eNotice Guide (Gas)

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eNotice Login Page





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.

Wa.gov.au

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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

Welcome to eNotice

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.

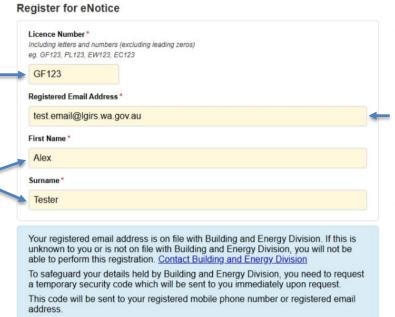
First-time Registration for eNotice





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.



Request Security Code

Back

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.

wa.gov.au

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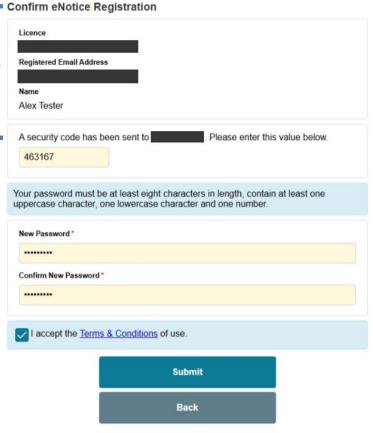
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Security Code





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.



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v3.1.1 30-7-2025 9:56

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)







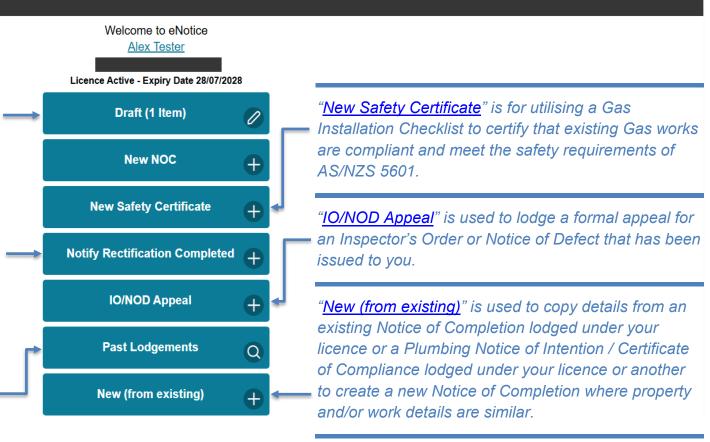
"<u>Drafts</u>" is only shown when you have saved drafts of incomplete lodgements.

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.



eNotice Main Menu (Part 2)





On the Main Menu, the logout button is used as an internal refresh for eNotice which can be

"<u>User Management</u>" 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.

Licence Active - Expiry Date 28/07/2028

Logout

Change Password

User Management

My Details

My Companies

Alex Tester

Licence Active - Expiry Date 28/07/2028

Logout

User Management

My Details

J

My Companies

Alex Tester

Change Password

D

Logout

User Management

D

My Companies

Alex Tester

Change Password

D

Logout

User Management

D

My Companies

Alex Tester

Change Password

D

Logout

Welcome to eNotice

"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.

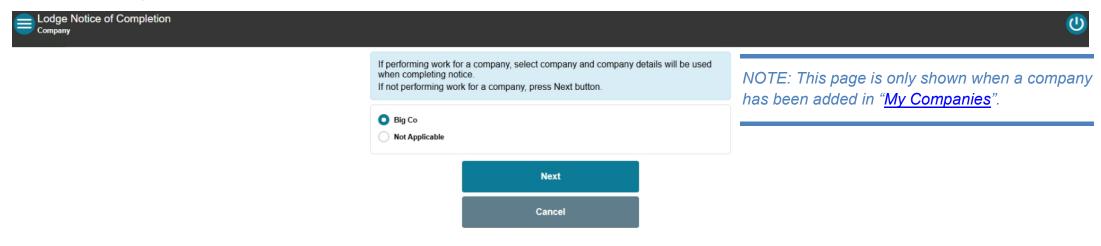
more effective than a browser refresh.

"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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v3.1.1 30-7-2025 9:56

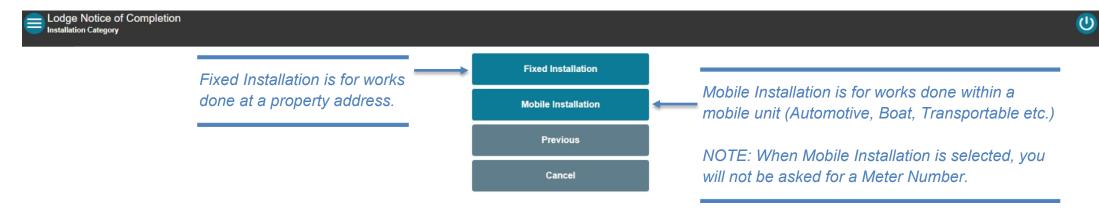
Lodge Notice of Completion

Company

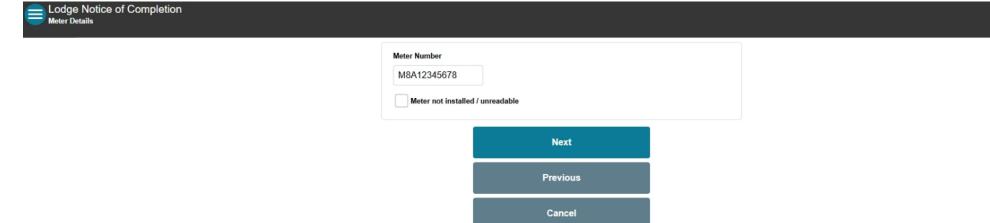


Selecting a company is optional, however when selected this will include company contact details on the PDF certificate in place of the Gas Fitter's contact details if this has been added in "Add New Company". Additionally, if a company is selected and an email address for this company has been saved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

