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eNotice Login Page

eNotice uses the same website for Electricity, Gas, and Plumbing lodgements through Building and Energy. You can access this by typing or clicking the following link:

<https://esenotice.commerce.wa.gov.au/>

Click "Register for eNotice" if you have yet to register under your Gas Fitter licence.

Welcome to eNotice Building and Energy Division

User ID *

Licence number followed by initials

eg. GF123AB, PL123AB, EW123AB, EC123AB

Password *

Show Password

Please note that you need to register / login under each of your licences.

Login

OR

Register for eNotice

Forgot Password

Help



Click "Forgot Password" if you are having issues logging in with your password. This will send a new password to your registered email address.

First-time Registration for eNotice



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy Division

Register for eNotice

Licence Number *

Including letters and numbers (excluding leading zeros)

eg. GF123, PL123, EW123, EC123

Registered Email Address *

First Name *

Surname *

Enter your Licence Number without initials at the end and no leading zeros.

The name entered must be the Licensed Gas Fitter's name relevant to the Licence Number.

Your email address must match the details on file with Building and Energy under your licence.
For any issues with details registered with Building and Energy, see [Page 5](#).

Your registered email address is on file with Building and Energy Division. If this is unknown to you or is not on file with Building and Energy Division, you will not be able to perform this registration. [Contact Building and Energy Division](#)

To safeguard your details held by Building and Energy Division, you need to request a temporary security code which will be sent to you immediately upon request.

This code will be sent to your registered mobile phone number or registered email address.

Request Security Code

Back

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Security Code



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Building and Energy Division

Confirm eNotice Registration

Licence
GF123 [REDACTED]

Registered Email Address
[REDACTED]

Name
Alex Tester

A security code has been sent to +614****798. Please enter this value below.

I accept the [Terms & Conditions](#) of use.

Login details will be sent to your registered email address.

Submit

Back

The mobile number on file with Building and Energy for your licence will receive an SMS containing a security code. Once entered in this screen and accepting the Terms & Conditions, you will be registered for eNotice.

NOTE: If you have no mobile number registered with Building and Energy under your licence, the security code will be sent to your registered email address instead.

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If any details registered with Building and Energy are incorrect or outdated, you will need to update this online at <https://dmirs.wa.gov.au/be/changeofcontact>. Alternatively you can contact Building and Energy's Licensing section.

Registration Email

From: <do-not-reply@dmirs.wa.gov.au>
Sent: Wednesday, 2 December 2020 4:32 PM
To: <test.email@gmail.com>
Subject: Your New EnergySafety eNotice Account Details

Dear Alex Tester,

You have been granted access to the EnergySafety eNotice system at the Department of Mines, Industry Regulation and Safety.

User ID: GF123AT
Password: tcd6nlaP ←

You may access eNotice via the following URL:
<http://esenotice.commerce.wa.gov.au/es-enotice>

Please keep your login details secure at all times and ensure the password is changed periodically.

Please check your details are up to date from the **My Details** menu option.
If any details are incorrect, please use the **Change Contact Details** button.

You may access the Terms & Conditions of use via the following URL:
<https://www.commerce.wa.gov.au/building-and-energy/terms-and-conditions-0>

For assistance, please visit <https://www.commerce.wa.gov.au/building-and-energy/licensing-and-registration-and-owner-builder-approval>

Regards,
EnergySafety, Department of Mines, Industry Regulation and Safety, Western Australia

Your randomly-generated password may contain different characters that appear identical to others. It is recommended to copy-paste your password directly into the [eNotice Login Page](#). To do this, highlight only your password, right-click and click “Copy”. In the Password field of eNotice, right-click and click “Paste”. While it is not a requirement to change your password, it is highly recommended to update this via “Change Password” from the [Main Menu](#) after logging in.

TIP: On mobile devices, hold your finger directly on the password text for 2-5 seconds until a “Copy” icon appears. Tap on this, then go to the [eNotice Login Page](#) and hold your finger inside the Password field for 2-5 seconds until a “Paste” icon appears, and tap this.

eNotice Main Menu (Part 1)



Welcome to eNotice

Alex Tester

GF123 ALEX TESTER

Licence Active - Expiry Date 25/02/2023

[“Drafts”](#) is only visible when you have saved drafts of incomplete lodgements.

Drafts can be useful for saving details of a job which requires lodgement at a later time or for authorised users to create for the Gas Fitter. You will need to edit or delete these drafts in order to complete or remove these jobs.

Drafts (4 Items)

New NOC

New Safety Certificate

Notify Rectification Completed

IO/NOD Appeal

Past Lodgements

New (from existing)

Logout

Use this button to refresh the Main Menu

[“New Safety Certificate”](#) is for using a Gas Installation Checklist to certify existing Gas works are compliant and meets the safety requirements of AS/NZS 5601.

[“IO/NOD Appeal”](#) can be used to lodge a formal appeal for an Inspector’s Order or Notice of Defect that has been issued to you. NOTE: Please contact the issuing Gas Inspector prior to lodging a formal appeal.

