# eNotice Guide (Gas)



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# eNotice Login Page



v1.52.1 5-11-2020 10:03

# **First-time Registration for eNotice**

eg. GF123, FL123, EW123, EC123 GF123 Registered Email Address* test.email@gmail.com First Name* Alex Surname* Tester Your registered email address is on file with Building and Energy Division. If this is	•	Your email address must match the – details on file with Building and Energ under your licence. For any issues with details registered with Building and Energy, see <u>Page 5</u> .
Registered Email Address * test.email@gmail.com First Name * Alex Surname * Tester Your registered email address is on file with Building and Energy Division. If this is	•	Your email address must match the – details on file with Building and Energ under your licence. For any issues with details registered with Building and Energy, see <u>Page 5</u>
First Name* Alex Surname* Tester Your registered email address is on file with Building and Energy Division. If this is		under your licence. For any issues with details registered with Building and Energy, see <u>Page 5</u>
Sumame* Tester Your registered email address is on file with Building and Energy Division. If this is		
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		
	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	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

#### **Security Code**



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

	Confirm eNotice Registration	
	Licence GF123	NOTE: If you have no mobile number registered with Building and Energy under your licence, the
	Registered Email Address	security code will be sent to your registered email
The mobile number on file with Building and Energy for your licence	Name Alex Tester	address instead.
will receive an SMS containing a security code. Once entered in this screen and accepting the Terms &	A security code has been sent to +614*****798. Please enter this value below.	
Conditions, you will be registered for eNotice.	I accept the <u>Terms &amp; Conditions</u> of use.	
	Login details will be be sent to your registered email address.	



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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: <<u>do-not-reply@dmirs.wa.gov.au</u>> Sent: Wednesday, 2 December 2020 4:32 PM To: <test.email@gmail.com> Subject: Your New EnergySafety eNotice Account Details Your randomly-generated password may contain different characters that appear identical to others. It is recommended to copy-paste your password directly into the <u>eNotice Login Page</u>. 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 <u>Main Menu</u> after logging in.

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

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 <u>eNotice Login Page</u> 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)



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

"<u>Drafts</u>" 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.

"<u>Notify Rectification Completed</u>" is used to notify the relevant Gas Supplier when work subject to an Inspector's Order or Notice of Defect has been completed.

"<u>New (from existing)</u>" 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.



Use this button to refresh the Main Menu

"<u>New Safety Certificate</u>" is for using a Gas Installation Checklist to certify existing Gas works are compliant and meets the safety requirements of AS/NZS 5601.

"<u>IO/NOD Appeal</u>" 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.

"<u>Past Lodgements</u>" 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.

# eNotice Main Menu (Part 2)

"<u>User Management</u>" allows you to create new users under your licence who have their own login. You may also give other <sup>-</sup> Gas Fitters authority to lodge on your behalf.

"<u>My Companies</u>" is for adding details of companies you work for which will allow you \_\_\_\_\_ to optionally associate your lodgements with a specific company.



"<u>My Details</u>" 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.

"<u>My Clients</u>" 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

Lodge Notice of Completion Company		<b>ل</b>
	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 " <u>My Companies</u> ".
	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 "<u>My Companies</u>". Additionally, if a company is selected and an email address for this company has been saved in "<u>My Companies</u>", they will also receive an email copy of the NOC when lodged.

## Installation Category



#### **Meter Details**

Meter Number		
W8A000000		
Meter not installed	/ unreadable	
	Nevt	
	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.

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#### **Installation Location**

#### Lodge Notice of Completion

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.

Unit Number		
Street Number		
303		
Street *		
Sevenoaks St		
Locality *		
Queens Park		
Postcode		
6107		
20 × 10 × 10 × 10		
Directions - Please	provide sufficient information (nearest corner, landmark	etc.)
Directions – Please Mason Bird Build	provide sufficient information (nearest corner, landmark o ling, corner of Sevenoaks St and Grose Ave	etc.)
Directions – Please Mason Bird Build	provide sufficient information (nearest corner, landmark ding, corner of Sevenoaks St and Grose Ave	etc.)
Directions – Please ( Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark ding, corner of Sevenoaks St and Grose Ave 31.958982, 115.858458)	etc.)
Directions – Please   Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark d ling, corner of Sevenoaks St and Grose Ave 31.958982, 115.858458)	etc.)
Directions – Please   Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark of ling, corner of Sevenoaks St and Grose Ave	etc.)
Directions – Please   Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark d ling, corner of Sevenoaks St and Grose Ave 31.958982, 115.858458)	etc.)
Directions – Please   Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark ling, corner of Sevenoaks St and Grose Ave 31.958982, 115.858458)	etc.)
Directions – Please   Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark ling, corner of Sevenoaks St and Grose Ave 31.958982, 115.858458) Next	ztc.)
Directions – Please   Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark ling, corner of Sevenoaks St and Grose Ave M.958982, 115.858458) Next Save Draft	etc.)
Directions – Please   Mason Bird Build GPS Location (eg3	provide sufficient information (nearest corner, landmark ling, corner of Sevenoaks St and Grose Ave 31.958982, 115.858458) Next Save Draft Previous	etc.)

