eNotice Guide (Plumbing)

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Plumbers Obligations for Major Plumbing Work

Major plumbing work includes the installation, alteration or extension of water supply plumbing and sanitary and/or drainage plumbing. Work involving new or replacement water heaters and backflow prevention devices is also major plumbing work.

Major Plumbing Work Lodgement Process

1. Notice of Intention (NOI)

- A Notice of Intention is required to be submitted at least 24 hours prior to commencing major plumbing work.

2. Notification of Drainage Work Completed (Drainage Notification)

- A Notification of Drainage Work Completed (Drainage Notification) is required to be submitted by 4:30pm Wednesday of the week following completion of Major Drainage Plumbing.

3. Certificate of Compliance (COC)

- A Certificate of Compliance is required to be submitted within 5 working days of completion of the plumbing work.

Plumbers Obligations for Minor Plumbing Work

All minor plumbing work completed from 1st January 2020 will require a record of the job and work details to be maintained and retained at the Licensed Plumbing Contractor's place of work for at least 6 years from the date the work is completed. Minor plumbing work completed prior to this date will require a Multi-Entry Certificate to be purchased and lodged to the Plumbers Licensing Board. For more information, please go to https://www.commerce.wa.gov.au/publications/reporting-minor-plumbing-work-fact-sheet.

eNotice Login Page

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

Welcome to eNotice
Building and Energy Division

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/

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

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

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.

wa.gov.au
Home Privacy Disclaimer Copyright
v1.45.0 31-1-2020 13:29

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

PL123

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

Registered Email Address *

test.email@gmail.com

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 6.

First Name *

Peter

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

Surname *

Tester

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

wa.gov.au
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Security Code

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

eNotice - Confirm Registration

Licence
PL123 ████████

Registered Email Address
████████████████████

*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.*

Name
Peter Tester

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.

A security code has been sent to +614******04. Please enter this value below.

☐ I accept the **Terms & Conditions** of use.

Login details will be be sent to your registered email address.

Submit

Back

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.

Registration Email

From: <do-not-reply@dmirs.wa.gov.au>
Date: Wed, Sep 25, 2019 at 9:42 AM
Subject: Your New eNotice Account Details
To: <test.email@gmail.com>

Dear Peter Tester,

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

User ID: PL123PT
Password: vIxcHc3y

Your temporary 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".

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:
http://www.commerce.wa.gov.au/energysafety/terms-and-conditions

For assistance, please visit http://www.commerce.wa.gov.au/energysafety/licensing

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

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.

DISCLAIMER: This email, including any attachments, is intended only for use by the addressee(s) and may contain confidential and/or personal information and may also be the subject of legal professional privilege.
If you are not the intended recipient, you must not disclose or use the information contained in it.
In this case, please let me know by return email, delete the message permanently from your system and destroy any copies.

Before you take any action based upon advice and/or information contained in this email you should carefully consider the advice and information and consider obtaining relevant independent advice.

eNotice Main Menu (Part 1)

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

Welcome to eNotice
Peter Tester
PL▮▮▮▮▮▮▮
Licence Active - Expiry Date 1/07/2020

Use this button to refresh the Main Menu

Warning! You have unpaid item(s) in your Shopping Cart up to 62 days old. Please make payment to avoid potential penalties for late submission of a Notice of Intention or Certificate of Compliance.

Checkout (6 Items) 🛒

Drafts (17 Items) ✏️

New Notice of Intention (NOI) ➕

New Certificate of Compliance (COC) ➕

New Emergency NOI/COC ➕

Notify Drainage Work Completed ➕

Notify Rectification Completed ➕

Past Lodgements 🔍

New (from existing) ➕

Logout ⏻

"Checkout" is only visible when you have pending payments. This acts as a shopping cart and you have the option to accumulate multiple Notices of Intention which can be submitted together (providing actual lodgement date meets regulatory requirements).
If you have unpaid items in Checkout for over 7 days you will receive a warning advising to make payment.

"New Emergency NOI/COC" is for lodging emergency jobs. This will lodge both the Notice of Intention and Certificate of Compliance in a single submission.

"Notify Rectification Completed" is used to notify the relevant Plumbing Inspector when work subject to a Rectification Notice has been completed as requested.

"Past Lodgements" is a record of all lodgements, certificates, and receipts generated on your eNotice login. You can use this to download certificates, locate outstanding jobs, and proceed to the next stage of lodgement.

"Drafts" is only visible when you have saved drafts of incomplete lodgements or DPD Resubmission Requests (see Page 34). 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 Plumbing Contractor. You will need to edit or delete these drafts in order to complete or remove these jobs.

"Notify Drainage Work Completed" is required when Major Drainage Plumbing has been selected in your Notice of Intention or needs to be added to your Notice of Intention (see Tip 2 on Page 18) and you must notify Building and Energy when the drainage section of work is complete.