[“Past Lodgements”](#) is a record of all lodgements generated from your eNotice login. You can use this to download certificates, locate outstanding jobs, and amend NOC’s and Safety Certificates within 7 days of lodgement.









[“Notify Rectification Completed”](#) is used to notify the relevant Gas Supplier when work subject to an Inspector’s Order or Notice of Defect has been completed.

[“New \(from existing\)”](#) is used to copy details from an existing Notice of Completion lodged by yourself or a Plumbing Notice of Intention / Certificate of Compliance lodged by yourself or others to create a new Notice of Completion where the property and/or work details are similar.

eNotice Main Menu (Part 2)

[“User Management”](#) allows you to create new users under your licence who have their own login. You may also give other Gas Fitters authority to lodge on your behalf.

[“My Companies”](#) is for adding details of companies you work for which will allow you to optionally associate your lodgements with a specific company.

- Logout 
- Change Password 
- User Management 
- My Details 
- My Companies 
- My Clients 
- Contact Us 
- FAQ 

[“My Details”](#) is used to check the details registered under your licence with Building and Energy. If any details are incorrect, you can use “Change Contact Details” to update this online.

[“My Clients”](#) allows you to set up frequently used clients which can auto-fill details for you when lodging your Notice of Completion and Safety Certificates.

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Lodge Notice of Completion

Company



If performing work for a company, select company and company details will be used when completing notice.
If not performing work for a company, press Next button.

NOTE: This screen is only visible when a company has been added in [“My Companies”](#).

Big Co
 Not Applicable

Next

Cancel

Selecting a company is optional, however when selected this will include company contact details on the NOC PDF in place of the Gas Fitter’s contact details if this has been saved in [“My Companies”](#). Additionally, if a company is selected and an email address for this company has been saved in [“My Companies”](#), they will also receive an email copy of the NOC when lodged.

Installation Category



Fixed Installation is for works done at a property address.

Fixed Installation

Mobile Installation

Previous

Cancel

Mobile Installation is for works done within a mobile unit (Automotive, Boat, Transportable etc.)

NOTE: When Mobile Installation is selected, you will not be asked for a Meter Number.

Meter Details



Meter Number

 Meter not installed / unreadable

Next

Previous

Cancel

If the Meter Number is not known you can select "Meter not installed/unreadable", however it is recommended to always enter the Meter Number when possible as this will pre-fill address details automatically.

Validate Meter Number



Unable to validate meter number **M8A0000000**.

This may be due to a new meter installation.

Please check the entered value for typing errors.

If entered value is correct, please click **Next** to continue.

If entered value is incorrect, please click **Previous** to re-enter.

Next

Previous

If the Meter Number cannot be validated, ensure the Meter Number has been entered correctly. If all details are correct, simply press "Next" and enter address details manually. The Meter Number will carry over to your NOC even if it cannot be validated.

Installation Location



NOTE: When working on a mobile installation, use the address/location where work was conducted.

“Directions” is used to provide further information for the address, such as nearest corner street(s) or directions if an address is difficult to locate.

Lot Number

Unit Number


Street Number

Street*

Locality*

Postcode

Directions – Please provide sufficient information (nearest corner, landmark etc.)

GPS Location (eg. -31.958982, 115.858458)
 

NOTE: When using an accepted Meter Number, ensure all pre-filled address details are correct before proceeding.

“GPS Location” is used to obtain the coordinates of the installation address.

TIP: If lodging your Notice of Completion while at the site address, click the compass icon to obtain your current coordinates.

Validate Address

Validate Address

Unable to validate address provided.
Either select from list below.

303 Sevenoaks St, Cannington, WA, 6107

Or select address below.

LOT 401 303 Sevenoaks St Queens Park 6107

Previous

If an address cannot be validated, a list of suggested addresses will be displayed in the top section. If this address is correct, you can select this to pre-fill the GPS Location Tag and validate this automatically.

NOTE: Lot Numbers entered in the previous screen will still be retained and carried over even if not shown in the suggested address.

If the suggested addresses do not match the site address, you may select your manual entry in the bottom section to proceed with lodgement using a non-validated address.

Contact Details



Please enter at least one of the following contacts.

Owner/Occupier

Name

Phone Number

Email Address
Note: This email address will be used to send a copy of the PDF notice.

Builder/Client

Name

Phone Number

Email Address
Note: This email address will be used to send a copy of the PDF notice.

You are required to enter at least (1) Contact for Owner/Occupier or Builder/Client and include a minimum of phone number or email address details.

NOTE: Entering an email address for the Owner/Occupier and/or Builder/Client will automatically provide them with a copy of the Notice of Completion once lodged. If you wish to send the Notice of Completion manually, simply leave out the email address in Contact Details.

Next

Save Draft

Previous

Cancel

TIP: If you frequently use the same Owner/Occupier(s) or Builder/Client(s), you can add them in the [My Clients](#) page. After a client has been added, you can begin typing the client in the Name field and a suggestion of the client's name will appear below. When clicked, all details saved in the [My Clients](#) page will be populated.

Installation Details



Operating Pressure (kPa)

If other, please provide value

For any Operating Pressures outside of the standard Kilopascals listed, select "Other" and enter this value below.