Installation Category



Meter Details



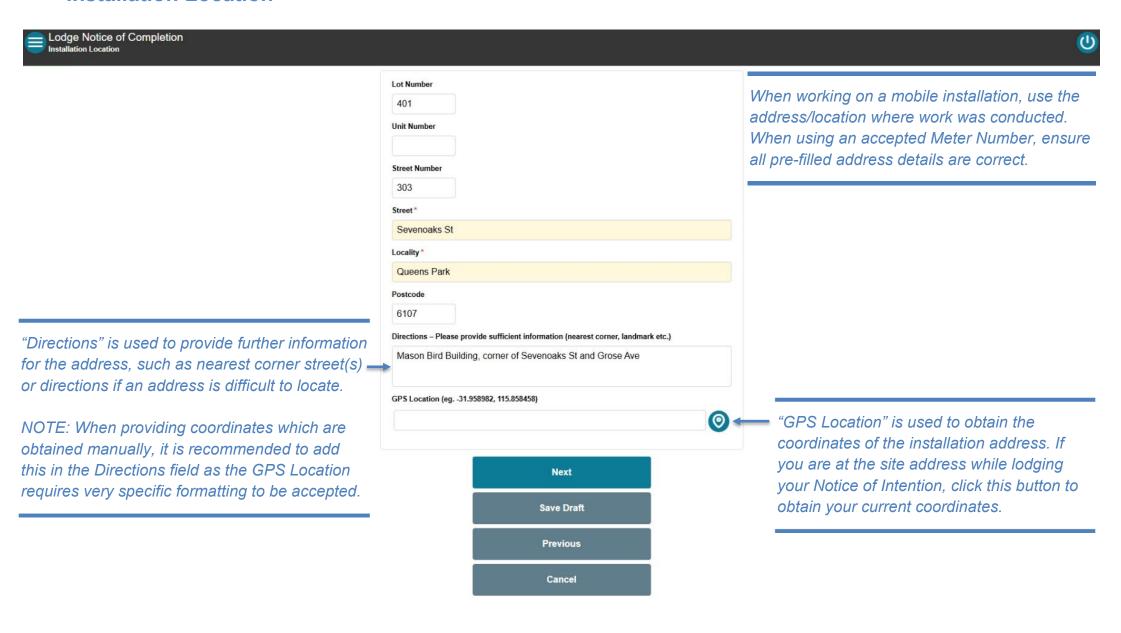
If the Meter Number is not known you can select "Meter not installed/unreadable", however it is recommended to always enter the Meter Number when possible as this will pre-fill address details automatically.





