

eNotice Guide (Gas)

Table of Contents

eNotice Login Page.....	3
First-time Registration for eNotice	4
Security Code	5
eNotice Main Menu (Part 1)	6
eNotice Main Menu (Part 2)	7
Lodge Notice of Completion.....	8
Company	8
Installation Category	9
Meter Details.....	10
Validate Meter Number.....	11
Installation Location	12
Validate Address.....	13
Contact Details	14
Installation Details.....	15
Gas Type	16
Gas Supplier	17
Type of Work	18
Work Details	19
Type A (Domestic/Commercial) Appliance(s)	20
Type B (Industrial) Appliance(s)	21
Comments and Additional Details	22
Review and Certify.....	23
Lodge Safety Certificate.....	24
Instructions	24
Company	25
Installation Category	26
Installation Location	27
Contact Details	28
Installation Details (Mobile Installation)	29
Gas Type	30
Safety Assessment.....	31
Review and Certify.....	32
New (from existing)	33
Past Lodgements	34
Search Criteria.....	34
Result Listings	35
Amendment	36

Drafts	37
Notify Rectification Completed.....	38
Rectification Notice Details	38
Review and Certify.....	39
IO/NOD Appeal	40
User Management	41
Registered Users	41
Add New Authority	42
Add New User.....	43
My Clients	44
Registered Clients	44
Add New Client	45
My Companies	46
Registered Companies	46
Add New Company.....	47
My Details	48

eNotice Login Page



Department of Local Government,
Industry Regulation and Safety



eNotice uses the same portal for multiple industries including Electricity, Gas, and Plumbing.

You can easily access eNotice by using the following shortlink: <https://esenotice.commerce.wa.gov.au/>

Click “Register for eNotice” if you have yet to register your Gas Fitter licence in eNotice.

Welcome to eNotice Building and Energy Division

User ID *

Licence number followed by initials

eg. GF123AB, PL123AB, EW123AB, EC123AB

Password *

Show Password

Please note that you need to register / login under each of your licences.

Login

OR

Register for eNotice

Forgot Password

Help



Click “Forgot Password” if you are having issues logging in with an existing User ID. This process will allow you to set a new password for your eNotice User ID.

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First-time Registration for eNotice



Department of Local Government,
Industry Regulation and Safety



Register for eNotice

Licence Number *

Including letters and numbers (excluding leading zeros)
eg. GF123, PL123, EW123, EC123

GF123

Registered Email Address *

test.email@lgirs.wa.gov.au

First Name *

Alex

Surname *

Tester

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

Enter your Licence Number without initials at the end and no leading zeros.

The name entered must be the Licensed Gas Fitter's name associated with the Licence Number.

Your email address must match the details registered with Building and Energy under your licence. To update any of your Contact Details, you can do this online using the following link: <https://demirs.wa.gov.au/be/changeofcontact> Alternatively, you can contact Building and Energy's Gas Licensing team.

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Security Code



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Industry Regulation and Safety



The mobile number associated with your licence will receive an SMS containing a security code. Once entered in the first field, create a password containing the minimum criteria and accept the Terms & Conditions to complete registration.

Confirm eNotice Registration

Licence

[Redacted]

Registered Email Address

[Redacted]

Name

Alex Tester

A security code has been sent to [Redacted]. Please enter this value below.

463167

Your password must be at least eight characters in length, contain at least one uppercase character, one lowercase character and one number.

New Password *

Confirm New Password *

☒ I accept the [Terms & Conditions](#) of use.

Submit

Back

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NOTE: If you have no mobile number registered against your licence with Building and Energy, the security code will be sent to your registered email address instead.

eNotice Main Menu (Part 1)



Department of Local Government,
Industry Regulation and Safety



Welcome to eNotice

[Alex Tester](#)

Licence Active - Expiry Date 28/07/2028

Draft (1 Item)



New NOC



New Safety Certificate



Notify Rectification Completed



IO/NOD Appeal



Past Lodgements



New (from existing)



[“Drafts”](#) is only shown when you have saved drafts of incomplete lodgements.

