

Reporting minor plumbing work

The licensed plumbing contractor (LPC) or permit holder (PH) under whose licence the work was performed must keep a record of that work at their principal place of business. The Plumbers Licensing Board (the Board) has published a minimum amount 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. testing, maintenance, repair or replacement work.

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 the responsible LPC or PH must ensure that all plumbing work is compliant with the relevant plumbing standards. When carrying out compliance activities a plumbing compliance officer may ask to inspect an LPC's or PH'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 or PH may be asked to provide this information electronically.

How do I comply with the requirements?

There are a number of ways that an LPC or PH may record minor plumbing work.

1. Excel template

An excel template that includes the relevant fields is available on Building and Energy website: [Reporting minor plumbing work](#). This template can be edited as required by the LPC or PH, provided the minimum amount of information required by the Board is retained.

2. Invoices or exports from internal or accounting systems

An export from the invoicing, quoting or other business system used by the LPC or PH is acceptable providing;

- a) the minimum information required by the Board is included;
- b) the information is provided in a format that can be searched by most common systems, e.g. an Excel, Word document or PDF; and
- c) only minor plumbing work is included (records of major plumbing work must not be included).

3. Other

Other ways to provide the record of minor plumbing work may also be considered. Please contact the Department of Energy, 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 Board or a plumbing compliance officer on request.

Disclaimer – The information contained in this document 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.

Building and Energy | Department of Energy, Mines, Industry Regulation and Safety
6251 1377

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