"New (from existing)" is used to copy details from an existing Notice of Intention lodged by yourself or a Gas Notice of Completion lodged by yourself or others to create a new Notice of Intention or Emergency NOI/COC where 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. While you can set a number of permissions for these users, only the Licensed Plumbing Contractor can lodge a Certificate of Compliance.

"My Clients" allows you to set up frequently used clients which can auto-fill details for you when lodging your Notice of Intention and Certificate of Compliance.

Logout

Change Password

User Management

My Details

My Clients
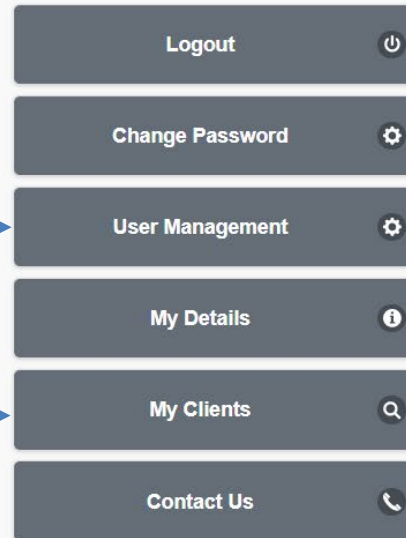
Contact Us

"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.

NOTE: Credit card details are not stored or registered with Building and Energy. If a credit card is saved for future use under your eNotice User ID, these details are stored securely with the bank.

Lodge Notice of Intention

Installation Location

Lot Number: 108
Strata Lot Number: 2

Unit Number:

Street Number: 67A

Street *: Shepherd St

Locality *: Beaconsfield

Postcode: 6162

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

GPS Location (eg. -31.958982, 115.858458):

Next

Save Draft

Cancel

"Strata Lot Number" is the subdivided lot number for Strata Titles and should not be confused with "Lot Number" which relates to the main lot number.

"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.

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

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

Validate Address

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

67B SHEPHERD ST, BEACONSFIELD WA 6162

67A SHEPHERD ST, BEACONSFIELD WA 6162

Or select address below.

LOT 108 67 Shepherd St Beaconsfield 6162

Previous

All addresses entered are validated through Landgate. If an address does not match Landgate records, 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 and Strata 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.

Notice Detail

"Standard" refers to a normal Notice of Intention.

Standard

Performance Solution

Save Draft

Previous

Cancel

"Performance Solution" is used as a method of complying with the Performance Requirements other than by a Deemed-to-Satisfy Solution.
This incurs an additional lodgement fee and requires supporting documentation which will be reviewed by a Plumbing Inspector.

Type of Work

Description of Installation *

- Residential
- ○ Commercial
- Transportable Building

Building Name *
If not available / unknown please enter 'Unknown'.

Beaconsfield Primary School

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

Carr St

Commercial and Transportable Building requires "Building Name" and "Transportable Building Identification Number" respectively.

NOTE: Building Name relates to a Point of Interest such as school, shopping centre, reserve name etc.

Type of Work *

If you need to submit a **drainage plumbing diagram** upon completion of drainage work, please select **MAJOR DRAINAGE PLUMBING**.

- Backflow Prevention
- ☑ Cold Water Plumbing
- ☑ Hot Water Plumbing
- ☑ Major Drainage Plumbing - Underground drainage including Cut and Seal
- Minor Drainage Plumbing - Maintenance, repair or replacement of existing drainage ONLY
- ☑ Sanitary - Includes above-ground / elevated drainage
- ☑ Water Heater

Minor Drainage Plumbing relates to the maintenance, repair or replacement of existing underground drainage. This should only be used in conjunction with other Types of Work involving major plumbing.

NOTE: Above-ground or elevated drainage plumbing work is classed as Sanitary plumbing work.

Major Drainage Plumbing relates to the installation of new underground drainage (excluding Sewer Junction Cut In) or alteration/relocation of existing underground drainage (including Cut and Seal demolition jobs). This work requires a Drainage Notification and Drainage Plumbing Diagram to be submitted.

NOTE: You will not have the option to select Major Drainage Plumbing if you do not have a licence with drainage plumbing included.

Description of Work *

- Alteration
- Fire Services
- ☑ Installation
- Prelay
- Repair Work
- Replacement
- Sewer Conversion
- Sewer Cut and Seal
- Trade Waste
- Vacant Strata Lot(s)

Work Description

NOTE: Depending on the Type of Work indicated above, more options become available in Description of Work (e.g. Sewer Cut and Seal becomes available once Major Drainage Plumbing is selected).

Next

Work Details

Fixture installation fees are applicable for sanitary fixtures installed under a new roofline (upwards or outwards) or in part of a new building or new transportable building.

Are sanitary fixtures being installed in a new building or new transportable building? *

[Yes] [No]

Have fixture installation fees for this job already been paid with another Notice of Intention? *

[Yes] [No]

If fixture installation fees for this job have already been paid by another plumber, you can select "Yes" and enter the Notice Number (or "Unknown" if not known).