-
-
-
-

Gas Type



CNG – Compressed Natural Gas
LNG – Liquid Natural Gas
LPG – Liquid Petroleum Gas
NG – Natural Gas

CNG LNG LPG **NG** Other

If other, please provide details

Next

Save Draft

Previous

Cancel

Gas Supplier



<input type="radio"/> APA Group
<input checked="" type="radio"/> ATCO Gas Australia
<input type="radio"/> DBP (Dampier Bunbury Pipeline)
<input type="radio"/> DDGA (DDG Ashburton)
<input type="radio"/> DDGFR (DDG Fortescue River)
<input type="radio"/> Esperance Gas
<input type="radio"/> Evol LNG
<input type="radio"/> Worley Parsons
<input type="radio"/> Other

If other, please provide details

The list of commonly used Gas Suppliers will change depending on the Gas Type previously selected (e.g. selecting LPG will give a number of Gas Suppliers not available in the list for Natural Gas Suppliers).

Next
Save Draft
Previous
Cancel

Type of Work



New Installation is for Gas work done on a fixed or mobile installation that did not previously have a gas supply.

New Installation

Additional Work

Previous

Cancel

Additional Work is for Gas work (including repair works) done on a fixed or mobile installation that is already connected to a gas supply.

Work Details



If Additional Work was selected on the previous page, this question will be replaced with "Have you done repair work?"

Have you commenced supply? *

This relates to you being the first person to commence gas flow through the gas meter or from the gas supplier's cylinders.

Have you done pipe work? *

Were any Type A appliances installed? *

Was a Type B appliance installed/modified? *

This is generally an appliance specifically approved for industrial use.

Type A appliances are certified for use in residential or commercial installations.

Type B appliances are appliances for industrial or large-commercial use which require approval and certification from a Type B Gas Appliance Inspector.

Next

Save Draft

Previous

Cancel

Type A (Domestic/Commercial) Appliance(s) (Part 1)



The "No." field relates to the quantity of appliances installed. If "No." is above 1, the Megajoules per Hour will be the combined amount for these appliances.

Water Heater

No.

MJ/h

Commissioned

Cooking Appliance

No.

MJ/h

Commissioned

Bayonet Connection

No.

MJ/h

Commissioned

Barbecue Grill

No.

MJ/h

Commissioned

Type A (Domestic/Commercial) Appliance(s) (Part 2)

Space Heater

No.

MJ/h

Commissioned

Spa/Pool Heater

No.

MJ/h

Commissioned

Other

No.

MJ/h

Commissioned

Details of other appliances

If Type A appliances installed are not included in this list, you can enter this in "Other" and enter details of the appliance(s) in the provided field.

Type B (Industrial) Appliance(s)



The Type B Gas Appliance Inspector involved with approving a Type B appliance will provide you with a Certificate Number if all requirements have been satisfied.

Appliance Description *
Coffee Roaster

Gas Consumption (MJ/h) *
40

Pre-Assembled
 Assembled On Site
 Conversion/Modification

Commissioned? *

Certificate Number
1

Type B Inspector

Specify Issuing Inspector Number *
GI1

- Next
- Save Draft
- Previous
- Cancel

Comments and Additional Details



*If any non-compliant works or Gas related issues were identified, ensure this is reported with as much detail as possible.
If an issue has intentionally not been reported, you may be subject to penalties relating to this.*

Variation/Exemption required for certification? *
If a variation/exemption has been granted for work associated with details provided in the notice, then the certification number must be provided.

Yes No

If YES, please provide details

Any non-compliant details to report? *
You must provide details of any non-compliant issues you identify that may or may not be associated with your work, such as unapproved appliances, gas leaks or non-compliant appliance locations.

Yes No

If YES, please provide details

Any comments or additional details? *
This is for general information such as advising that you have installed a used appliance or the work carried out was subject to an inspectors order (including the order number).

Yes No


If YES, please provide details

- Next
- Save Draft
- Previous
- Cancel


When doing repair work or completing an Inspector's Order or Notice of Defect which requires a new NOC to be lodged, you will need to provide comments in this section and expand on the works done (including IO/NOD Numbers if applicable).


Review and Certify (Part 1)




Please review that all details are correct.
Use **Previous** button at bottom of page or **Edit** icon  to correct.