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



Validate Address



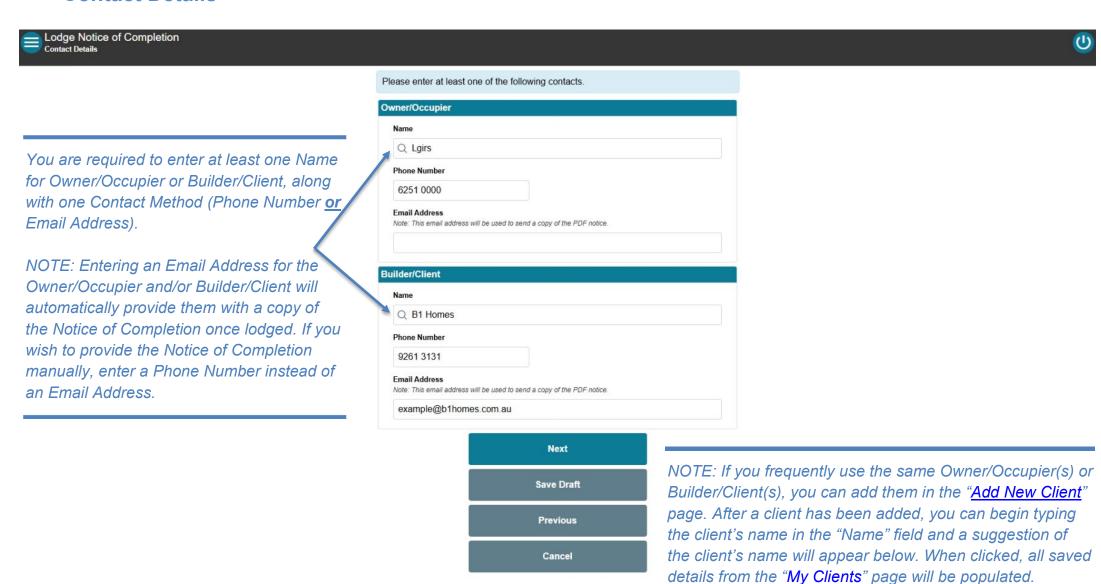
Previous

been entered in the previous screen when

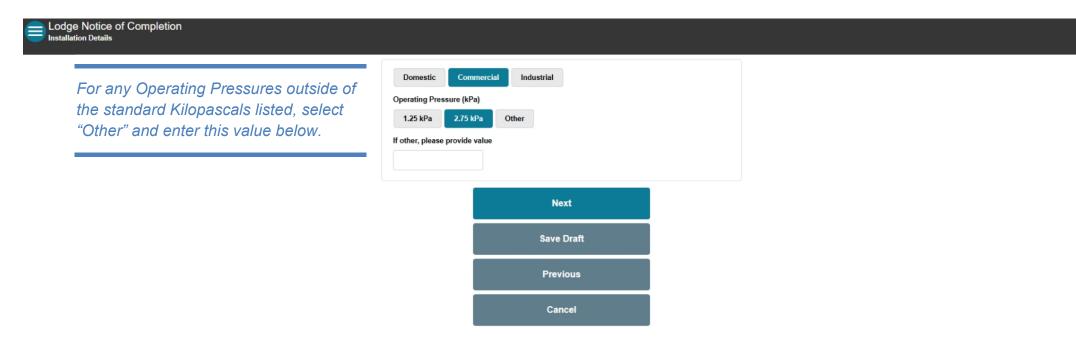
using a non-validated address.

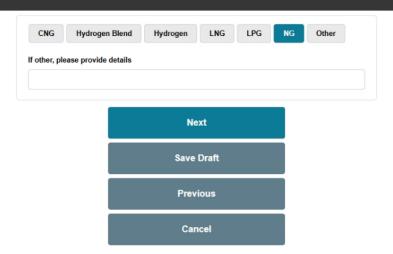
Lot Numbers entered in the previous screen will still be retained and carried over even if they are not displayed in the suggested address.

Contact Details



Installation Details

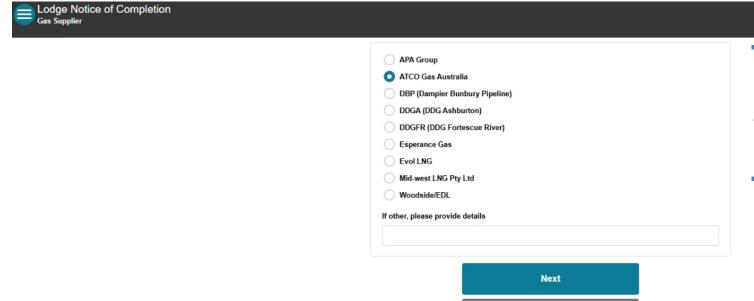




When certifying Fixed Installations, only Gas Types relevant to the installation will be displayed. In most cases you will be able to select from the majority of available Gas Types, such as:

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

Gas Supplier



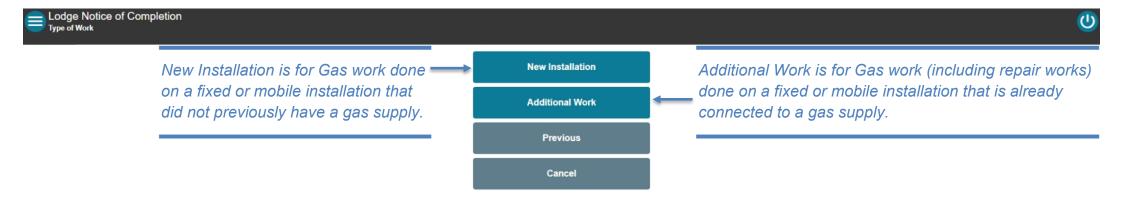
The list of commonly used Gas Suppliers will change depending on the Gas Type previously selected (e.g. selecting LPG will display several Gas Suppliers not available in the list for Natural Gas).