Drafts can be useful for storing details of a job to be lodged later or for authorised users to prepare the details for the Gas Fitter to lodge.

You will need to edit or delete these drafts in order to complete or remove these jobs.

[“Notify Rectification Completed”](#) is used to notify the relevant Gas Supplier when work subject to an Inspector’s Order or Notice of Defect has been completed as requested.

[“Past Lodgements”](#) is a record of all lodgements generated in eNotice under your licence.


You can use this to download certificates, locate outstanding jobs, continue lodgements, and amend lodgements within the permitted timeframes.

[“New Safety Certificate”](#) is for utilising a Gas Installation Checklist to certify that existing Gas works are compliant and meet the safety requirements of AS/NZS 5601.


[“IO/NOD Appeal”](#) is used to lodge a formal appeal for an Inspector’s Order or Notice of Defect that has been issued to you.


[“New \(from existing\)”](#) is used to copy details from an existing Notice of Completion lodged under your licence or a Plumbing Notice of Intention / Certificate of Compliance lodged under your licence or another to create a new Notice of Completion where property and/or work details are similar.

eNotice Main Menu (Part 2)












Department of Local Government,
Industry Regulation and Safety





Welcome to eNotice
[Alex Tester](#)
Licence Active - Expiry Date 28/07/2028

- Logout 
- Change Password 
- User Management 
- My Details 
- My Companies 
- My Clients 
- Help 
- Contact Us 
- FAQ 

[“User Management”](#) allows you to create new users under your licence who have their own User ID login. You may also give other Gas Fitters authority to lodge on your behalf.

[“My Companies”](#) is for adding details of companies you work for which will allow you to optionally associate your lodgements with a specific company.

On the Main Menu, the logout button is used as an internal refresh for eNotice which can be more effective than a browser refresh.

[“My Details”](#) 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.

[“My Clients”](#) allows you to set up frequently used clients which can prefill 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



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.

- ☒ Big Co
☐ Not Applicable

Next

Cancel

NOTE: This page is only shown when a company has been added in ["My Companies"](#).

Selecting a company is optional, however when selected this will include company contact details on the PDF certificate in place of the Gas Fitter's contact details if this has been added in ["Add New Company"](#). Additionally, if a company is selected and an email address for this company has been saved in ["My Companies"](#), they will also receive an email copy of the NOC when lodged.

Installation Category

Fixed Installation is for works done at a property address.

Fixed Installation

Mobile Installation

Previous

Cancel

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.

Meter Details



Meter Number

M8A12345678

☐ Meter not installed / unreadable

Next

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



Validate Meter Number



Unable to validate meter number **M8A12345678**.
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.

Installation Location



Lot Number
401

Unit Number

Street Number
303

Street *
Sevenoaks St

Locality *
Queens Park

Postcode
6107

Directions – Please provide sufficient information (nearest corner, landmark etc.)
Mason Bird Building, corner of Sevenoaks St and Grose Ave

GPS Location (eg. -31.958982, 115.858458)

When working on a mobile installation, use the address/location where work was conducted. When using an accepted Meter Number, ensure all pre-filled address details are correct.

“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.

NOTE: When providing coordinates which are obtained manually, it is recommended to add this in the Directions field as the GPS Location requires very specific formatting to be accepted.

“GPS Location” is used to obtain the coordinates of the installation address. If you are at the site address while lodging your Notice of Intention, click this button to obtain your current coordinates.

Next

Save Draft

Previous

Cancel

Validate Address



Validate Address



All addresses are validated through Landgate or Meter Numbers. If an address does not match existing records, a list of suggested addresses will be displayed in the top section. If this address is correct, you can use the validated address to automatically populate the GPS Location and ensure correct address formatting.

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 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.

NOTE: You will need to ensure a Postcode has been entered in the previous screen when using a non-validated address.

Lot Numbers entered in the previous screen will still be retained and carried over even if they are not displayed in the suggested address.

Contact Details



You are required to enter at least one Name for Owner/Occupier or Builder/Client, along with one Contact Method (Phone Number or Email Address).