Lot Number

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**

Lodge Notice of Completion

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.

1	ease	enter	at	least	one	of	the	following	contacts
1	cubc	Cincor	un	icust	one	01	uno	ronoming	contacto

Owner/Occupier
Name
Q Dmirs
Phone Number
6251 1900
Email Address Note: This email address will be used to send a copy of the PDF notice.
Builder/Client
Name
Q

Phone	Number

#### Email Address

Note: This email address will be used to send a copy of the PDF n	otice.
---	--------

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 <u>My Clients</u> 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 <u>My Clients</u> page will be populated.

#### **Installation Details**

Domestic	Commercia	Inc	lustrial		
Operating Pres	sure (kPa) 2.75 kPa	Other			
If other, please	provide value				
			ľ	lext	
			Sav	e Draft	
			Pre	vious	

Cancel

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

## Gas Type

Eodge Notice of Completion 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**

	APA Group
0	ATCO Gas Australia
•	)BP (Dampier Bunbury Pipeline)
•	DDGA (DDG Ashburton)
•	DDGFR (DDG Fortescue River)
<b>e</b>	Esperance Gas
• E	Evol LNG
•	Vorley Parsons
•	Dther

#### 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).



## Type of Work

Lodge Notice of Completion

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



◀┓

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**

#### Lodge Notice of Completion Work Details

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

This relates cylinders.	to you being the first person to commence gas flow through the gas meter or from the gas supplier's
Yes	No
Have you o	lone pipe work?*
Yes	Νο
Were any	ype A appliances installed?*
Yes	No
Was a Typ	e B appliance installed/modified?*

This is generally an appliance specifically approved for industrial use.



Have you commenced supply?\*



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.

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

#### Lodge Notice of Completion Type A (Domestic/Commercial) Appliance(s)

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.

No.	
1	
MJ/h	
199	-
	3
Commissioned	
Yes No	
Cooking Appliance	
Cooking Appliance	
No.	
2	
MJ/h	
85	1
Commissioned	
Commissioned	
Yes No	
Bayonet Connection	
No.	
1	
MJ/h	
NU/h 25	
NJ/h 25	<b>*</b>
MJ/h 25 Commissioned	<b>*</b>
MJ/h 25 Commissioned	<b>*</b>
MJ/h 25 Commissioned Yes No	<b>*</b>
MJ/h 25 Commissioned Yes No	<b>*</b>
MJ/h 25 Commissioned Yes No Barbecue Griller	3
MJ/h 25 Commissioned Yes No Barbecue Griller	3
MJ/h 25 Commissioned Yes No Barbecue Griller No.	*
MJ/h 25 Commissioned Yes No Barbecue Griller No.	*
MJ/h 25 Commissioned Yes No Barbecue Griller No.	*
MJ/h 25 Commissioned Yes No Barbecue Griller No. MJ/h	*
MJ/h 25 Commissioned Yes No Barbecue Griller No. MJ/h	
MJ/h 25 Commissioned Yes No Barbecue Griller No. MJ/h Commissioned	۵
MJ/h 25 Commissioned Yes No Barbecue Griller No. MJ/h Commissioned Yes No	۵

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



## Type B (Industrial) Appliance(s)

Lodge Notice of Completion 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?*
Yes No
Certificate Number
1
Type B Inspector
Specify Issuing Inspector Number *
GI1
Next
Save Draft
Previous
Cancel

#### **Comments and Additional Details**

Lodge Notice of Completion

	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	
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.	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	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
	Next Save Draft Previous Cancel	if applicable).

## **Review and Certify (Part 1)**

Lodge Notice of Completion 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	
Owner/Occupier Name Dmirs (6251 1900)	
M8A000000	E.
Location LOT 401 303 SEVENOAKS ST CANNINGTON 6107 Mason Bird Building, corner of Sevenoaks St and Grose Ave -32.01478394, 115.94410535	ß
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	<b></b>
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	<b>E</b>
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	ß

#### **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 <u>My Companies</u> and a company was selected in <u>Company</u>)

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 Phone Numbers Registration Number GE 122	
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) , a@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
	to enter your own percental reference for this job.
Lodge Notice	
Save Draft	

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).