Estimated Number of Fixtures to be installed *
Total number of fixtures including WCs.

9

Estimated Number of WCs to be installed *
If no WCs installed, please enter 0.

2

Estimated Commencement Date

3/6/2019

Estimated Completion Date

1/3/2020

[Next]

[Save Draft]

[Previous]

NOTE: Estimated Commencement/Completion Dates are optional, however it is encouraged to enter these dates to the best of your ability.

Contact Details

Please enter at least one of the following contacts.

Owner/Occupier

Name

🔍

Phone Number

Email Address

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 Certificate of Compliance once lodged. If you wish to send the Certificate of Compliance manually, simply leave out the email address in Contact Details.

Builder/Client

Name

🔍 B1 Homes

Phone Number

9261 3131

Email Address

example@b1homes.com.au

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 appropriate "Name" field and a suggestion of the client's name will appear below. When clicked, all details from the "My Clients" page will be populated.

Review and Certify

Are sanitary fixtures being installed in a new building or new transportable building?
Yes
Have fixture installation fees for this job already been paid with another Notice of Intention?
No
Estimated Number of Fixtures to be installed
9
Estimated Number of WCs to be installed
2
Estimated Commencement
3/6/2019
Estimated Completion
1/3/2020

Plumber Details

Name
▉▉▉▉▉▉▉

Licence Number
▉▉▉▉

☑ I SHALL ENSURE THAT THE PLUMBING WORK SPECIFIED ON THIS NOTICE WILL BE CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE PLUMBERS LICENSING AND PLUMBING STANDARDS REGULATIONS 2000

When Major Drainage Plumbing has been selected, you will always receive an email containing your Notice of Intention PDF and a pre-filled Drainage Plumbing Diagram Template.

Do you want to be emailed a copy of Notice of Intention PDF? *

[Yes] [No]

A copy of the PDF Notice of Intention will be sent to the following Plumber email address(es)
▉▉▉▉▉▉

Note: Other copies can be sent by entering email address(es) below (separated by a comma).

Your Job Reference

Payment of **$91.75** is required for this Notice of Intention to be considered as lodged in accordance with the requirements of the Plumbers Licensing and Plumbing Standards Regulations 2000.
Add to cart if you have more purchases, or checkout if you want to pay.

"Add to Cart" will add your Notice of Intention to the Checkout page and return you to the Home screen. You can use this if you are not ready to pay for your Notice of Intention at this stage.

NOTE: Your Notice of Intention is not lodged until payment has been accepted.

[Add to Cart 🛒]

[Checkout 🛒]

[Save Draft]

[Previous]

[Cancel]

"Checkout" will add your Notice of Intention to the Checkout page and immediately jump there for payment details. You can use this if you are ready to pay for and lodge your Notice of Intention.

Pay and Lodge

The following items are currently in your cart.
Please select the items you wish to purchase and enter payment details.
Use **Pay** button at bottom of page or **Remove from Cart** icon 🗙 to return to draft status.

Shopping Cart

☐ Select All

☐ Notice of Intention - P39435
4 MARY ST COMO $22.50 🗙

☑ Notice of Intention - P68284 (9 fixtures)
Beaconsfield Primary School SL 2 LOT 108 67A SHEPHERD $91.75 🗙
ST BEACONSFIELD

Total price **$91.75**.

Payment Details

Please select a credit card or enter details *

○ 512345...346 (DEMO CARDHOLDER, expires 99/00)

◉ Enter credit card details

Credit Card Holder Name *

DEMO CARDHOLDER

Credit Card Number *
We accept only Visa or Mastercard.

5123 | ⬛ | ⬛ | 2346

Expiry Date (MM / YY) *   **CVV** *

99 / 00   123

The Card Verification Value (CVV) is a three digit number printed on the back of your card.

☑ Save this card for future use?

Credit card details are securely stored by the BPOINT payment system which is compliant with Payment Card Industry (PCI) standards.

Please enter email address(es) to send a copy of the PDF receipt to *
Other copies can be sent by entering email address(es) below (separated by a comma).

⬛⬛⬛⬛⬛⬛⬛⬛

Your Payment Reference

Pay $91.75

You can select and pay for multiple Notices of Intention in a single transaction in accordance with regulation 41(1) and regulation 45 of the Plumbers Licensing and Plumbing Standards Regulations 2000 (the Regulations) which relate to the requirements to submit a Notice of Intention at least 24 hours prior to commencement.

Regulation 41(1) of the Regulations requires that the licensee must not carry out major plumbing work or arrange for it to be carried out unless the licensee has given the Board a Notice of Intention to carry out the work at least 24 hours before the work commences. Penalty $5000.

Regulation 45 of the Regulations requires that the new installation fee is payable in respect of plumbing work for a new building, or an extension to an existing building, that will include at least one new fixture Payment is to be made at the same time the Notice of Intention is given.