Location of Installation

Owner/Occupier Name
Dmirs (6251 1900) 

Meter
M8A0000000 

Location
LOT 401 303 SEVENOAKS ST CANNINGTON 6107
Mason Bird Building, corner of Sevenoaks St and Grose Ave
-32.01478394, 115.94410535 

Mobile Installation Details

Not Applicable

Fixed Installation Details

Gas Supplier ATCO Gas Australia 

Type of Gas NG

Type of Installation Commercial

Operating Pressure (kPa) 2.75

Type of Work


Type of Work New Installation 

Have you commenced supply? Yes 

Have you done pipe work? Yes 


Type A (Domestic/Commercial) Appliance(s)

Water Heater (1)
199 MJ/h, Commissioned? Yes

Cooking Appliance (2) 
85 MJ/h, Commissioned? Yes

Bayonet Connection (1)
25 MJ/h, Commissioned? Yes

Type B (Industrial) Appliance(s)

Description
Coffee Roaster 

Gas Consumption 40 MJ/h

Pre-Assembled? Yes

Assembled On Site? No

Conversion/Modification? No

Commissioned? Yes

Certificate Number 1

Inspector
[REDACTED]

Review and Certify (Part 2)

Once Lodge Notice has been clicked, a PDF copy of the Notice of Completion will be sent to the following parties:

Gas Fitter
Gas Supplier
Customer/Client (if email address was entered in [Contact Details](#))
Company (if an email address was entered in [My Companies](#) and a company was selected in [Company](#))

Additional email addresses not covered by the above list can be entered here to receive a PDF copy of the Notice of Completion (if multiple email addresses are entered they must be separated by a comma).

Comments & Additional Details

Variation/Exemption required for certification? No
Any non-compliant details to report? No
Any comments or additional details? No

Gasfitter Details

Name
ALEX TESTER
Company Name
Big Co
Business Address
[REDACTED]
Phone Numbers
[REDACTED]
Registration Number
GF123
Classes of Gasfitting
G

I hereby certify this Notice has been duly completed, that every part of the gas installation on which the gasfitting work specified on this Notice was done or that is affected by that work complies with the Gas Standards Act 1972 and its regulations, is safe to use and is completed to a trade finish. I further certify that, if the work has included leaving a Type B appliance permanently connected in that customer's gas installation, an Inspector has issued a Certificate of Compliance for that appliance. I declare that I am currently registered to do the gasfitting specified in this Notice.

Date of Completion *
2/12/2020

A copy of the PDF notice will be sent to the following Gas Fitter email address(es)
[REDACTED]@bigco.com
Note: Copies will be automatically emailed to Gas Supplier and the Customer (provided email address has been provided). Other copies can be sent by entering email address(es) below (separated by a comma).

Your Job Reference

Your Job Reference is an optional field for you to enter your own personal reference for this job.

Lodge Notice

Save Draft

Previous

Cancel

Lodge Safety Certificate

Instructions



The Gas Safety Certificate is for installation safety assessment only, **not** to be used for the submission of gasfitting work.

The Gas Safety Certificate has been developed for persons who for various reasons may require an assessment of a gas installation, such as but not limited to the following;

- The sale or purchase of a property
- Confirmation of the status of the installation prior to renting or leasing a property
- Litigation proceedings (evidence)
- Account disputes, gas consumption or loss of gas
- Dormant installations whereby a gas supplier requires confirmation that the installation is compliant prior to commencing gas supply

The assessment is to be undertaken only by an appropriately licenced gas fitter who on completion of the assessment **must** provide the consumer with:

- A safety assessment checklist such as the Gas Installation Checklist in Appendix Q of AS/NZS 5601. This is deemed the minimum requirement of an assessment, and
- A copy of the eNotice Gas Safety Certificate whereby you have certified that the installation is compliant, non-compliant and/or unsafe.

Instances whereby the gas installation has been deemed unsafe, submission of the Gas Safety Certificate will be accepted as notification by the gas fitter as required by the *Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 42A*, to report unsafe installations.

Unsafe gas installations should not be left unsafe where possible.

Next

Cancel

Company



If performing work for a company, select company and company details will be used when completing notice.
If not performing work for a company, press Next button.

NOTE: This screen is only visible when a company has been added in [“My Companies”](#).

Big Co

Not Applicable

Next

Previous

Cancel

Selecting a company is optional, however when selected this will include company contact details on the NOC PDF in place of the Gas Fitter’s contact details if this has been saved in [“My Companies”](#). Additionally, if a company is selected and an email address for this company has been saved in [“My Companies”](#), they will also receive an email copy of the NOC when lodged.

Installation Category



Fixed Installation is for works done at a property address.

Fixed Installation

Mobile Installation

Previous

Cancel

Mobile Installation is for works done within a mobile unit (Automotive, Boat, Transportable etc.)

NOTE: When Mobile Installation is selected, you will not be asked for a Meter Number.

Installation Location



NOTE: When working on a mobile installation, use the address/location where work was conducted.

Lot Number

Unit Number


Street Number

Street*

Locality*

Postcode

Directions – Please provide sufficient information (nearest corner, landmark etc.)

GPS Location (eg. -31.958982, 115.858458)
 

“Directions” is used to provide further information for the address, such as nearest corner street(s) or directions if an address is difficult to locate.

NOTE: When using an accepted Meter Number, ensure all pre-filled address details are correct before proceeding.

“GPS Location” is used to obtain the coordinates of the installation address.

TIP: If lodging your Notice of Completion while at the site address, click the compass icon to obtain your current coordinates.

Next

Save Draft

Previous

Cancel

Validate Address



If an address can be validated by a Meter Number or a recognised address, this page will not be displayed.

Unable to validate address provided.
Either select from list below.

