

The process for lodging an application for plumbing approval is as follows:

1. Download and fill in a **Form 3** ([Form 3 - Application for Plumbing Permit CLC Notice of Work](#)) from the [Consumer Building and Occupational Services \(CBOS\) website](#) (www.cbos.tas.gov.au).
2. Send an email to Kingborough Council at: kc@kingborough.tas.gov.au containing **Form 3** with the building plans, drainage plans, property title and any relevant reports. Please ensure you explain in the email that it is an application for plumbing approval.

More detail about what should be submitted with your **Form 3** can be found in the [Schedule 2 of the Director's Determination – Director's Specified List](#).

COMMONLY REQUIRED REPORTS

- Site soil assessment report
- An onsite wastewater report (if the proposal includes a septic/aerated waste water disposal system, or a trade waste disposal system)
- Building Services Designer report for commercial developments.

Some plumbing work may require a **TasWater Certificate for Certifiable Work** (TasWater CCW). For more information on a **TasWater CCW** refer to the [TasWater website](http://www.taswater.com.au). (www.taswater.com.au). If a **TasWater CCW** is required, it will need to be lodged with your plumbing application.

AFTER COUNCIL RECEIVES YOUR APPLICATION

3. When Council receives your application for a plumbing approval, we will email you an invoice for the application fees and assess the proposal for compliance with the National Construction Code.

The application will also be referred to internal departments such our Planning and Engineering departments to ensure the proposed plumbing work aligns with Council planning requirements and will not impact on Council Infrastructure.

4. In most cases, a plumbing approval will be issued by Council when the following is the case:
 - A completed **Form 3** with all required documentation has been received by Council
 - If required, a planning permit has been issued for the use/development
 - All relevant application fees have been paid to Council
 - All further information requests associated with the application have been satisfied
 - If required, a TasWater CCW has been received.

When plumbing approval is granted Council will send you an email containing the plumbing approval.

5. When you receive a plumbing approval, it will contain stamped plans and an approval document containing conditions of approval. It is important that you do the following when you receive your plumbing approval:
 - Read the entire plumbing approval and comply with the conditions.
 - Take note of the **mandatory inspection stages** listed in the approval that need to be complied with. The mandatory inspection stages outline when plumbing work needs to stop and Council needs to inspect the work.
 - Provide a copy of the plumbing approval (including plans and permit containing conditions of approval) to all plumbers that you engage to do plumbing work on the site. Please do not assume that they have a copy of the plumbing approval.
6. Plumbing work is required to commence within 12 months of issue of the plumbing approval. If work does not commence within the first 12 months, the plumbing approval will expire.
7. Prior to commencing plumbing work all plumbers are required to lodge a **Form 60 – Start Work Notification and Authorisation – Plumbing Work** with Council. The Plumber is only to commence plumbing work after they receive a signed Form 60 from Council's Permit Authority.
8. When all plumbing work has been completed to the satisfaction of Council's Permit Authority and all relevant documentation has been received by Council, the Permit Authority will issue a **Certificate of Completion** for the plumbing work.

It should be noted that if a TasWater CCW was issued for the plumbing work, a TasWater Certificate of Water and Sewer Compliance (Plumbing) will need to be in place for the work prior to the issue of a **Form 21 Certificate of Completion – Plumbing Work**.

9. When the Permit Authority issues **Form 21 Certificate of Completion – Plumbing Work** for the plumbing work, this means that the plumbing permit has been complied with and the plumbing work is compliant with the *Building Act 2016* and the National Construction Code.

If a building permit has been issued for a building project, then **Form 21 Certificate of Completion – Plumbing Work** is one of the things that will need to be in place before **Form 20 Certificate of Completion - Building Work** is issued for the related building permit.