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 provide the Notice of Completion manually, enter a Phone Number instead of an Email Address.

Please enter at least one of the following contacts.

Owner/Occupier

Name



Lgirs

Phone Number

6251 0000

Email Address

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

Builder/Client

Name



B1 Homes

Phone Number

9261 3131

Email Address

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

example@b1homes.com.au

Next

Save Draft

Previous

Cancel

NOTE: If you frequently use the same Owner/Occupier(s) or Builder/Client(s), you can add them in the [“Add New Client”](#) page. After a client has been added, you can begin typing the client’s name in the “Name” field and a suggestion of the client’s name will appear below. When clicked, all saved details from the [“My Clients”](#) page will be populated.

Installation Details



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

Domestic

Commercial

Industrial

Operating Pressure (kPa)

1.25 kPa

2.75 kPa

Other

If other, please provide value

Next

Save Draft

Previous

Cancel

Gas Type

CNG Hydrogen Blend Hydrogen LNG LPG **NG** Other

If other, please provide details

Next

Save Draft

Previous

Cancel

When certifying Fixed Installations, only Gas Types relevant to the installation will be displayed. In most cases you will be able to select from the majority of available Gas Types, such as:

- **CNG** (Compressed Natural Gas)
 - **Hydrogen Blend**
 - **Hydrogen**
 - **LNG** (Liquid Natural Gas)
 - **LPG** (Liquid Petroleum Gas)
 - **NG** (Natural Gas)
 - **Other**
-

Gas Supplier



- ☐ APA Group
- ☒ ATCO Gas Australia
- ☐ DBP (Dampier Bunbury Pipeline)
- ☐ DDGA (DDG Ashburton)
- ☐ DDGFR (DDG Fortescue River)
- ☐ Esperance Gas
- ☐ Evol LNG
- ☐ Mid-west LNG Pty Ltd
- ☐ Woodside/EDL

If other, please provide details

Next

Save Draft

Previous

Cancel

The list of commonly used Gas Suppliers will change depending on the Gas Type previously selected (e.g. selecting LPG will display several Gas Suppliers not available in the list for Natural Gas).

Type of Work



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

New Installation

Additional Work

Previous

Cancel

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



Have you commenced supply? *

This relates to you being the first person to commence gas flow through the gas meter or from the gas supplier's cylinders.

Yes

No

Have you done pipe work? *

Yes

No

Were any Type A appliances installed? *

Yes

No

Was a Type B appliance installed/modified? *

This is generally an appliance specifically approved for industrial use.

Yes

No

Next

Save Draft

Previous

Cancel

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

Type A Appliances are appliances for use in residential or commercial installations.

Type B Appliances are appliances for use in industrial or large-commercial installations which require approval and certification from a Type B Gas Appliance Inspector.

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 should be the combined amount for these appliances.

Water Heater

No.

Mj/h

Commissioned ☒ Yes ☐ No

Cooking Appliance

No.

Mj/h

Commissioned ☒ Yes ☐ No

Dayonet Connection

No.

Mj/h

Commissioned ☒ Yes ☐ No

Barbecue Grill

No.

Mj/h

Commissioned ☐ Yes ☐ No

Space Heater

No.

Mj/h

Commissioned ☐ Yes ☐ No

Spa/Pool Heater

No.

Mj/h

Commissioned ☐ Yes ☐ No

Other

No.

Mj/h

Commissioned ☐ Yes ☐ No

Details of other appliances

If Type A Appliances installed are not included in this list, you can enter this in “Other” and enter specifics of the appliance(s) in the Details field below.

Type B (Industrial) Appliance(s)



Appliance Description *

Coffee Roaster

Gas Consumption (MJ/h) *

40

☒ Pre-Assembled
☐ Assembled On Site
☐ Conversion/Modification

Commissioned? *

Certificate Number

E423000

Type B Inspector

Specify Issuing Inspector Number *

GI1

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.

Next

Save Draft

Previous

Cancel

Comments and Additional 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.