Save Draft

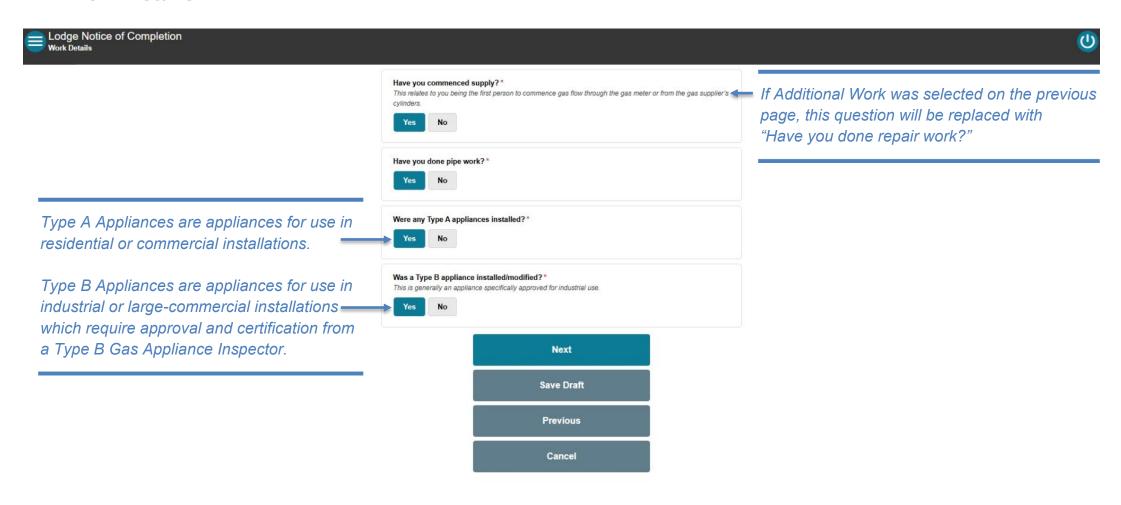
Previous

Cancel

Type of Work



Work Details

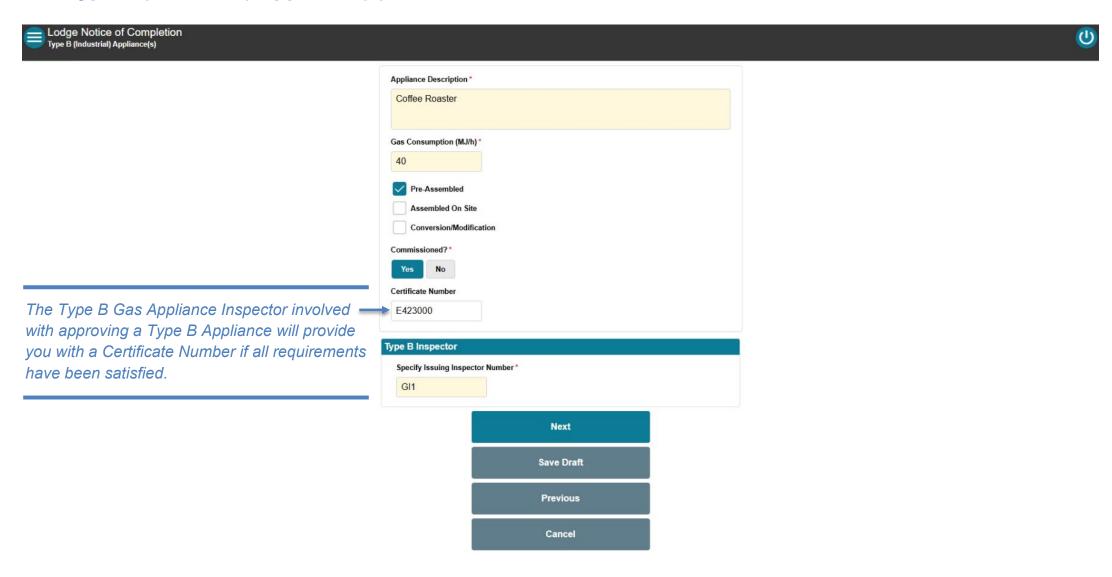


Type A (Domestic/Commercial) Appliance(s)

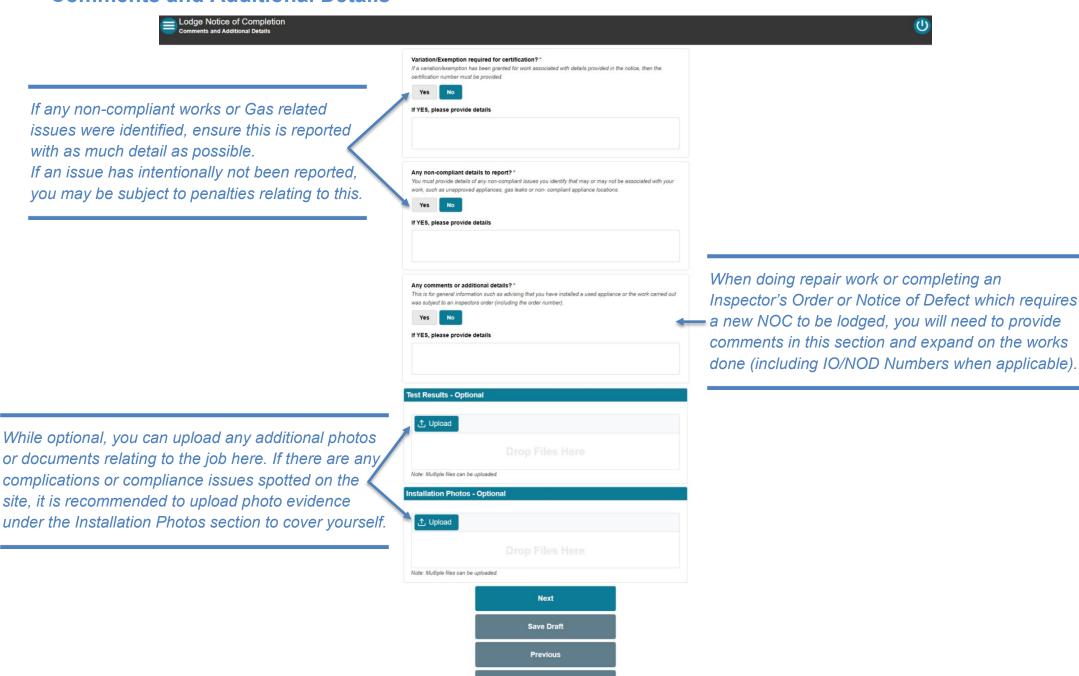


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Type B (Industrial) Appliance(s)

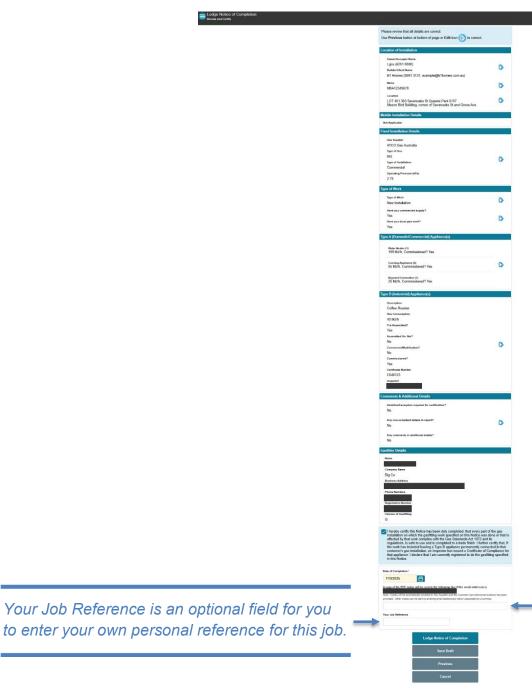


Comments and Additional Details



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Review and Certify



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 <u>Contact Details</u>)
- **Company** (if an 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 Notice of Completion (if multiple email addresses are entered, they must be separated by a comma).

