

# Final Inspection Requirements

Class 1 and 10

## FACT SHEET

This fact sheet provides information to contractors, homeowners and permit holders about the requirements for domestic (classes 1, 10 & 10a) final inspections, for work carried out under a Plumbing and Drainage permit issued by the Fraser Coast Regional Council.

### When can a final, inspection be booked?

A final inspection may only be booked once all relevant stages of the plumbing and drainage work have been inspected by Council as per the permit conditions, deemed compliant and;

- All aspects of the plumbing and drainage, including fixtures and apparatuses associated with the issued permit must be installed, compliant and fully operational. This includes water heaters and thermostatic mixing valves to be set at the correct outlet temperature.

**Prior to scheduling a final inspection, the following documents must be completed in an approved format and received by the Plumbing Administration team:**

- One (1) copy of the form 7 or 7's (notice of responsible person) covering all applicable plumbing and drainage works carried out under the approved permit.
- One (1) copy of any thermostatic mixing valve commissioning reports if applicable; and
- One (1) copy of any form 9's (registration and report on inspection and testing of testable backflow prevention devices) for all devices installed under the permit, if applicable.

**NOTE:** It is a requirement under the plumbing and Drainage regulation 2019 S 63 (5), that before the responsible person asks the local government to inspect the work, the responsible person must give the local government a notice, in the approved form (form 7 notice of responsible person). This applies to all stages of inspections.

### Additional documents required for a permit that includes a Greywater Use Facility or On-Site Sewage Facility

- One (1) copy of the signed Commissioning report/certificate for the facility, completed in an approved format; and
- One (1) copy of any As Constructed plans as applicable. These shall be submitted in the same format as the stamped approved plans issued with the permit.

**NOTE:** Failure to adhere to these requirements will result in the cancellation of the booking or a re-inspection. This may cause delays and may attract re-inspection fees which are required to be paid before the issue of a final certificate.



## Who can book a final inspection?

The responsible person must make a request to Council for a final inspection.

If homeowners wish to make a booking on behalf of the responsible person, please contact Customer Service on 1300 79 49 29 or via email [enquiry@frasercoast.qld.gov.au](mailto:enquiry@frasercoast.qld.gov.au).



## How do I find the online calendar?

Please contact the Plumbing Department for access to the calendar booking system.

**It is recommended that at least 24-48 hours be provided between the request date and the inspection date to allow for hard copy files to be retrieved from other locations, where necessary.**

## How do I make a booking?

Bookings for final inspections can only be made through the Fraser Coast Council's online booking system.

## What is the process?

- Sign up to the online plumbing calendar. This will provide the ability to log in to book an inspection and provide access to previously booked inspections.
- The calendar will show available time slots.
- An acknowledgement email will be received when a booking has been submitted.

**Note: The initial email is not a confirmation of inspection time, rather a receipt of request. An email will be issued upon confirmation of securing a booking time.**

- At the end of each day, the Councils Business Support Team will review inspections scheduled for the following day and send confirmation emails where applicable. In the event that the booking will need to be changed, you will be contacted by telephone providing alternative date/times will be made and a confirmation email will be issued for the amended inspection date/times and a confirmation email will be issued for the amended inspection date/time.

**Bookings for the following day will not be accepted after 4.00pm.**

**Same day and telephone phone bookings will not be accepted.**

## Need Further Information or Assistance?

Council Officers are available between 8:15am and 4:45pm Monday to Friday via telephone on 1300 79 49 29 or via email [enquiry@frasercoast.qld.gov.au](mailto:enquiry@frasercoast.qld.gov.au).