114 Lake Street, PERTH WA 6000
117 Lake Street, PERTH WA 6000
120-122 Lake Street, PERTH WA 6000
126 Lake Street, PERTH WA 6000
129 Lake Street, PERTH WA 6000
131 Lake Street, PERTH WA 6000
133 Lake Street, PERTH WA 6000
135 Lake Street, PERTH WA 6000
136 Lake Street, PERTH WA 6000
137-139 Lake Street, PERTH WA 6000
141-145 Lake Street, PERTH WA 6000
144 Lake Street, PERTH WA 6000
146 Lake Street, PERTH WA 6000
148 Lake Street, PERTH WA 6000
150 Lake Street, PERTH WA 6000
152 Lake Street, PERTH WA 6000
154a Lake Street, PERTH WA 6000
154b Lake Street, PERTH WA 6000
156 Lake Street, PERTH WA 6000
158 Lake Street, PERTH WA 6000

Or select address below.

123 Fake St Perth 6000

If an address cannot be validated, a list of suggested addresses will be displayed in the top section. If this address is correct, you can select this to pre-fill the GPS Location Tag and validate this automatically.

NOTE: Lot Numbers entered in the previous screen will still be retained and carried over even if not shown in the suggested address.

If the suggested addresses do not match the site address, you may select your manual entry in the bottom section to proceed with lodgement using a non-validated address.

Previous

Contact Details



Please enter at least one of the following contacts.

Owner/Occupier

Name

Phone Number

Email Address
Note: This email address will be used to send a copy of the PDF notice.

Builder/Client

Name

Phone Number

Email Address
Note: This email address will be used to send a copy of the PDF notice.

You are required to enter at least (1) Contact for Owner/Occupier or Builder/Client and include a minimum of phone number or email address details.

NOTE: Entering an email address for the Owner/Occupier and/or Builder/Client will automatically provide them with a copy of the Safety Certificate once lodged. If you wish to send the Safety Certificate manually, simply leave out the email address in Contact Details.

Next

Save Draft

Previous

Cancel

TIP: If you frequently use the same Owner/Occupier(s) or Builder/Client(s), you can add them in the ["My Clients"](#) page. After a client has been added, you can begin typing the client in the Name field and a suggestion of the client's name will appear below. When clicked, all details saved in the [My Clients](#) page will be populated.

Installation Details (Mobile Installation)



Auto Forklift Marine **Caravan/Trailer** Food Van Other

If other, please provide details.

Licence or Identification Number *

- Next
- Save Draft
- Previous
- Cancel

When lodging works for a Mobile Installation, you will need to select the type of Automotive and enter the Registration Licence Number or Vehicle Identification Number.

Gas Type



CNG – Compressed Natural Gas
LNG – Liquid Natural Gas
LPG – Liquid Petroleum Gas
NG – Natural Gas

LPG NG Other

If other, please provide details

Next

Save Draft

Previous

Cancel

Safety Assessment



For any issues relating to Gas work, you will need to advise whether the gas installation is unsafe for operational purposes and provide further detail on how the safety requirements have not been met.

A safety assessment checklist such as the Gas Installation Checklist in Appendix Q of AS/NZS 5601 has been completed and a copy has been provided to the consumer? *

Note: A safety assessment checklist is deemed the minimum requirement of an assessment.

Yes No

The installation is deemed to meet the minimum safety requirements of AS/NZS 5601? *

Yes No

Is the gas installation UNSAFE to use? *

Yes No

Describe how safety requirements have not been met - Include regulation and standard clause details (if applicable) *

Note: This is deemed to meet the requirements of regulation 42A of Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999, whereby a gas fitter is obligated to report unsafe gas installations.

r. 28(2): No compliance plate attached

Next

Save Draft


Previous

Cancel


A Safety Certificate requires the licensed Gas Fitter to complete a Gas Installation Checklist to certify all works are compliant.

Review and Certify (Part 1)




Please review that all details are correct.
Use **Previous** button at bottom of page or **Edit** icon  to correct.

Location of Installation

Owner/Occupier Name
Joe Bloggs (0000 0000, joe.bloggs@gmail.com) 

Location
123 Fake St Perth 6000 

Mobile Installation Details


Type of Gas
LPG
Type of Installation
Caravan/Trailer 
Licence or Identification Number
VIN2020

Fixed Installation Details

Not Applicable

Safety Assessment

A safety assessment checklist such as the Gas Installation Checklist in Appendix Q of AS/NZS 5601 has been completed and a copy has been provided to the consumer.

The installation is deemed **not** to meet the safety requirements of AS/NZS 5601 

The gas installation is safe to use.

r. 28(2): No compliance plate attached

Gasfitter Details

Name
ALEX TESTER
Company Name
Business Address

[Redacted]

Phone Numbers

[Redacted]

Registration Number

GF123

Classes of Gasfitting

G

Review and Certify (Part 2)

Once Lodge Safety Certificate has been clicked, a PDF copy of the Safety Certificate will be sent to the following parties:

Gas Fitter
Gas Supplier
Customer/Client (if email address was entered in [Contact Details](#))
Company (if email address was entered in [My Companies](#) and a company was selected in [Company](#))

Additional email addresses not covered by the above list can be entered here to receive a PDF copy of the Safety Certificate (if multiple email addresses are entered they must be separated by a comma).

