

FACT SHEET:

Lodgement and Properly Made Form 1 Applications (Plumbing and Drainage)

Properly made applications

An application for a permit for plumbing and drainage and on-site sewerage work is properly made when it meets the requirements of the *Plumbing and Drainage Act 2018* (The PD Act). The PD Act states that all permit applications must be:

- made to the local government; and
- in the approved form ([Form 1](#) via [online services](#)); and
- accompanied by the application fee and the documents required under *Plumbing and Drainage Act 2018* for the application (e.g. an evaluation report for on-site sewerage and greywater facilities).

If an application does not meet these requirements we will give a 'Not Properly Made Action Notice' to the applicant. The applicant must take the action outlined in the Notice within 5 business days after receiving the notice. If the required action is not taken within that period, the application is taken to have not been made.

Required supporting information

Properly made Permit applications need to have the supporting information detailed on [Form 1](#). You will need to submit the following:

- the approved [Form 1](#) lodged via [online services](#)
- relevant plans
- an Evaluation report for on-site sewerage and greywater facilities.

Lodging an application

You can lodge Permit applications in the City of Logan with us by one of the following methods:

- **Online (electronically):** Council's [Online Services](#) platform is our preferred method of application lodgement. You must be a registered user with the service (registration and sign-in facilities are provided).

- The required forms, plans and supporting documents must be attached to the application.
- The required fee must be entered (see the section below for information about determining the applicable fee).
- Payment can be made via credit card, or as part of the lodgement a Notice of Account (with BPAY details) can be requested (this will be issued via email to the applicant).

When payment has been made and the applicant has notified Council, the application will become properly made (assuming it meets all other requirements) and the assessment process and timeframes will start.

- **In person.** If you need help to access online lodgement services please visit the Planning, Building and Plumbing counter at the Logan City Council [Administration Centre](#) at **150 Wembley Road, LOGAN CENTRAL**.

For more information please visit Council's [website](#).

Fees and payment

To be 'properly made' applications must be lodged with the application fee set by Council. You can find the application fee using:

- the Register of Cost Recovery Fees and Schedule of Commercial and Other Charges published on Council's [website](#); or
- the [Logan PD Hub](#), which includes a Development Fees Estimator.

Payment can be made via the following methods:

- **Credit Card:** Credit Card payment can be made in person at the time of lodgement, or [online](#) as part of or subsequent to the lodgement transaction.
- **BPAY:** If you have received a Notice of Account, BPAY details will be included (this is generated when the application is lodged and checked by Council staff). Payment can be made via your banking services portal, using a savings or cheque account.
- **Cash:** Cash payment can be made for applications lodged at the Planning, Building and Plumbing counter at the Logan City Council Administration Centre **150 Wembley Road, LOGAN CENTRAL**.

From 1 October 2022, a merchant surcharge fee of 0.34% will apply to all online and phone credit card payments.

More Information:

- visit Council's [Building and plumbing webpage](#);
- contact Council using the details provided in the footer of this fact sheet; or
- visit the Planning, Building and Plumbing counter at 150 Wembley Road Logan Central; opening hours and directions are available on Council's [website](#).