charges increase on 1 July each year. On 1 July 2023 our fees and charges were increased in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

Individuals (not companies) who hold a QBCC plumbing or drainage related contractor, nominee supervisor and site supervisor licence are not required to pay a fee if they apply for, restore or renew a range of corresponding occupational licences under the Plumbing and Drainage Act.

The affected QBCC licensees are listed in the first column in the table below. The corresponding occupational licences which these licensees may apply for, restore or renew without a corresponding fee are listed in the table's second column.

LICENCE HOLDERS IN THESE CLASSES UNDER SCHEDULE 2 OF THE QBCC REGULATION	ARE NOT REQUIRED TO PAY FOR THE FOLLOWING PD ACT LICENCES
- Plumbing and Drainage Licence - Plumbing and Draining Restricted To Plumbing Licence - Plumbing and Draining Restricted To Tanks—Water Supply Licence	Plumbers Licence
- Plumbing and Drainage Licence - Drainage Licence	Drainers Licence
Gas Fitting Licence	Water Plumber—Gas Licence
Irrigation Licence	Water Plumber—Irrigation Licence
Fire Hydrants and Hose Reels Licence (Install and Maintain)	Water Plumber – Fire Protection (Hydrants and Hose Reels) Licence
- Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain) - Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain—Restricted To Commercial Or Industrial Type)	Water Plumber—Fire Protection (Commercial and Industrial) Licence
- Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain) - Sprinkler and Suppression Systems (Reticulated Water-Based) Licence (Install and Maintain – Restricted To Domestic Or Residential)	Water Plumber – Fire Protection (Domestic and Residential) Licence
Drainage—On-Site Sewerage Facility Licence (Maintenance)	Drainer—On-Site Sewerage Facility Licence (Maintenance)
Drainage—On-Site Sewerage Facility Licence (Maintenance and Installation)	Drainer—On-Site Sewerage Facility Licence (Maintenance and Installation)

SCHEDULE OF FEES

EFFECTIVE 1 JULY 2023 - 30 JUNE 2024

PAGE 2 OF 2

Renewing Occupational Licences

	1 Year	2 Years	3 Years	4 Years	5 Years
Including administration fee	\$158.52	\$241.36	\$324.20	\$407.09	\$489.98
NOT Including administration fee	\$82.84	\$165.68	\$248.52	\$331.41	\$414.30

Other Fees (excl. Administration Fee)

Endorsement Application	\$17.12
Additional restoration fee	\$82.84
Equivalent qualification	\$31.32
Review of conditions	\$72.82
Replacement Card	\$31.32
Certified copy of licence	\$31.32
Administration fee	\$75.68
Notifiable Work (Hard Copy)	\$46.59
Notifiable Work (Electronic Copy)	\$34.50

Need more information

Call QBCC on 139 333, visit our website at qbcc.qld.gov.au or your local QBCC Customer Service Centre.