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.

If YES, please provide details

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.

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).

If YES, please provide details

Test Results - Optional

Drop Files Here

Note: Multiple files can be uploaded.

Installation Photos - Optional

Drop Files Here

Note: Multiple files can be uploaded.

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 when applicable).

While optional, you can upload any additional photos or documents relating to the job here. If there are any complications or compliance issues spotted on the site, it is recommended to upload photo evidence under the Installation Photos section to cover yourself.

Next


Save Draft

Previous


Cancel


Review and Certify


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/Owner Name
Lgth (M2) (0000) 

Builder/Client Name
81 Holmes (2081 3131, example@bthomes.com.au) 

Water
MGA12345678 

Location
LOT 401 303 Severnside St Queens Park 6107
Mason Blvd Building, corner of Severnside St and Grosse Ave


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

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)
100 MJ/h, Commissioned? Yes

Cooking Appliance (1)
80 MJ/h, Commissioned? Yes 


Refrigeration (1)
20 MJ/h, Commissioned? Yes

Type B (Industrial) Appliance(s)

Description
Coffee Roaster

Gas Consumption
40 MJ/h

Pre-Assembled?
Yes

Assembled On Site?
No 

Commission/Recommission?
No


Commissioned?
Yes

Certificate Number
EG48123

Inspector
[Redacted]

Comments & Additional Details

Notified exception required for certification?
No

Any non-compliance details to report?
No 

Any comments or additional details?
No

Company Details

Name
[Redacted]

Company Name
[Redacted]

Biz. Co.
[Redacted]


Business Address
[Redacted]

Phone Numbers
[Redacted]

Registration Number
[Redacted]

Class of Gasfitter
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?
11/9/2025 

A copy of this PDF notice will be sent to the following email address(es)
[Redacted] (provided email address has been provided). Other copies can be sent by entering email address(es) below (separated by a comma).

Your Job Reference
[Redacted]

Lodge Notice of Completion

Save Draft

Previous

Cancel

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 [My Companies](#) and a company was selected in [Company](#))

Your Job Reference is an optional field for you to enter your own personal reference for this job.

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).

Lodge Safety Certificate

Instructions



The Gas Safety Certificate is applicable to gas installation safety assessment only. It **may not** be used as a substitute document for where a Notice of Completion is required.

The Gas Safety Certificate system has been developed to assist industry where a documented safety assessment of a gas installation is desired. For example:

- The sale or purchase of a property
- Determination of the status of the gas installation prior to renting or leasing a property
- Account disputes, gas consumption or loss of gas

The assessment may only be carried out by an appropriately licenced gas fitter who upon completion of the assessment provides the customer with:

- A completed safety assessment checklist, the minimum being the checklist detailed in AS/NZS 5601.1, and
- A copy of the eNotice Gas Safety Certificate which details that the assessment has found the gas installation to be compliant, non-compliant or unsafe.

Where the gas installation has been deemed unsafe, the submission of the Gas Safety Certificate will automatically send a copy to the identified gas supplier. This meets the gasfitter's responsibility to report unsafe gas installations as required by the *Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 42A*.

Immediate steps shall be taken to make safe any unsafe gas installation or gas appliance.

Next

Cancel

Ensure you carefully read the Instructions for a Gas Safety Certificate. Proceeding with this lodgement type will require you to provide a Safety Assessment Checklist. This can be in the form of a Gas Installation Checklist or similar.

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.

☐ Big Co
☒ Not Applicable

Next

Previous

Cancel

NOTE: This page is only shown when a company has been added in ["My Companies"](#).

Selecting a company is optional, however when selected this will include company contact details on the PDF certificate in place of the Gas Fitter's contact details if this has been added in ["Add New Company"](#). Additionally, if a company is selected and an email address for this company has been saved in ["My Companies"](#), they will also receive an email copy of the NOC when lodged.

Installation Category

Fixed Installation is for works done at a property address.

Fixed Installation

Mobile Installation

Previous

Cancel

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.