Gasfitter Details

Name
ALEX TESTER
Company Name
Business Address
[REDACTED]
Phone Numbers
[REDACTED]
Registration Number
GF123
Classes of Gasfitting
G

I certify that this gas installation has been assessed to the minimum safety requirements of AS/NZS 5601 and a safety assessment checklist has been provided to the consumer.

Date of Completion *
2/12/2020

A copy of the PDF notice will be sent to the following Gas Fitter email address(es)
[REDACTED]

Note: Copies will be automatically emailed to Gas Supplier and the Customer (provided email address has been provided). Other copies can be sent by entering email address(es) below (separated by a comma).

Your Job Reference

Lodge Safety Certificate

Save Draft

Previous

Cancel

Your Job Reference is an optional field for you to enter your own personal reference for this job.

New (from existing)

Please enter a previous Notice/Certificate Number.
The details of the previous notice/certificate will be used as the basis for a **new** notice/certificate.
Review and input **new** notice/certificate details as required.
Note, this is not intended to cancel or amend a notice/certificate.

Notice/Certificate Number *

If you also hold a plumbing licence, you may also enter a plumbing NOI/COC number.

Licence Number

If you have entered a plumbing NOI/COC number, and it belongs to another plumber, please enter their licence number.

Next

Back to Main Menu

New (from existing) uses a previously lodged Gas Notice of Completion or Plumbing Notice of Intention as a template for a new Notice of Completion. All details entered in the original lodgement will be carried over to the new Notice of Completion and can be modified. This can be useful if you are working on the same site or entering multiple jobs with similar details.

NOTE: A Gas NOC must have been previously lodged under your Gas Licence on eNotice to use as a template, however a Plumbing NOI can be previously lodged by another Plumber provided you know their Notice Number and PL Licence Number.

Past Lodgements

Search Criteria

Past lodgements can be retrieved by entering any of the following input fields, then use **Search** button to retrieve.

Search Criteria ⊖

Notice Number

Date Lodged From

Date Lodged To

Lodged By

Location Address / Meter Number

Contact Name

Your Job Reference

Lodgement Type ⌵

Show Only Last 6 Months Show Only Hidden

Search


NOTE: Using filters under Search Criteria is optional, all lodgements made through eNotice are displayed by default (apart from hidden records).


“Lodgement Type” filters down the type of category. The selections are as follows:


- IO/NOD Appeal*
- Notice of Completion*
- Notify Rectification Completed*
- Safety Certificate*


“Show Only Hidden” retrieves any search results which have been previously hidden using the “Hide” icon against a Past Lodgement.

Result Listings

Use **Download** icon  to immediately get another PDF copy of lodgement.

Use **Send Copy** icon  to get emailed another PDF copy of lodgement.

Use **Amend** icon  to amend a lodgement.





Use **Hide** icon  to hide lodgement from search results.

Notify Rectification Completed NOD1143 (Submitted)

303 SEVENOAKS ST CANNINGTON 6107
Lodged by Alex Tester on 2/12/2020 04:12 PM

Amended Notice of Completion E229691-1 (Processed) - GF469





New Installation (Pipe Work)
818 CANNING HWY APPLECROSS (1122)
Home
Work Completed 2/12/2020

Lodged by Alex Tester on 2/12/2020 03:25 PM

Safety Inspection GSC229692 (Processed) - GF469

123 Fake St Perth
Joe Bloggs
J12345
Work Completed 2/12/2020




   

Lodged by Alex Tester on 2/12/2020 01:52 PM

Notice of Completion E229691 (Processed) - GF469

AMENDED





New Installation (Pipe Work)
818 CANNING HWY APPLECROSS (1122)
Home
Work Completed 2/12/2020

Lodged by Alex Tester on 2/12/2020 01:40 PM

Notice of Completion E229686 (Processed) - GF469

New Installation (Commenced Supply, Pipe Work, Type A Commissioned, Type B)
LOT 401 303 SEVENOAKS ST CANNINGTON (M8A0000000)
Dmirs
Work Completed 2/12/2020

Lodged by Alex Tester on 2/12/2020 12:54 PM

“Download” downloads the relevant PDF directly to your device.

“Send Copy” sends an email containing the relevant PDF as an attachment to yourself or a nominated recipient.

“Amend” allows you to amend any details of a Notice of Completion that has been lodged up to 7 days prior.

“Hide” can be used to hide any irrelevant lodgements from your Result Listings, such as cancelled jobs or jobs lodged in error.

“Unhide” can restore hidden Result Listings. **IMPORTANT: “Unhide” is only visible when using “Show Only Hidden”, as this replaces the “Hide” icon.**

WARNING: Jobs will not be visible in Result Listings if the “Hide” icon was used. If you are unsure if a job is hidden, it is highly recommended that you search on “Show Only Hidden” to double check (see [Page 39](#)).

