



GENERAL NOTES: This form is to be used for the purposes of section 79(2)(c) of the Plumbing and Drainage Regulation 2019. Completion of all applicable sections is mandatory.	
<p>1. Description of land The description must identify all land the subject of the application. The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.</p>	<p>Street address <i>(include number, street, suburb/locality and postcode)</i></p> <input type="text"/> <hr/> <p>Lot and plan: Postcode</p> <p>Shop/tenancy number Storey/level Local government area</p> <input type="text"/> <input type="text"/> <input type="text"/> <i>(if applicable)</i> <i>(if applicable)</i>
<p>2. Permit details</p>	<p>Permit number Date permit issued <i>(if known)</i></p> <input type="text"/> <input type="text"/> <p><i>Note: Subject to section 66(1) of the Plumbing and Drainage Act 2018, a person must not carry out permit work unless the person has a permit for the work and complies with the permit and any conditions of the permit.</i></p>
<p>3. Action notice details</p>	<p>Reference number Date issued <i>(if known)</i></p> <input type="text"/> <input type="text"/>
<p>4. Description of the work performed</p>	<p>Provide a brief description of the work that has been performed.</p> <input type="text"/> <hr/> <hr/> <p><i>Note - The description must be sufficient to identify the work that has been performed, for example installation of plumbing and drainage associated with a new domestic dwelling</i></p>
<p>5. Completion</p>	<p>Date the work was completed: <input type="text"/></p>
<p>6. Responsible person The 'responsible person' is a person who is licensed to perform the work and either performs or supervises the performance of the work.</p>	<p>Name <i>(in full)</i></p> <input type="text"/> <p>Occupational licence number Contractor licence number <i>(if applicable)</i></p> <input type="text"/> <input type="text"/> <p>Phone number Email address</p> <input type="text"/> <input type="text"/> <p>Postal address</p> <input type="text"/> <hr/>
<p>7. Contractor licence If the 'responsible person' is not the contractor for the work, the contractor's details must be provided here.</p>	<p>Full name of company <i>(or individual if not a company)</i></p> <input type="text"/> <p>Contractor licence number</p> <input type="text"/> <p>Phone number Email address</p> <input type="text"/> <input type="text"/>
<p>8. Declaration</p>	<p>I hereby state that the work has been completed in conformity with the relevant action notice and the <i>Plumbing and Drainage Regulation 2019</i>, and that the information provided in this form is a true and accurate record and that I am the responsible person.</p> <p>Signature Date</p> <input type="text"/> <input type="text"/>

PRIVACY NOTICE: The information on this form is collected as required under the *Plumbing and Drainage Act 2018* (PDA) by local governments. This information may be stored in the local government database and will be used for purposes related to deciding an application and monitoring compliance under the PDA. Your personal information will be disclosed to the financial institution which handles the local government's financial transactions and may be disclosed to other local government agencies, local government authorities, the Queensland Building and Construction Commission and third parties for purposes relating to administering and monitoring compliance with the PDA. Personal information will otherwise only be disclosed to third parties with your consent or in accordance with the *Information Privacy Act 2009*. **RTI:** The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations and is subject to the Right to Information regime established by the *Right to Information Act 2009*. ©The State of Queensland (Department of Housing and Public Works) 2019. Published by the Queensland Government, July 2019, 63 George Street, Brisbane Qld 4000.