Installation Location



Lot Number

Unit Number

Street Number

Street *

Locality *

Postcode

Directions – Please provide sufficient information (nearest corner, landmark etc.)

GPS Location (eg. -31.958982, 115.858458)

When working on a mobile installation, use the address/location where work was conducted. When using an accepted Meter Number, ensure all pre-filled address details are correct.

“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.

NOTE: When providing coordinates which are obtained manually, it is recommended to add this in the Directions field as the GPS Location requires very specific formatting to be accepted.

“GPS Location” is used to obtain the coordinates of the installation address. If you are at the site address while lodging your Notice of Intention, click this button to obtain your current coordinates.

Next

Save Draft

Previous

Cancel

Contact Details



You are required to enter at least one Name for Owner/Occupier or Builder/Client, along with one Contact Method (Phone Number or Email Address).

NOTE: Entering an Email Address for the Owner/Occupier and/or Builder/Client will automatically provide them with a copy of the Gas Safety Certificate once lodged. If you wish to provide the GSC manually, enter a Phone Number instead of an Email Address.

Please enter at least one of the following contacts.

Owner/Occupier

Name

Phone Number

Email Address

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

Builder/Client

Name

Phone Number

Email Address

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

Next

Save Draft

Previous

Cancel

NOTE: If you frequently use the same Owner/Occupier(s) or Builder/Client(s), you can add them in the [“Add New Client”](#) page. After a client has been added, you can begin typing the client’s name in the “Name” field and a suggestion of the client’s name will appear below. When clicked, all saved details from the [“My Clients”](#) page will be populated.

Installation Details (Mobile Installation)

Marine

Caravan/Trailer

Motorhome

Food Van

Licence or Identification Number *

VIN2025

Next

Save Draft

Previous

Cancel

For works on a Mobile Installation, you will need to select the type of Automotive and enter the Licence Number or Vehicle Identification Number.

Gas Type



LPG

NG

Other

If other, please provide details

Next

Save Draft

Previous

Cancel

When certifying Mobile Installations, only Gas Types relevant to the installation will be displayed. In most cases you can only select LPG (Liquid Petroleum Gas), NG (Natural Gas), or Other.

Safety Assessment



✓ Draft Safety Certificate successfully saved.
The Safety Certificate number is GSC423489.

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.

The installation is deemed to meet the minimum safety requirements of AS/NZS 5601? *

Yes

No

Safety Assessment Checklist *

A safety assessment checklist such as the Gas Installation Checklist detailed in AS/NZS 5601 must be completed.

A copy will be automatically emailed to the consumer (if email address provided).

Note: A safety assessment checklist is deemed the minimum requirement of an assessment.



Gas Safety Installation Checklist - 100 Plain St, East Perth



Upload

Drop Files Here

Note: Multiple files can be uploaded.

Next

Save Draft

Previous

Cancel

A Gas Safety Certificate requires the licensed Gas Fitter to complete a Safety Assessment Checklist to certify all works are compliant.

Review and Certify

Lodge Safety Certificate GSC423489
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
Lgirs (6251 0000)

Location
100 PLAIN ST EAST PERTH 6004
-31.96050406, 115.87539567

Mobile Installation Details

Type of Gas
LPG

Type of Installation
Caravan/Trailer

Licence or Identification Number
VIN2025

Fixed Installation Details

Not Applicable

Safety Assessment

The installation is deemed to meet the minimum safety requirements of AS/NZS 5601.

Safety Assessment Checklist

Gas Safety Installation Checklist - 100 Plain St, East Perth

Gasfitter Details

Name

Company Name

Business Address

Phone Numbers

Registration Number

Classes of Gasfitting
G

☒ I certify that this gas installation has been assessed to the minimum safety requirements of AS/NZS 5601 and a safety assessment checklist has been provided to the consumer.