*The "Remove from Cart" icon will remove the Notice of Intention from your Checkout screen and place it in your Drafts.
To permanently delete the Notice of Intention, you will need to go through Drafts and press the "Delete" icon.*

When selecting "Save this card for future use", your details are stored securely and only known by your bank. In future you can select your pre-saved Payment Details which will no longer require manual entry for each transaction. To delete any saved card details, see Page 43.

Lodge Notify Drainage Work Completed

Work Status

This is only to notify that drainage work is completed.
Once all plumbing work is completed and all tests required have been carried out, a Certificate of Compliance must be submitted.

NOI Notice Number *

P68284

Comments
Where work completed but commenced by another, please provide Certificate Number.

Drainage Work Completion Date (last date work was carried out) *

15/11/2019

Next

Cancel

The date entered in "Drainage Work Completion Date" should reflect the last date Major Drainage Plumbing work was completed.

TIP 1: If you are working on a large project which involve multiple stages, you are able to submit multiple Drainage Notifications with the Drainage Work Completion Date reflecting the date that stage of drainage work was complete. It is recommended to add in the Comments section further information (eg. "Stage 1 works complete").

Select 'Notify Drainage Work Completed' on the Main Menu each time to submit the separate Drainage Notifications.

TIP 2: You can also enter a Notice Number which did not previously have Major Drainage Plumbing selected in your Notice of Intention. This will automatically add Major Drainage Plumbing to your Certificate of Compliance and force submission of a Drainage Plumbing Diagram.

Major Drainage Plumbing cannot be removed from your Certificate of Compliance once a Drainage Notification has been lodged.

Installation Location

Lot Number
108

Strata Lot Number
2

Unit Number

Street Number
67A

Street *
SHEPHERD ST

Locality *
BEACONSFIELD

Postcode
6162

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

GPS Location (eg. -31.958982, 115.858458)
-32.06955324, 115.7761681

Next

Save Draft

Previous

Cancel

When lodging your Drainage Notification, you will not be able to alter the Installation Location as this reflects the details entered on your Notice of Intention. If there is an error with your address, you will be able to update this when lodging your Certificate of Compliance.

Drainage Details (Part 1)

To upload your Drainage Plumbing Diagram(s), click "Choose File" and locate your diagram. Press "Open" and then click "Upload".

NOTE: You can upload up to 10 diagrams for a job.

Please upload Drainage Plumbing Diagram(s) - Optional.
Please note there is no requirement to upload Drainage Plumbing Diagram(s) at this stage.
These diagrams will not be available for purchase until COC has been lodged.
A maximum of 10 diagrams can be uploaded.
Each diagram cannot exceed 10 megabytes.
Accepted file types are: JPEG, JPG, PDF, PNG.
Drainage Plumbing Diagrams must be in the approved form. For more information please refer to the Drainage Plumbing Diagrams Guidelines.

1. | Choose File | No file chosen | ⬆ Upload 3.

Next

Save Draft

Previous

Cancel

Open
This PC > Downloads
Search Downloads

Organize ▼   New folder

Objects
Work Notes & D
Creative Cloud Fil
Objective
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)

Name	Date
DPD - 67A Shepherd St, Beaconsfield (P68284)	22/06/2020 6:44 AM

File name: DPD - 67A Shepherd St, Beaconsfield (P6   All Files

Open   Cancel   2.
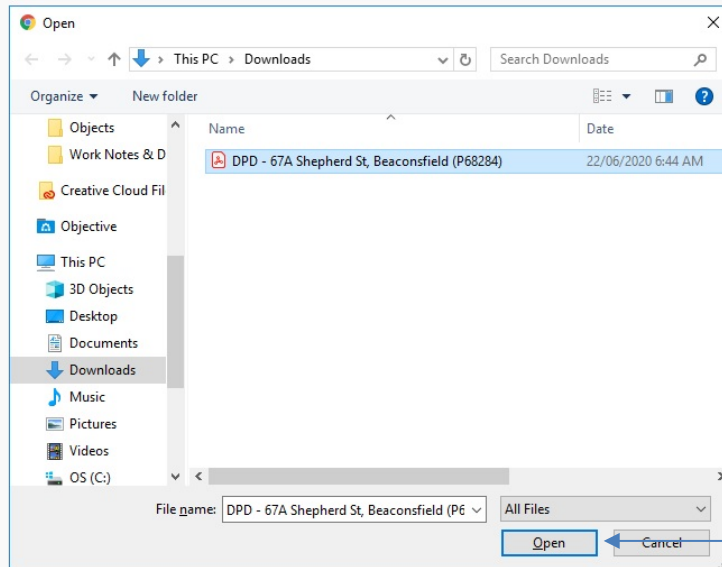
TIP: Uploading a Drainage Plumbing Diagram at this stage is optional, however this will carry over to your Certificate of Compliance and you will not need to upload another diagram unless further amendments are made.