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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:

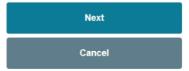
- · The sale or purchase of a property
- Determination of the status of the gas installation prior to renting or leasing a property
- · Account disputes, gas consumption or loss of gas

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.

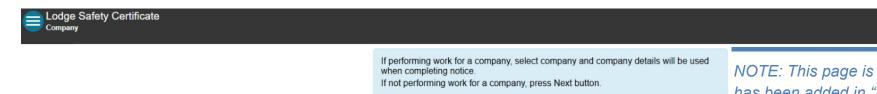
Where the gas installation has been deemed unsafe, the submission of the Gas Safety Certificate will automatically send a copy to the identified gas supplier. This meets the gasfitter's responsibility to report unsafe gas installations as required by the Gas Standards (Gasfitting and Consumer Gas Installations)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

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



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



email copy of the NOC when lodged.

Big Co
Not Applicable

NOTE: This page is only shown when a company has been added in "My Companies".



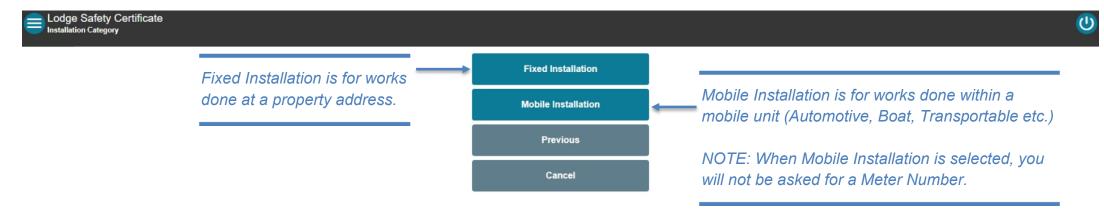
Next

Previous

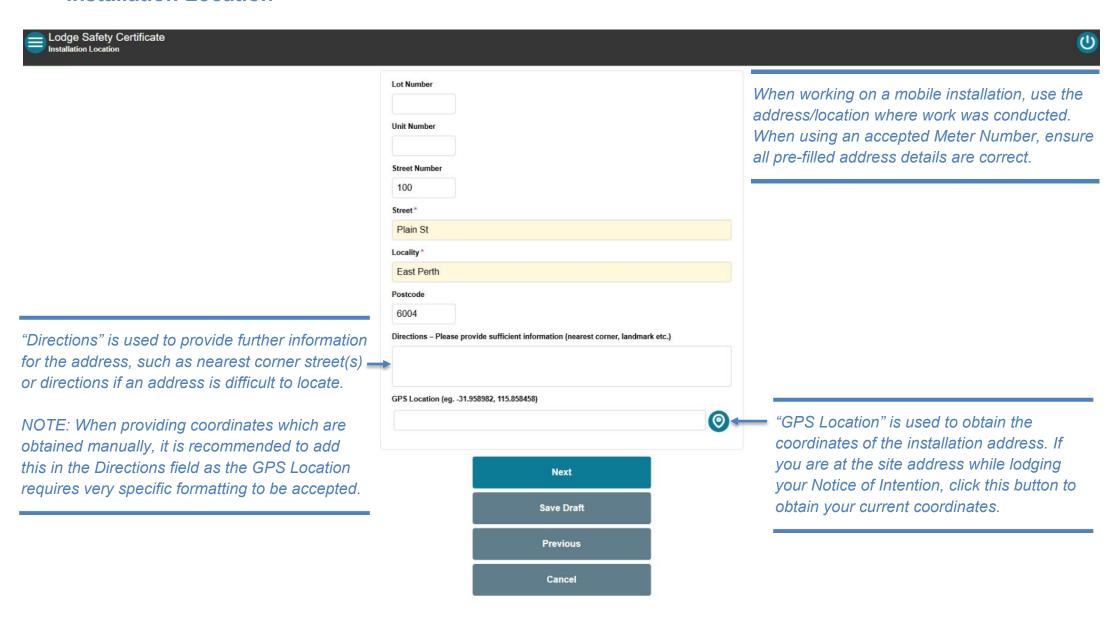
Cancel

Additionally, if a company is selected and an email address for this company has been saved in "My Companies", they will also receive an