Previous

Cancel

# Lodge Safety Certificate

## Instructions

The Gas Safety Certificate is for installation safety assessment only, <b>not</b> 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;	
<ul> <li>The sale or purchase of a property</li> <li>Confirmation of the status of the installation prior to renting or leasing a property</li> <li>Litigation proceedings (evidence)</li> <li>Account disputes, gas consumption or loss of gas</li> <li>Dormant installations whereby a gas supplier requires confirmation that the installation is compliant prior to commencing gas supply</li> </ul>	
The assessment is to be undertaken only by an appropriately licenced gas fitter who on completion of the assessment <b>must</b> provide the consumer with:	
<ul> <li>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</li> <li>A copy of the eNotice Gas Safety Certificate whereby you have certified that the installation is compliant, non- compliant and/or unsafe.</li> </ul>	
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 " <u>My Companies</u> ".
Big Co	
O Not Applicable	
Next	
Next Previous	

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 "<u>My Companies</u>". Additionally, if a company is selected and an email address for this company has been saved in "<u>My Companies</u>", they will also receive an email copy of the NOC when lodged.

## **Installation Category**

## Lodge Safety Certificate

Fixed Installation is for works done at a property address.



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.

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#### **Installation Location**

#### Lodge Safety Certificate

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.

Unit Number		
Street Number		
123		
Street*		
Fake St		
Locality *		
Perth		
Postcode		
6000		
Directions – Please provi	ide sufficient information (nearest corner, landmark	etc.)
Directions – Please provi	ide sufficient information (nearest corner, landmark ( 8982, 115.858458)	etc.)
Directions – Please provi	ide sufficient information (nearest corner, landmark ( 8982, 115.858458) Next	etc.)
GPS Location (eg31.95	ide sufficient information (nearest corner, landmark o 8982, 115.858458) Next Save Draft	etc.)
GPS Location (eg31.95	ide sufficient information (nearest corner, landmark i 8982, 115.858458) Next Save Draft Previous	etc.)

Lot Number

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

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

Jnable 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**

Lodge Safety Certificate

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.

	Please	enter a	t least	one of	the f	ollowing	contacts
--	--------	---------	---------	--------	-------	----------	----------

Name	
Q Joe	Bloggs
Phone Nu	nber
0000 0	000
Email Add	ress
Note: This	mail address will be used to send a copy of the PDF notice.
ioe blo	ras@amail.com
100.010	jgs@gmail.com
100.010	gs@gmail.com
100.010	gs@gmail.com
Juilder/	gsægnall.com Slient
Builder/G	gsægnan.com
Builder/ Name	gsægman.com
Builder/ Name	gis@gmail.com
Builder/ Name	Dient
Builder/ Name Q Phone Nu	nber
Builder/C Name Q Phone Nu	nber
Builder/A Name Q Phone Nu	Dient
Builder/A Name Q Phone Nu Email Add	nber



TIP: If you frequently use the same Owner/Occupier(s) or Builder/Client(s), you can add them in the "<u>My Clients</u>" 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 <u>My Clients</u> page will be populated.

#### Installation Details (Mobile Installation)



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

# E Lodge Safety Certificate CNG - Compressed Natural Gas LNG - Liquid Natural Gas LPG - Liquid Petroleum Gas NG - Natural Gas NG - Natural Gas Next Save Draft Previous Cancel

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.

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.

Yes No		
The installation is deem	ed to meet the minimum safety requirements of AS/	NZ\$ 5601?*
Is the gas installation U Yes No	NSAFE to use?*	
details (if applicable) Note: This is deemed to me Installations) Regulations 1	quirements nave not been met - include regulation an eet the requirements of regulation 42A of Gas Standards (Gi 1999, whereby a gas fifter is obligated to report unsafe gas in	asfitting and Consumer Gas
. 20(2). No comple		
	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)	<b></b>
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 <b>not</b> to meet the safety requirements of AS/NZS 5601 The gas installation is safe to use. r. 28(2): No compliance plate attached	Ċ
Gasfitter Details	
Name ALEX TESTER Company Name Business Address	
Phone Numbers	
Registration Number GE123	
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 <u>My</u> <u>Companies</u> and a company was selected in <u>Company</u>)

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).



# New (from existing)

The details of the notice/certificate Review and inp	e previous notice/certificate will be used as the basis for a <b>new</b> e. ut <b>new</b> notice/certificate details as required.
Note, this is not	intended to cancel or amend a notice/certificate.
Notice/Certificate	Number *
Licence Number If you have entered a number.	plumbing NOI/COC number, and it belongs to another plumber, please enter their lice.
Licence Number If you have entered a number.	plumbing NOI/COC number, and it belongs to another plumber, please enter their lice

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.