Drainage Details (Part 2)

Lodge Notify Drainage Work Completed P68284
Drainage Details

Draft Notify Drainage Work Completed successfully saved.
The notice number is P68284.

Please upload Drainage Plumbing Diagram(s) - Optional.
Please note there is no requirement to upload Drainage Plumbing Diagram(s) at this stage.
These diagrams will not be available for purchase until COC has been lodged.
A maximum of 10 diagrams can be uploaded.
Each diagram cannot exceed 10 megabytes.
Accepted file types are: JPEG, JPG, PDF, PNG.
Drainage Plumbing Diagrams must be in the approved form. For more information please refer to the Drainage Plumbing Diagrams Guidelines.

DPD - 67A Shepherd St, Beaconsfield (P68284)

Choose File No file chosen   Upload

☑ I CERTIFY THAT THIS PLAN ACCURATELY SHOWS THE LAYOUT AND DIMENSIONS OF THE DRAINAGE PLUMBING INSTALLED BY ME OR UNDER MY GENERAL DIRECTION AND CONTROL.

If you have uploaded the incorrect file, the Delete icon will allow you to remove the file.

NOTE: After a diagram has been lodged with a Drainage Notification, it cannot be deleted. Your diagram will be received and reviewed by Building and Energy after the Certificate of Compliance has been lodged.

Next

Save Draft

Previous

Cancel

Once your Drainage Plumbing Diagram has been uploaded, this Drainage Notification will be saved as a Draft. If you do not lodge the Notification at this time, you will need to locate the relevant job in the Drafts section of your Main Menu and action this lodgement.

Review and Certify

I WISH TO GIVE NOTICE THAT THE DRAINAGE PLUMBING WORK IS READY FOR INSPECTION:
Please review that all details are correct.
Use **Previous** button at bottom of page or **Edit** icon to correct.

Location of Installation

Builder/Client Name
B1 Homes (9261 3131, example@b1homes.com.au)
Location
SL 2 LOT 108 67A SHEPHERD ST BEACONSFIELD 6162
Beaconsfield Primary School
Carr St
-32.06955324, 115.7761681

Work Details

Drainage Work Completion Date (last date work was carried out)
15/11/2019

Drainage Diagrams

DPD - 67A Shepherd St, Beaconsfield (P68284)

Any Drainage Plumbing Diagrams uploaded will be shown here with the file name displayed.

Plumber Details

Name

Licence Number

☑ **I CERTIFY THAT THE DRAINAGE PLUMBING WORK HAS BEEN TESTED AND COMPLIES WITH THE REQUIREMENTS OF THE PLUMBERS LICENSING AND PLUMBING STANDARDS REGULATIONS 2000.**

Your Job Reference

[Lodge Notification]

[Save Draft]

[Previous]

[Cancel]

Lodge Certificate of Compliance

Work Status

NOI Notice Number *

P68284

Work Status *

○ No work has commenced
○ Work commenced but will not be completed
● Work completed
○ Work completed but commenced by another
○ Work completed but different to that certified on NOI

Comments

Where work completed but commenced by another, please provide Certificate Number.

Completion Date (last date work was carried out) *

22/6/2020

Next

Cancel

"No work has commenced" can be used for cancelling a Certificate of Compliance if a Notice of Intention was lodged in error or the job did not proceed. Any fees paid on the Notice of Intention will be forfeited.

"Work completed but different to that certified on NOI" should be selected if any details entered in the Type of Work section of the Notice of Intention need to be amended.

NOTE: If Major Drainage Plumbing needs to be added to your Certificate of Compliance, you must return to the Main Menu and select "Notify Drainage Work Completed" to do this. You cannot remove Major Drainage Plumbing once a Drainage Notification has been lodged.

TIP: Comments are optional if "Work completed" has been selected, however if selecting any other Work Status it is recommended to add as much detail as possible when describing your reason for selecting this (e.g. what works have been completed by yourself).

Installation Location

Lot Number

108

Strata Lot Number

2

Unit Number

Street Number

67A

Street *

SHEPHERD ST

Locality *

BEACONSFIELD

Postcode

6162

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

Carr St

GPS Location (eg. -31.958982, 115.858458)

-32.06955324, 115.7761681

Next

Save Draft

Previous

Cancel

If there are any errors to be corrected with your Installation Location, this will be your last chance to update these details. If the address vastly differs from what was entered on the Notice of Intention, you may be contacted to provide a reason for this change.

Work Details

Are sanitary fixtures being installed in a new building or new transportable building? *

Yes   No

Number of Fixtures installed *
Total number of fixtures including WCs.

9

Number of WCs installed *
If no WCs installed, please enter 0.

2

Next

Save Draft

Previous

Cancel

If the sanitary fixtures indicated in your Notice of Intention differ from what was installed, you are able to update these details. You may be required to pay further installation fees if you have installed more sanitary fixtures but will not be refunded for installing fewer sanitary fixtures.