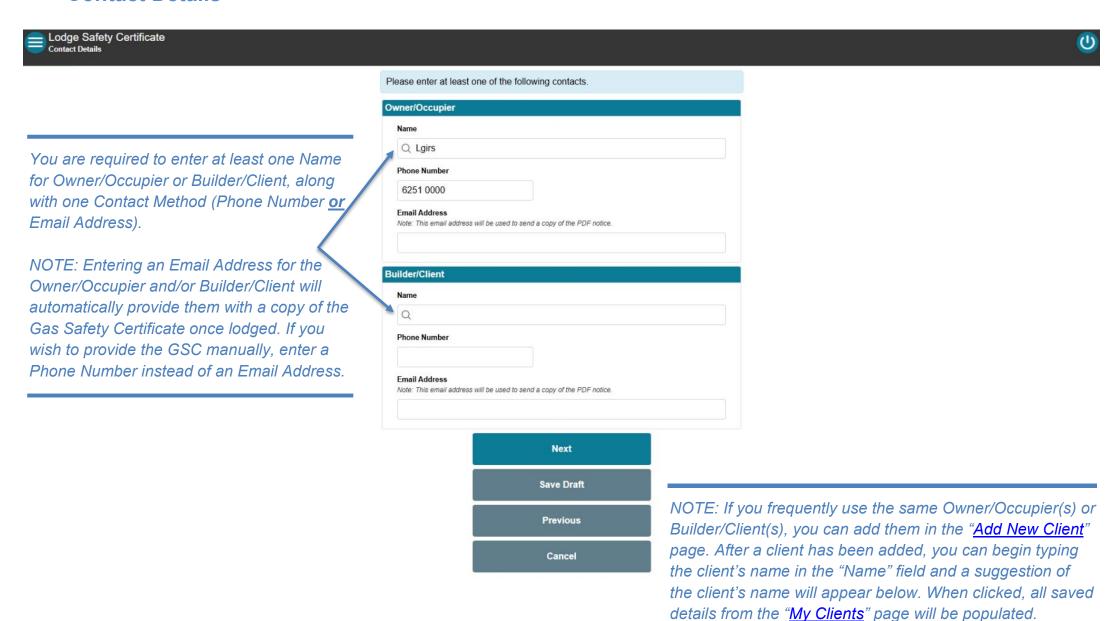
Installation Category



Installation Location



Contact Details

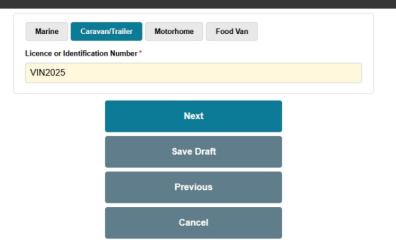


Installation Details (Mobile Installation)



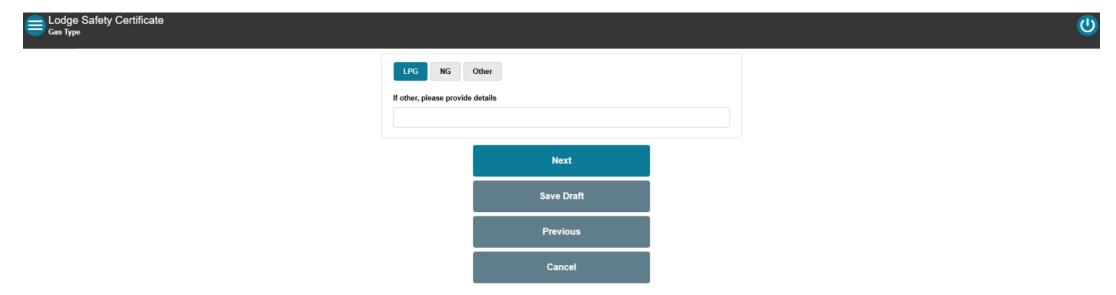
Lodge Safety Certificate
Installation Details





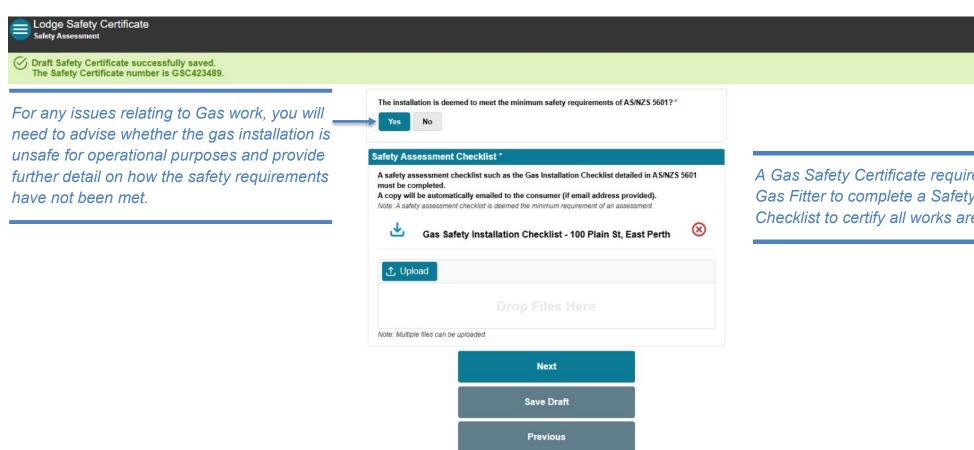
For works on a Mobile Installation, you will need to select the type of Automotive and enter the Licence Number or Vehicle Identification Number.

Gas Type



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.

