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**Issue: Submission of Paperwork by the Responsible Person**

**To:** Licensees / Contractors / the Plumbing and Drainage Industry

**From:** PIAS Strategy, Home Building Service, Parramatta

**Date:** June 2016

**Scope:** Applies to Greater Sydney, Blue Mountains, Illawarra & Newcastle regions.

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**As from the 1<sup>st</sup> March 2015, the option of submitting documents by mail will no longer be available.**

Documents such as, the Notice of Work (NoW), Certificate of Compliance (CoC), and Sewer Service Diagrams (SSD), plus any other related documents; can only be submitted to Fair Trading in the following manners; Via MyInspections, handed to the inspector on site or email.

### **How do I submit these documents?**

How the inspection fee was paid, will determine how the documentation can be submitted.

#### Notice of Work (NoW)

- If the audit inspection fee was paid through MyInspections, the (NoW) must be submitted via MyInspections.
- If the audit inspection fee was paid through a QuickCheck agent, (No longer available) the (NoW) can be emailed to PIAS admin at [piasadmin@finance.nsw.gov.au](mailto:piasadmin@finance.nsw.gov.au)

#### Sewer Service Diagram (SSD) and Certificate of Compliance (CoC)

- If the audit inspection fee was paid through MyInspections, the (SSD) or (CoC) must be submitted to the inspector at the completion of the inspection **as per current process** or must be submitted via MyInspections if the inspection is an audit.
- If the audit inspection fee was paid through a QuickCheck agent, (No longer available) the (SSD) or (CoC) must be submitted to the inspector at the completion of the inspection, or if inspection is an audit sent via email to PIAS admin at [piasadmin@finance.nsw.gov.au](mailto:piasadmin@finance.nsw.gov.au)

### **Important**

- 1. If the above mentioned documents are submitted by mail they will be returned back to sender.**
- 2. The older book style “Permit to Work” and “Certificate of Compliance” forms are no longer accepted as they are not the approved form, and the responsible person will be required to resubmit the document in the approved form**

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For more information, please email: [PIASstrategy@finance.nsw.gov.au](mailto:PIASstrategy@finance.nsw.gov.au)

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