Amendment



You are only able to amend a Notice of Completion or Safety Certificate within 7 days of lodgement. After this period, you will need to create a new Notice of Completion or Safety Certificate and enter an explanation for duplicate submission when prompted for additional comments.

Lodged Notices of Completion are legal documents. However, a Gas Fitter may need to legitimately amend a Notice of Completion in some circumstances to ensure compliance.

Amendment of a Notice of Completion is only possible within 7 days of the original lodgement. Beyond this date, a new Notice of Completion needs to be lodged.

Reason for amendment? *

- Correction of compliance statements
- Correction of date of completion of work
- Correction of Gas Supplier
- Correction of installation address / customer details
- Correction of installation type/details
- Correction of meter number
- Created in error
- Duplicate (please provide other notice number)
- Other

If OTHER, please provide description

Comments

The details of this previously lodged notice will be used as the basis for a new (amended) notice.

Review and amend details for the new notice as required.

Next

Cancel

When amending a Notice of Completion or Safety Certificate within the 7 day period, ensure that you select the most appropriate reason for amendment and enter suitable comments.

NOTE: For lodgements made in error (e.g. Submitted prior to works being complete and the Completion Date will not be known within the 7 day amendment period) you can select "Created in error" and expand on this in Comments.

Drafts

Search Criteria

Notice Number

Location Address / Meter Number

Contact Name

Your Job Reference

Lodgement Type

Show Only Last 6 Months

Search

Use **Edit** icon to change draft or complete lodgement.
Use **Send Copy** icon to get a PDF copy of draft.
Use **Delete** icon to remove draft no longer required. ←

Notice of Completion E229605 (Draft) - GF469

New Installation (Commenced Supply)
15 WEST COAST HWY CITY BEACH (1)
1
Work Completed 8/09/2020

Created by Alex Tester on 8/09/2020 02:49 PM

Notice of Completion E229614 (Draft) - GF469

New Installation (Pipe Work, Type A Not Commissioned)
15 WEST COAST HWY CITY BEACH (1)
Fred
Work Completed 22/10/2020

Created by Alex Tester on 22/10/2020 11:06 AM

Using filters under Search Criteria is optional, all drafts are displayed by default.

Deleting a draft will permanently remove the draft from your eNotice account. Once a draft is deleted, it cannot be recovered.

NOTE: A NOC or Safety Certificate cannot be deleted once it has been lodged – it can only be amended within 7 days. Permanent deletion is only possible if a NOC or Safety Certificate is in Draft status prior to being lodged.

TIP: A draft can be created by another user and be accessed or lodged by the licensed Gas Fitter. The user must be created by the Gas Fitter (or other user with appropriate permissions) and have permissions to Create Draft. For further details, see [Page 47](#).

Notify Rectification Completed

Rectification Notice Details



Please enter IO/NOD Number for which rectification work has been completed.

IO/NOD Number *

NOD1143

If you rectified work for another person, please provide the following additional details.

Date Issued

Network Operator

Select...

Photos

Browse... Upload

Next

Cancel

NOTE: You cannot enter an IO/NOD Number which has already been rectified. If you have rectified an IO/NOD Number not issued to you, you will need to provide additional details including Date Issued and the Network Operator.

Review and Certify



Please review that all details are correct.

Notice of Defect

Notice of Defect Number
NOD1143
Date Issued
2/12/2020
Issued By
[REDACTED]
Installation Address
303 SEVENOAKS ST CANNINGTON 6107

Photos

Gasfitter Details

Name
ALEX TESTER
Licence Number
GF123

I certify that the gasfitting work, the subject of this Notice of Defect, has been completed and complies with the requirements of the Gas Standards Act 1972 and Regulations.

Notify Rectification Completed

Cancel

After pressing “Notify Rectification Completed”, the Gas Supplier who issued the Inspector’s Order or Notice of Defect will receive an email containing this notification.

IO/NOD Appeal

IO/NOD Appeal Details



Please enter IO/NOD Number that you would like to appeal.

Note:

Appeals will be undertaken based on reasonable grounds to do so. If you intend to proceed with an appeal you must provide a logical explanation as to why the IO/NOD should be cancelled.

Examples of where an appeal may be **NOT** be considered;

- I was not aware of that regulation
- The builder/owner told me to install it in that non-compliant position
- I submitted the NOC, I know it doesn't comply but I didn't actually do the work
- The installation is too far away to go back and rectify
- It will cost me money to rectify
- If the non-compliances identified on the notice of defect have been rectified

IO/NOD Number *

NOD1143

Reason for appeal *

Compliance plate not required

Next

Cancel

It is recommended to first contact the Gas Inspector issuing the Inspector's Order or Notice of Defect prior to lodging a formal IO/NOD Appeal.

Review Details



Please review that all details are correct.

Notice of Defect

Notice of Defect Number
NOD1143
Date Issued
2/12/2020
Issued By
[REDACTED]
Installation Address
303 SEVENOAKS ST CANNINGTON 6107

Reason for appeal

Compliance plate not required

Gasfitter Details

Name
ALEX TESTER
Licence Number
GF123

I certify that the information is accurate and complete.