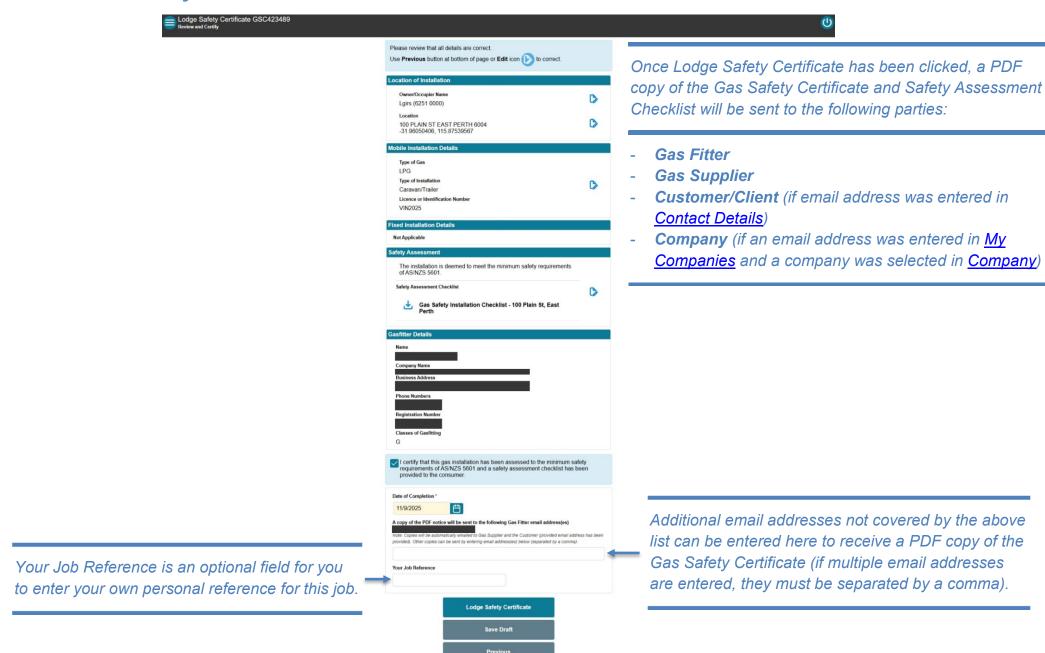
Safety Assessment



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

Cancel

Review and Certify



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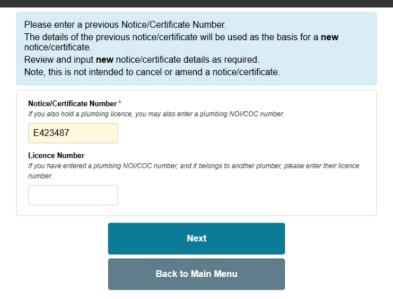
Cancel

New (from existing)



New (from existing)



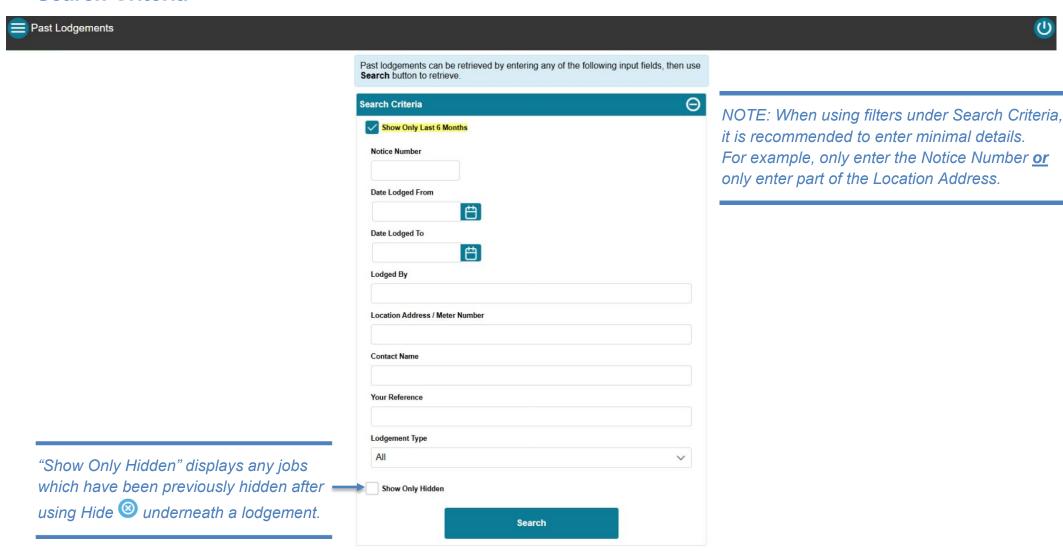


New (from existing) uses a previously lodged Gas Notice of Completion or Plumbing Notice of Intention as a template for a new Notice of Completion. All details entered in the original lodgement will be carried over to the new Notice of Completion and can be modified. This can be useful if you are working 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

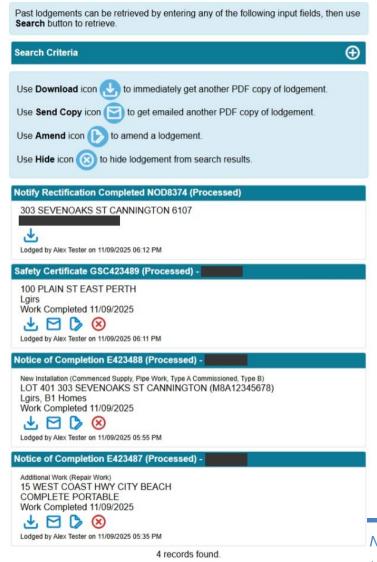


Result Listings



Past Lodgements





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.