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 Certificate of Completion.

Builder/Client

Name

🔍 B1 Homes

Phone Number

9261 3131

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

example@b1homes.com.au

Next

Save Draft

Previous

Cancel

If any Contact Details are incorrect or incomplete, you may alter these details. If a Contact has a valid email address entered, they will receive a copy of the Certificate of Compliance.

NOTE: If you need to send or retrieve a Certificate of Compliance at a later stage, you can use the "Send Copy" icon underneath the relevant Certificate of Compliance located within Past Lodgements (see).

Drainage Details

Please upload one (or more) Drainage Plumbing Diagrams.
These diagrams will not be available for purchase until COC has been lodged.
A maximum of 10 diagrams can be uploaded.
Each diagram cannot exceed 10 megabytes.
Accepted file types are: JPEG, JPG, PDF, PNG.
Drainage Plumbing Diagrams must be in the approved form. For more information
please refer to the Drainage Plumbing Diagrams Guidelines.

Please do not upload previously uploaded diagrams again.

Choose File | No file chosen   ⬆ Upload

Previously Uploaded Diagrams

Uploaded	Name	Work Completed
22/6/2020	DPD - 67A Shepherd St, Beaconsfield (P68284)	15/11/2019

If you have already uploaded your Drainage Plumbing Diagram, you will see the details in this section and will not need to upload anything further unless amendments have been made after the original upload.

Send notification email to Local Government Authority? *

Yes   No

Local Government Authority Name *

🔍 City of Fremantle

If the Local Government Authority requires the Drainage Plumbing Diagram and Certificate of Compliance, you are able to enter their details in this section.

Email Address *
A copy of the COC and Drainage Diagram(s) will be sent to the following LGA email address(es). Multiple email addresses can be separated by a comma.

example@fremantle.wa.gov.au

Next

Save Draft

Previous

Cancel

Review and Certify

Work Details

Work Status
Work completed
Completion Date (last date work was carried out)
22/6/2020
Are sanitary fixtures being installed in a new building or new transportable building?
Yes
Number of Fixtures installed
9
Number of WCs installed
2

Drainage Diagrams

Notify Local Government Authority
Yes
City of Fremantle (example@fremantle.wa.gov.au)

Previously Uploaded Diagrams

Uploaded	Name	Work Completed
22/6/2020	DPD - 67A Shepherd St, Beaconsfield (P68284)	15/11/2019

Plumber Details

Name
███████████████

Licence Number
██████████

☑ I CERTIFY THAT THE PLUMBING WORK DETAILED ABOVE HAS BEEN COMPLETED AND COMPLIES WITH THE REQUIREMENTS OF THE PLUMBERS LICENSING AND PLUMBING STANDARDS REGULATIONS 2000 AND THAT ALL TESTS REQUIRED HAVE BEEN CARRIED OUT.

A copy of the PDF Certificate of Compliance will be sent to the following Plumber email address(es)
███████████████

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

Your Job Reference

Lodge Certificate

Save Draft

Previous

Cancel

NOTE: This is your last chance to verify all details entered are correct prior to lodging your Certificate of Compliance.

Lodge Emergency NOI/COC – Emergency Reasons

When lodging an Emergency NOI/COC, you must select one of the (5) Emergency Reasons outlined in the Plumbers Licensing and Plumbing Standards Regulations 2000.

After an Emergency Reason has been selected, the Notice of Intention and Certificate of Compliance will be compiled into a single lodgement. You will not need to lodge an individual Certificate of Compliance when using "New Emergency NOI/COC".

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.

Selecting "Notice of Intention" will require you to lodge an individual Certificate of Compliance (and Drainage Notification if Major Drainage Plumbing is selected). Emergency NOI/COC will lodge both the Notice of Intention and Certificate of Compliance with this lodgement.

- ● Notice of Intention
- ○ Emergency NOI/COC

Notice/Certificate Number *
If you also hold a gas fitter licence, you may also enter a gas NOC number.

P68284

Licence Number
If you have entered a gas NOC number, and it belongs to another gasfitter, please enter their licence number.

Next

Back to Main Menu

New (from existing) uses a previously lodged Plumbing Notice of Intention or Gas Notice of Completion as a template for a new Notice of Intention. All details entered in the original lodgement will be carried over to the new Notice of Intention or Emergency NOI/COC lodgement 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 Plumbing NOI must have been previously lodged under your licence on eNotice to use as a template, however a Gas NOC can be previously lodged by another Gasfitter provided you know their NOC Number and GF 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

"NOI Without COC" is used to locate all jobs where a Certificate of Compliance has not yet been lodged.

☐ NOI Without COC   ☐ NOI Without Notify Drainage Work Completed

"NOI Without Notify Drainage Work Completed" can locate all jobs where a Drainage Notification has not yet been lodged.