Lodge Appeal

Previous

Cancel

Once Lodge Appeal has been clicked, Building and Energy will review the appeal and contact you in relation to the outcome.

User Management

Registered Users

The screenshot shows a web interface for User Management. At the top, there is a dark header with a hamburger menu icon on the left, the text "User Management", and a power icon on the right. Below the header, the main content area is divided into two sections. The first section is titled "Gas Fitters with authority" and contains a card for "Matt Mck (GF20141MM)". The card displays "Licence Expiry Date 26/10/2021" and "Create Draft, Lodge NOC". To the right of the card is a delete icon. Below the card is a teal button labeled "Add New Authority". The second section is titled "Administration Users" and contains a card for "Alex Tester (GF123AT)". The card displays "Create Draft, Lodge NOC, User Management". Below the card is a teal button labeled "Add New User". At the bottom of the interface is a grey button labeled "Back to Main Menu".

Gas Fitters with authority to lodge on your behalf will be listed here.

NOTE: A Gas Fitter must be registered in eNotice in order to be added as an authority.

A list of users registered under this licence will be displayed here with their permissions. You can use the "Edit" icon to edit details or permissions for a user.

The "Delete" icon is only visible for users that have been created manually through User Management. This can be used to remove any User ID's which are no longer required or authorised to lodge under your Gas Fitter licence.

NOTE: The User ID required to login to eNotice will be based on the initials of a user's first and last name. Editing a user's name will not update the User ID. To update a user's User ID, you will need use the "Delete" icon and add this user again.

Add New Authority



This screen allows you to provide a Gas Fitter with access to create drafts or submit lodgements for your licence.
The Gas Fitter must have registered as an eNotice user.

User ID (eg. GF1234AB) *

GF111AA

Type of Access *

Create Draft

Lodge NOC

Save

Back

A Gas Fitter with Authority must have their own Gas Fitter Licence registered in eNotice in order to be added to this licence. The Type of Access can be controlled by the Gas Fitter's User ID or other Users under this licence with User Management access.

Add New User



The User ID for this login will be the Gas Fitter's licence number followed by the initials of this user's first and last name. If this User ID already exists, a number will be added to the end of the User ID (e.g. GF123AB2).

You can control the permissions a user has by selecting any options in the Type of Access. If no options are selected, the user will be limited to Read-Only access and can only view existing Drafts and Past Lodgements.

User Details

First Name

Surname

Organisation Name

Email Address to send login details to *

Type of Access

- Create Draft
- Lodge NOC
- User Management

The email address entered here is only used to receive the User ID and Password details for registration. This email address is not recorded for use outside of this process.

Save

Back

My Clients

Registered Clients



Enter details of clients that you regularly perform work for. These details can be used when submitting a notice.

- B1 Homes**
9261 3131
example@b1homes.com.au
- COMPLETE PORTABLE**
94107100
- Collier Homes**
9443 8288
example@collierhomes.com.au
- HOME ZONE**
61442526
example@homezonebuilding.com.au
- Ross North Homes**
example@rossnorthhomes.com.au
- SADHANA CONSTRUCTION**
9999 1234
example@sadhanaconstruction.com.au

6 records found.

Add

Back to Main Menu

A list of frequently used clients can be created and managed from this page.

The client's details will populate in the Contact Details section of your Notice of Completion when you begin typing the client's name and click on the suggested dropdown (see tip on [Page 15](#)).

Add New Client



Name *

Phone Number

Email Address

Lot Number

Unit Number

Street Number

Street

Locality

Postcode

While you are only required to enter a Name in this area, it is suggested for you to enter at least (1) form of contact using Phone Number or Email Address in order to quickly populate Contact details in your Notice of Completion.

Entering an address for your client is optional and is not used anywhere else in eNotice or stored with Building and Energy, however this may be useful as an address book for your personal records.

Save

Back

My Companies

Registered Companies



Enter details of companies that you perform work for.
These details can be used when submitting a notice.

Big Co	
 a@bigco.com	

1 records found.

Add

Back to Main Menu

When working for a company, you can add company details here. You can optionally select a company from a list when lodging a Notice of Completion or Safety Certificate to include these details on your PDF lodgement.

Company Name *

The Bigger Co

Address

Locality

Postcode

Phone Number(s)

0000 0000

Email Address(es)

b@biggerco.com

Save

Back

When adding or editing a company, only the Company Name is a mandatory field. All other details are optional however it is suggested to include all known details.

My Details



User Details
User ID GF123AT
Name Alex Tester
Licence Details
Licence Number GF123 (Active - Expiry Date 25/02/2023)
Licence Holder ALEX TESTER
Business Trading Name
Business Address [Redacted]
Work Phone Number
Registered Mobile Phone [Redacted]
Registered Email Address [Redacted]
Licence Classes G - All gasfitting work except gasfitting work classed as Class I, E or P
Authority For
[Redacted] Create Draft, Lodge NOC, User Management

[Change Contact Details](#)

[Back to Main Menu](#)

All details under the "Licence Details" section are on file with Building and Energy under your licence. If anything in this section is incorrect, you can update this online by clicking "Change Contact Details".