Date of Completion *
11/9/2025

A copy of the PDF notice will be sent to the following Gas Fitter email address(es)

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

Lodge Safety Certificate

Save Draft

Previous

Cancel

Once Lodge Safety Certificate has been clicked, a PDF copy of the Gas Safety Certificate and Safety Assessment Checklist 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 [My Companies](#) and a company was selected in [Company](#))

Additional email addresses not covered by the above list can be entered here to receive a PDF copy of the Gas Safety Certificate (if multiple email addresses are entered, they must be separated by a comma).

Your Job Reference is an optional field for you to enter your own personal reference for this job.

New (from existing)

Please enter a previous Notice/Certificate Number.
The details of the previous notice/certificate will be used as the basis for a **new** notice/certificate.
Review and input **new** notice/certificate details as required.
Note, this is not intended to cancel or amend a notice/certificate.

Notice/Certificate Number *

If you also hold a plumbing licence, you may also enter a plumbing NOI/COC number.

E423487

Licence Number

If you have entered a plumbing NOI/COC number, and it belongs to another plumber, please enter their licence number.

Next

Back to Main Menu

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 Notice of Completion must have been previously lodged under your Gas Fitter Licence Number on eNotice to use as a template, however a Plumbing Notice of Intention can be previously lodged by another Plumber provided you know the Notice Number and their Plumbing Contractor's Licence Number.

Past Lodgements

Search Criteria



Past lodgements can be retrieved by entering any of the following input fields, then use **Search** button to retrieve.

Search Criteria

☒ Show Only Last 6 Months

Notice Number

Date Lodged From

Date Lodged To

Lodged By

Location Address / Meter Number

Contact Name

Your Reference

Lodgement Type

☐ Show Only Hidden

Search

NOTE: When using filters under Search Criteria, it is recommended to enter minimal details. For example, only enter the Notice Number or only enter part of the Location Address.

“Show Only Hidden” displays any jobs which have been previously hidden after using Hide underneath a lodgement.

Result Listings



Past lodgements can be retrieved by entering any of the following input fields, then use **Search** button to retrieve.

Search Criteria

- Use **Download** icon to immediately get another PDF copy of lodgement.
- Use **Send Copy** icon 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 NOD8374 (Processed)

303 SEVENOAKS ST CANNINGTON 6107

Lodged by Alex Tester on 11/09/2025 06:12 PM

Safety Certificate GSC423489 (Processed) -

100 PLAIN ST EAST PERTH
Lgirs
Work Completed 11/09/2025

Lodged by Alex Tester on 11/09/2025 06:11 PM

Notice of Completion E423488 (Processed) -

New Installation (Commenced Supply, Pipe Work, Type A Commissioned, Type B)
LOT 401 303 SEVENOAKS ST CANNINGTON (M8A12345678)
Lgirs, B1 Homes
Work Completed 11/09/2025

Lodged by Alex Tester on 11/09/2025 05:55 PM

Notice of Completion E423487 (Processed) -

Additional Work (Repair Work)
15 WEST COAST HWY CITY BEACH
COMPLETE PORTABLE
Work Completed 11/09/2025

Lodged by Alex Tester on 11/09/2025 05:35 PM

4 records found.

Download Results

Back to Main Menu

- Download** downloads a PDF copy of the lodgement directly to your device.
- Send Copy** sends an email with a PDF copy of the lodgement (or draft) to the specified recipient.
- Amend** allows you to amend any details of a Notice of Completion which has been lodged up to 7 days prior.
- Hide** keeps any irrelevant lodgements from appearing in your Past Lodgements. (e.g. Jobs lodged in error).
- Unhide** replaces Hide when searching with “Show Only Hidden” and can restore hidden lodgements.

NOTE: If you don't see a record for works you have lodged, you may have used Hide previously. Use the “Show Only Hidden” checkbox in the Search Criteria to double-check for any hidden jobs.

Amendment



You are only able to amend a Notice of Completion or Gas Safety Certificate within 7 days of lodgement. After this period, you will need to create a new Notice of Completion or Safety Certificate and provide an explanation for the duplicate submission when prompted for additional comments.

Lodged Notice 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 compliance statements
- ☐ 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 number)
- ☐ Other

If OTHER, please provide description

Comments

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.