Notice/Certificate Number

Date Lodged From

Date Lodged To

Lodged By

Location Address / Meter Number

Contact Name

Your Job Reference

Lodgement Type   All

☐ Show Only Last 6 Months   ☐ Show Only Hidden

Search

Back to Main Menu

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

Notice of Intention
Certificate of Compliance
Emergency NOI/COC
Notify Drainage Work Completed
DPD Resubmission
Notify Rectification Completed
Payment Receipt

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

TIP: Using filters under Search Criteria is optional. To show a history of all Past Lodgements (apart from hidden results) press "Search" without entering any details.

Result Listings

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

Search Criteria ⊕

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

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

Use **Create** icon 🖼️ to create COC from NOI. ⬅

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

Use **Unhide** icon ↩ to unhide lodgement from search results.

Where Major Drainage Plumbing was selected, a "Drainage Work" banner will be displayed above your Notice of Intention.

Red banners indicate a Drainage Notification has yet to be lodged.

Notice of Intention P10150 (Processed) - ▮▮▮

DRAINAGE WORK - NOT NOTIFIED OF COMPLETION

Cold Water Plumbing, Hot Water Plumbing, Major Drainage Plumbing, Sanitary, Water Heater

15 MARIMBA CR CITY BEACH
Mr Petite, Ross North Homes
8855

📥 📧 🖼️ ❌

Lodged by ▮▮▮ on 28/02/2019 10:06 AM

Notice of Intention P3817 (Processed) - ▮▮▮

Cold Water Plumbing, Hot Water Plumbing, Sanitary, Water Heater

82 POWER AV WATTLEUP
Complete Portables
8678m

📥 📧 🖼️ ❌

Lodged by ▮▮▮ on 28/11/2018 02:05 PM

Notice of Intention P3549 (Processed) - ▮▮▮

DRAINAGE WORK - NOTIFIED OF COMPLETION

Cold Water Plumbing, Hot Water Plumbing, Major Drainage Plumbing, Sanitary, Water Heater

101 Curtis Road Melville
S & A Langenbach, Considered Developments
8811

📥 📧 🖼️ ❌

Lodged by ▮▮▮ on 24/11/2018 03:53 PM

Blue banners indicate a Drainage Notification has already been successfully lodged.

The "Download" icon downloads the relevant PDF directly to your device.

The "Send Copy" icon sends an email containing the relevant PDF as an attachment to yourself or a nominated recipient.

The "Create" icon takes you to the next stage of submission (Drainage Notification or Certificate of Compliance) and pre-fills your Notice Number in automatically.

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

The "Unhide" icon replaces the "Hide" icon when searching under "Show Only Hidden", and can restore hidden Result Listings.

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 31).

TIP: The "Create" icon will only appear underneath a Notice of Intention when additional lodgements are required to complete a job. This will jump to the next stage of submission and automatically pre-fill your Notice Number until the Certificate of Compliance has been lodged.

If you don't see a Create icon and have not submitted the Certificate of Compliance, you may need to check your Drafts for this job.

Drafts

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

Search Criteria

Notice/Certificate Number

Location Address / Meter Number

Contact Name

Your Job Reference

Lodgement Type   All ⌄

☐ 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 Intention P68229 (Draft) - ▮

Sanitary
303 SEVENOAKS ST CANNINGTON
Test

📝 📧 ❌

Created by ▮▮▮▮ on 26/05/2020 03:32 PM

DPD Resubmission P68284 (Draft) - ▮

Cold Water Plumbing, Hot Water Plumbing, Major Drainage Plumbing, Sanitary, Water Heater
Beaconsfield Primary School SL 2 LOT 108 67A SHEPHERD ST BEACONSFIELD
B1 Homes

📝 ❌

Created by ▮▮▮▮ on 25/06/2020 10:46 AM

Certificate of Compliance P68264 (Draft) - ▮

Major Drainage Plumbing
303 SEVENOAKS ST CANNINGTON
Test
Work Completed 2/06/2020
1 Diagram(s)

📝 ❌

Created by ▮▮▮▮ on 2/06/2020 09:09 AM

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

NOTE: A job cannot be deleted, cancelled, or void once it has been lodged. Permanent deletion is only possible if a job is in Draft status prior to being lodged.

"DPD Resubmission" is a draft created by Building and Energy for a Drainage Plumbing Diagram that has been deemed non-compliant after being reviewed. An email will be sent to the email address on file with Building and Energy explaining what amendments are required. Clicking the "Edit" icon against a DPD Resubmission will allow you to re-upload a diagram for the requested lodgement.

TIP: A draft can be created by another user and be accessed or lodged by the Plumbing Contractor. The user must be created by the Plumbing Contractor (or other user with appropriate permissions) and have permissions to Create Draft. For further details, see Page 39.

DPD Resubmission

Installation Location

When lodging your DPD Resubmission, you will not be able to alter the Installation Location as this reflects the details entered on your Certificate of Compliance.
This is only shown to verify the address of this job prior to lodging.