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# **Past Lodgements**

## Search Criteria

Past Lodgements		<mark>ل</mark>
	Past lodgements can be retrieved by entering any of the following input fields, then use <b>Search</b> button to retrieve.	NOTE: Using filters under Search Criteria
	Search Criteria	is optional, all lodgements made through eNotice are displayed by default (apart
	Notice Number	from hidden records).
	Date Lodged From	
"Lodgement Type" filters down the type of	Date Lodged To	
category. The selections are as follows:	Lodged By	
IO/NOD Appeal Notice of Completion	Location Address / Meter Number	
Safety Certificate	Contact Name	
	Your Job Reference	
	Lodgement Type	
	Show Only Last 6 Months Show Only Hidden	"Show Only Hidden" retrieves any search results which have been previously hidden using the "Hide" icon against a Past Lodgement
	Search	

#### **Result Listings**

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

The second secon

#### Notice of Completion E229691 (Processed) - GF469

MIENDED 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 <u>Page 39</u>).

#### Amendment

#### Lodge Notice of Completion

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 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 numbe	r)
Other		
Other	e provide description	
Other f OTHER, pleas	e provide description	
Other f OTHER, pleas	e provide description	

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.



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**

Drafts

Notice Number		
Location Address / Meter Number		
Contact Name		
Your Job Reference		
Lodgement Type	All	
Show Only Last 6 Months		
	Search	
Jse <b>Edit</b> icon 📝 to change draft or c	omplete lodgement.	

#### 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.

Once a draft is deleted, it cannot be recovered

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 <u>Page 47</u>.

# **Notify Rectification Completed**

## **Rectification Notice Details**

Notify Rectification Complete		<u>ل</u>
	Please enter IO/NOD Number for which rectification work has been completed.	
If you have an Inspector's Order or Notice of Defect where the required rectifications have now been completed, enter your IO/NOD Number to notify the	IO/NOD Number * NOD1143	
relevant Gas Supplier.	If you rectified work for another person, please provide the following additional details.	
	Date Issued	
	Network Operator	
	Select	
	Photos	
	Browse O 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**

#### Notify Rectification Completed Review and Certify

Please review that all details are correct.

Notice of Defect Num	Jer
NOD1143 Date Issued	
2/12/2020	
Issued By	
Installation Address	
303 SEVENOAKS	ST CANNINGTON 6107
Photos	
Gasfitter Details	
Name	
ALEX TESTER	
GE123	
01 120	
<ul> <li>I certify that the completed and and Regulatior</li> </ul>	gasfitting work, the subject of this Notice of Defect, has been complies with the requirements of the Gas Standards Act 1972 is.
	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 cancelled.

Examples of whereby 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 no	t 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.

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#### **Review Details**

IO/NOD Appeal Review Details

Please review that all details are correct.

	ber	
NOD1143		
Date Issued		
2/12/2020		
Issued By		
Installation Address		
303 SEVENOAKS	ST CANNINGTON 6107	
ooo oeveno, into		
Reason for appea		
Compliance plate r	not required	
Gasfitter Details		
Name		
ALEX TESTER		
Licence Number		
GF123		
	e information is accurate and complete.	
I certify that the		
I certify that the	Lodge Appeal	
I certify that the	Lodge Appeal Previous	

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**



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 Create Draft Code 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

#### User Management

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	
Peter	
Surname	
Popper	
Organisation Name	
Email Address to send login details to *	
test.email@gmail.com	
Type of Access	
Create Draft	
Lodge NOC	

-		
	Save	
	Back	

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.

# **My Clients**

## **Registered Clients**

#### My Clients

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#### 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 1 COMPLETE PORTABLE 94107100 1 **Collier Homes** 9443 8288 example@collierhomes.com.au 1 HOME ZONE 61442526 example@homezonebuilding.com.au 1 **Ross North Homes** example@rossnorthhomes.com.au 1 SADHANA CONSTRUCTION 9999 1234 example@sadhanaconstruxtion.com.au 6 records found.

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 <u>Page 15</u>).



#### **Add New Client**

Maintain Client

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.

Phone Number			
9242 9200			
Email Address			
example@dalealco	ckhomes.com.au		
Lot Number			
Unit Number			
Street Number			
Street			
Locality			
Postcode			

Back

Name \*

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.

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# **My Companies**

## **Registered Companies**

E Companies		<u>ل</u>
	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	
14//		

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.

## **Maintain Company**

E Maintain Company	
	Company Name *
	The Bigger Co
	Address
	Locality
	Postcode
	Phone Number(s)
	Email Address(es)
	b@biggerco.com
	Save
	Back
Whe man	n adding or editing a company, only the Company Name is a datory field. All other details are optional however it is suggested

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to include all known details.

# **My 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	
Work Phone Number	
Registered Mobile Phone	
Registered Email Address	
Licence Classes G - All gasfitting work except gasfitting work classed as Class I. E or P	
Authority For	
Create Draft, Lodge NOC, User Management	
Change Contact Details C f Back to Main Menu	All details under the "Licence Details" section are on ile with Building and Energy under your licence. If anything in this section is incorrect, you can update his online by clicking "Change Contact Details".

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