Next

Cancel

When amending a Notice of Completion or Gas 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 created by another Administration User (with permissions for “Create Draft”) will carry over to the Gas Fitter’s User ID. Refer to [User Management](#) for further details.

Search Criteria

☐ Show Only Last 6 Months

Notice Number

Location Address / Meter Number


Contact Name


Your Reference


Lodgement Type

All

Search


Use **Edit** icon  to change draft or complete lodgement.

Use **Send Copy** icon  to get a PDF copy of draft.

Use **Delete** icon  to remove draft no longer required.

Notice of Completion E423490 (Draft) -





Additional Work (Repair Work)
15 WEST COAST HWY CITY BEACH
COMPLETE PORTABLE
Work Completed 11/09/2025



Created by Alex Tester on 11/09/2025 05:52 PM

Safety Certificate GSC423491 (Draft) -




100 PLAIN ST EAST PERTH
Lgirs
Work Completed 11/09/2025



Created by Alex Tester on 11/09/2025 06:18 PM

Notice of Completion E423492 (Draft) -

New Installation (Commenced Supply, Pipe Work, Type A Commissioned, Type B)
LOT 401 303 SEVENOAKS ST CANNINGTON (M8A12345678)
Lgirs, B1 Homes
Work Completed 11/09/2025



Created by Alex Tester on 11/09/2025 06:19 PM

3 records found.

Download Results

Back to Main Menu

Deleting a draft will permanently remove this from eNotice. Once a draft is deleted, it cannot be recovered.

NOTE: A Notice of Completion 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.

NOTE: When using filters under Search Criteria, it is recommended to enter minimal details. For example, only enter the Notice Number or only enter part of the Location Address.

Notify Rectification Completed

Rectification Notice Details

Notify Rectification Complete



Please enter IO/NOD Number for which rectification work has been completed.

IO/NOD Number *

NOD8374

Was IO/NOD issued to another person?

☐

Photos

Rectification Photo - 303 Sevenoaks St, Cannington.jpg



Upload

Drop Files Here

Note: Multiple files can be uploaded.

Next

Cancel

NOTE: You cannot enter an IO/NOD Number if the Order and Notification to the Gas Supplier has already been completed.

If you have received an Inspector's Order or Notice of Defect and have completed the required rectification(s), enter your IO/NOD Number to notify the relevant Gas Supplier.

If you have rectified an IO/NOD which is not in your name, 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

Notice of Defect Number

NOD8374

Date Issued

11/9/2025

Issued By

[REDACTED]

Installation Address

303 SEVENOAKS ST CANNINGTON 6107

Photos

Rectification Photo - 303 Sevenoaks St, Cannington.jpg

Gasfitter Details

Name

[REDACTED]

Licence Number

[REDACTED]



I certify that the gasfitting work, the subject of this Notice of Defect, has been completed and complies with the requirements of the Gas Standards Act 1972 and Regulations.

Notify Rectification Completed

Cancel

Upon pressing “Notify Rectification Completed”, the Gas Supplier who issued the IO/NOD will receive an email advising that works have been completed.

IO/NOD 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 be 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

Next

Cancel

Clicking “Next” will take you to an external webpage where you can complete a Notice of Defect Appeal Form to contact the issuing Gas Inspector and lodge a formal appeal.

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.

User Management

Registered Users



A list of users linked to this licence will be shown here, along with their permissions.

Gas Fitters with authority to lodge on your behalf will be listed here. You can only add existing eNotice User IDs for other Gas Fitters.

Edit  is used to change the details or permissions for a user.

NOTE: Editing a user's name will not change the User ID.

Search Criteria


Name or Logon or Licence Number


User Role

All

Search


Gas Fitters with authority


 John Doe (GF999JD)
Licence Expiry Date 22/09/2028
Create Draft, Lodge NOC





Add New Authority


Administration Users

 Alex Tester (GF123AT)
Create Draft, Lodge NOC, User Management

 Anthony Thompson (GF123AT2)
Create Draft

 Peter Tester (GF123PT)
Create Draft, Lodge NOC, User Management






Add New User

Back to Main Menu

The User ID for an eNotice login is determined by the licence number it's created under, followed by the initials of a user's first name and surname.

