Signed in users may lodge and pay the application fee for new plumbing applications via eServices. The screens below provide an overview of the process.

**Step 1**
- Register to use eServices. Registered users must be signed in to access plumbing application types. The registered user’s email address will be used to forward confirmation that the application has been received and receipt for payment.

**Step 2 – Select application type**
- Select the Plumbing application type from the dropdown menu.
Step 3 – Search and select the parcel

1. Select the “Address search” or “Lot and plan search” tab
2. Enter some or all details to commence search
3. Confirm parcel details & select parcel
4. Click on ‘Next’ to continue

Step 4 – Identify parties applicable to this lodgement

- The Applicant name will be used from your eServices registration. If the applicant is different on the Form 1 please delete and add the correct person/company.

N.B. If your eServices registration details are incorrect select ‘My Account’ then ‘Update Details’ on the eServices toolbar (this should not be done during lodgement).
Step 5 onwards

Enter application information

- Enter the required information and complete the questions. Click ‘Next’ to continue through the remaining pages.

Sanitary plumbing and sanitary drainage

Please note: Multi-residential developments must be lodged as Commercial applications

Select from one of the descriptions below:

Select a description

Nature of Work *

Type of work *

Fixtures to be installed

Completion of this section is mandatory. A fixture pair may be considered one fixture.

Enter the number of sanitary plumbing fixtures to be installed:

Number of sinks
Number of basins
Number of urinals
Number of showers
Number of baths
Number of W.C.s
Number of laundry tubs
Number of backflow prevention devices
Number of sub-meters

Total number of fixtures

This field is an automatic calculation of the fixtures entered above.

Total number of fixtures to be installed *

Do not include cisterns in the above fixtures. Council does not charge for the assessment or inspection of cisterns. Requests to cancel or refund an application will attract a refund fee.

Applicant Reference

Enter your reference for this application.

Applicant’s reference *

Previous Next
Form 1
The Plumbing Industry Council requires the Form 1 to be submitted to the Council assessing the application. MBRC eServices provides the option to upload a copy of the Form 1 by moving to the next page or complete the remaining sections online.
Upload documents

- Follow the on-screen instructions to upload documents associated with the application, then click 'Next' to continue. A list of the documents required for each application type can be found under plumbing applications on Council's website.

Review and confirm your application

- Review the details presented on screen. Click 'Next' to continue to the secure payment page.
Payment
• Using the secure (https) payment gateway, enter your Credit Card details. Click ‘Pay’ once only to continue. Clicking pay more than once may result in duplicate charges being processed.

Successful Submission

Additional information
Additional information about eServices, receipts, timing out, saving & cancelling incomplete applications can be found on Council’s website.