Drainage Details

✅ **Draft DPD Resubmission successfully saved.**
The notice number is P68284.

Please upload one (or more) Drainage Plumbing Diagrams.
A maximum of 10 diagrams can be uploaded.
Each diagram cannot exceed 10 megabytes.
Accepted file types are: JPEG, JPG, PDF, PNG.
Drainage Plumbing Diagrams must be in the approved form. For more information please refer to the Drainage Plumbing Diagrams Guidelines.

Amended DPD - 67A Shepherd St, Beaconsfield

[Choose File] No file chosen   ⬆ Upload

☑ **I CERTIFY THAT THIS PLAN ACCURATELY SHOWS THE LAYOUT AND DIMENSIONS OF THE DRAINAGE PLUMBING INSTALLED BY ME OR UNDER MY GENERAL DIRECTION AND CONTROL.**

Next

Save Draft

Previous

Cancel

Once you have amended the Drainage Plumbing Diagram(s) for this job as requested in the email, you can upload them in this screen.

Review and Certify

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

Location of Installation

Builder/Client Name
B1 Homes (9261 3131, example@b1homes.com.au)

Location
SL 2 LOT 108 67A SHEPHERD ST BEACONSFIELD 6162
Beaconsfield Primary School
Carr St
-32.06955324, 115.7761681

Drainage Diagrams

Amended DPD - 67A Shepherd St, Beaconsfield

Plumber Details

Name

Licence Number

Lodge Diagram(s)

Save Draft

Previous

Cancel

Verify all details are correct and press "Lodge Diagram(s)". The diagram(s) will be reviewed by Building and Energy and if they are now compliant, they will be published to our online Drainage Plumbing Diagram Database.

Notify Rectification Completed

Rectification Notice Details

Please enter rectification notice number for which rectification work has been completed.

Rectification Notice Number *

P265

Next

Cancel

If you have received a Rectification Notice and have completed the required rectification(s), enter your Rectification Notice Number to notify the relevant Plumbing Inspector.

NOTE: You cannot enter a Rectification Notice Number if the Rectification Notice has already been completed or if the Rectification Notice Number does not come under your licence.

Review and Certify

Please review that all details are correct.

Rectification Notice

Rectification Notice Number
P265
Issued Date
24/6/2020
Issued By
Alex Zammar
Installation Address
67A SHEPHERD ST BEACONSFIELD 6162

Plumber Details

Name

Licence Number

☑ I wish to advise that the plumbing work referred to in Rectification Notice above has been completed.

Persuant to regulation 73 of the Plumbers Licensing and Plumbing Standards Regulations 2000 a re-inspection fee may be charged for the inspection of plumbing work carried out as part of this rectification notice.

Notify Rectification Completed

Cancel

Upon pressing "Notify Rectification Completed", the Plumbing Inspector who issued the Rectification Notice will receive an email regarding this notification.

User Management

Registered Users

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.

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 User

User Management
Add New User

User Details

First Name

John

Surname

Doe

Organisation Name

Email Address to send login details to *

example@dmirs.wa.gov.au

Type of Access

☑ Create Draft

☑ Lodge NOI

☑ Lodge Drainage Notification

☑ Make Payment

☑ User Management

Save

Back

The User ID for this login will be the Plumbing Contractor'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. PL123AB2).

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.

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.

NOTE: Only the Plumbing Contractor's User ID can lodge a Certificate of Compliance.

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@sadhanaconstruxtion.com.au

6 records found.

Add

Back to Main Menu

A list for 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 Intention and Certificate of Compliance when you begin typing the client's name and click on the suggested dropdown (see tip on Page 15*).*

Add New Client

Maintain Client

Name *

Dale Alcock Homes

Phone Number

9242 9200

Email Address

example@dalealcockhomes.com.au

Lot Number

Unit Number

Street Number

Street

Locality

Postcode

Save

Back

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 Intention and Certificate of Compliance.

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

My Details

User Details

User ID
PL123PT

Name
Peter Tester

Licence Details

Licence Number
▮▮▮ (Active - Expiry Date 1/07/2020)

Licence Holder
▮▮▮▮▮▮▮

Business Trading Name

Business Address
▮▮▮▮▮▮▮▮▮▮

Work Phone Number
▮▮▮▮

Registered Mobile Phone
▮▮▮▮▮

Registered Email Address
▮▮▮▮▮

Licence Classes
PL.WS.SDP - Water Supply, Sanitary and Drainage Plumbing

Authority For
▮▮▮▮▮

Lodge NOI/COC, Make Payment, User Management

Saved Cards

DEMO CARDHOLDER
512345...346 (expires 99/00)

Change Contact Details

Back to Main Menu

"Saved Cards" is for credit cards that have been saved for future use when in the Checkout (see). Any card(s) stored here will be able to be selected and used in the Checkout without requiring further input. You can remove a credit card from your saved cards by pressing the "Delete" icon.

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".