Delete  is only shown for additional Administration Users in User Management or Gas Fitters with Authority; the Gas Fitter's User ID cannot be deleted. This can be used to remove any User ID's which are no longer required.

NOTE: An identical User ID cannot be re-used even after deletion. Creating a new Administration User with the same initials will result in the User ID ending in "2", "3", "4" etc.

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)

GF1234AB

Type of Access *

- ☒ Create Draft
- ☒ Lodge NOC

Save

Back

A Gas Fitter with Authority must have their own eNotice User ID for their Gas Fitting licence number to be added through this method. The Type of Access can be controlled by the Gas Fitter's User ID or other Administration Users under this licence with User Management access.

Add New User



User Details

First Name

Peter

Surname

Tester

Organisation Name

Email Address to send login details to *

test.email@lgirs.wa.gov.au

Type of Access

☒ User Management

☒ Create Draft

☒ Lodge NOC

Your password must be at least eight characters in length, contain at least one uppercase character, one lowercase character and one number.

New Password *

Confirm New Password *

Save

Back

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.

The email address entered here is only used to receive the eNotice registration email. This email address is not used by eNotice outside of this process.

My Clients

Registered Clients

My Clients



A list for frequently used clients can be created and managed from this page.

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



Collier Homes

9443 8288
example@collierhomes.com.au



COMPLETE PORTABLE

9410 7100



Dale Alcock Homes

9242 9200
example@dalealcockhomes.com.au



HOME ZONE

example@homezonebuilding.com.au



5 records found.

Add

Back to Main Menu

Once created in [Add New Client](#), the client's saved details will populate in the [Contact Details](#) section of your Notice of Completion or Gas Safety Certificate when you begin typing the client's name and click on the suggested dropdown.

Add New Client



Maintain Client



Name *

Dale Alcock Homes

Phone Number

9242 9200

Email Address

example@dalealcockhomes.com.au

Lot Number

Unit Number

Street Number

5

Street

Mary St

Locality

Como

Postcode

Save


Back

Entering an address for your client is optional and is not used by eNotice, however this may be useful for your personal records as an address book.

NOTE: While you are only required to enter a Name in this page, it is recommended to enter at least one Contact Method (Phone Number or Email Address) to easily populate the minimum required Contact Details in your Notice of Intention or Certificate of Compliance.

My Companies

Registered Companies


 Companies



A list for companies can be created and managed from this page.

Enter details of companies that you perform work for.
These details can be used when submitting a notice.

Big Co

 example@bigco.com



1 records found.

Add

Back to Main Menu

Once created in [Add New Company](#), the company can optionally be selected from a list when lodging a Notice of Completion or Gas Safety Certificate. Selecting a company from this list will associate these details with your lodgement.

Add New Company

Company Name *

Bigger Co

Address

Locality

Postcode

Phone Number(s)

6251 0000

Email Address(es)

example@biggerco.com

Save

Back

Majority of the details entered here will be displayed on the PDF copy of the NOC or GSC when the company is selected. See the below for details of what will be shown on the PDF:

- **Company Name** will be displayed under **Company Name**.
- **Address/Locality/Postcode** will replace the Gas Fitter's address under **Business Address**.
- **Phone Number(s)** will replace the Gas Fitter's number under **Gas Fitter's Phone Number**.
- **Email Address(es)** will **not** be displayed.

While you are only required to enter a Name in this page, it is recommended to also enter an email address to ensure the Notice of Completion or Gas Safety Certificate is delivered to the company's email address.

My Details

User Details
User ID
GF123AT
First Name *

Surname *

Licence Details
Licence Number

(Active - Expiry Date 28/07/2028)
Licence Holder

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

All details under the “Licence Details” section reflect the registered details against your licence with Building and Energy.

If anything in this section is incorrect, you can update this online by clicking “Change Contact Details”.

Change Contact Details



Back to Main Menu