Download Results

Back to Main Menu

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 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) 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

Drafts created by another Administration User (with permissions for "Create Draft") will carry over to the Gas Fitter's User ID. Refer to <u>User</u> Management for further details.



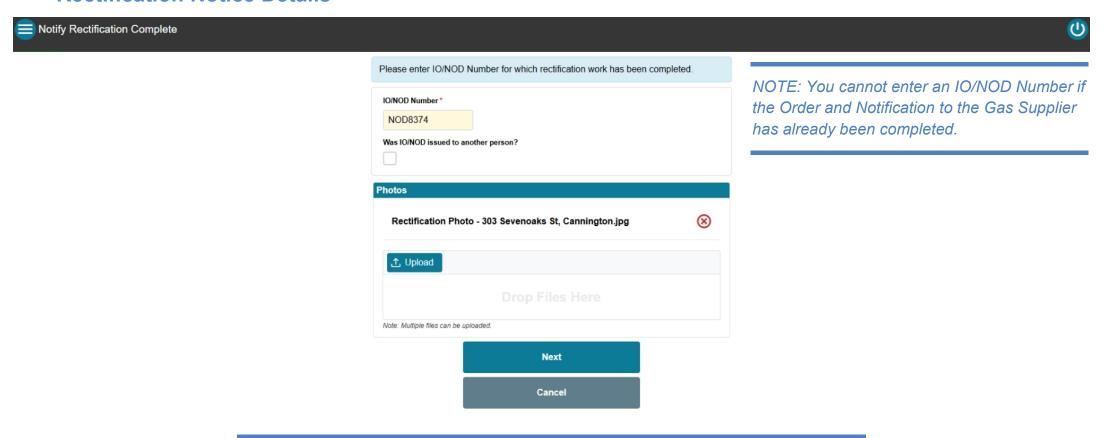
Deleting a draft will permanently remove this from eNotice. Once a draft is deleted, it cannot be recovered.

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 <u>or</u> only enter part of the Location Address.

Notify Rectification Completed

Rectification Notice Details



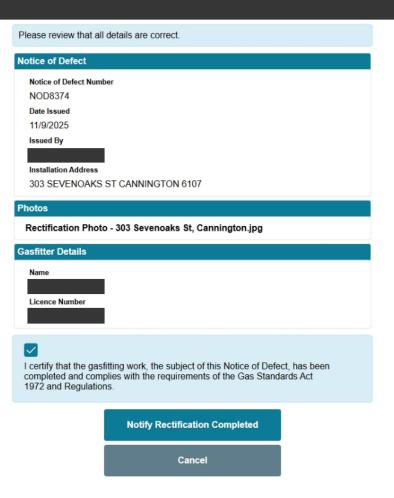
If you have received an Inspector's Order or Notice of Defect and have completed the required rectification(s), enter your IO/NOD Number to notify the relevant Gas Supplier.

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







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

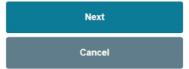
IO/NOD Appeal

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

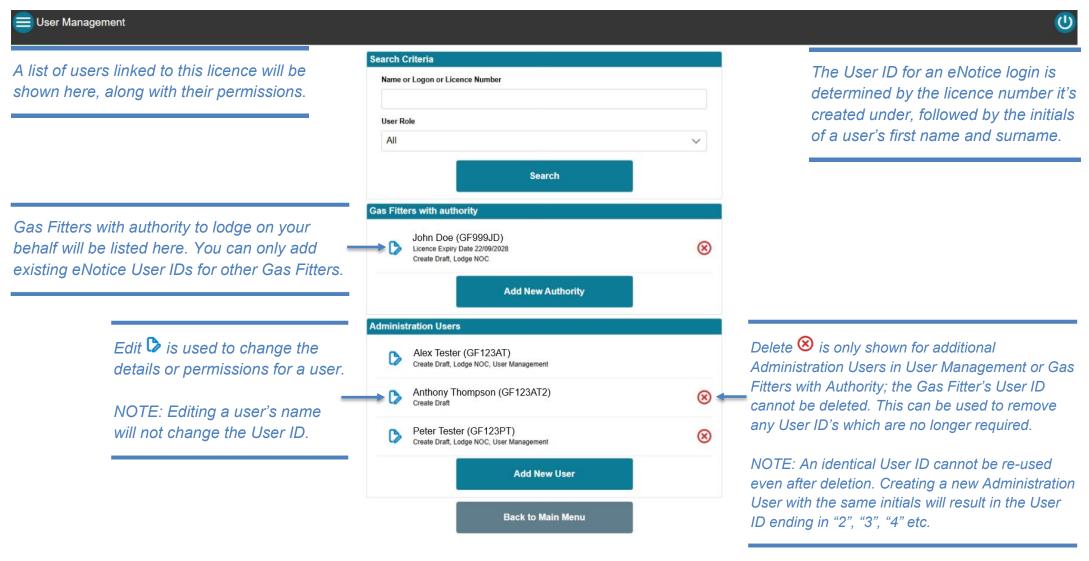


Clicking "Next" will take you to an external webpage where you can complete a Notice of Defect Appeal Form to contact the issuing Gas Inspector and lodge a formal appeal.

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

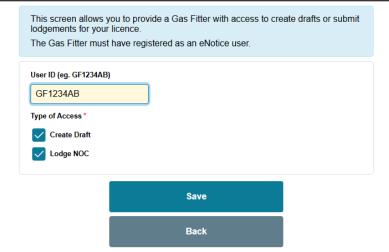


Add New Authority



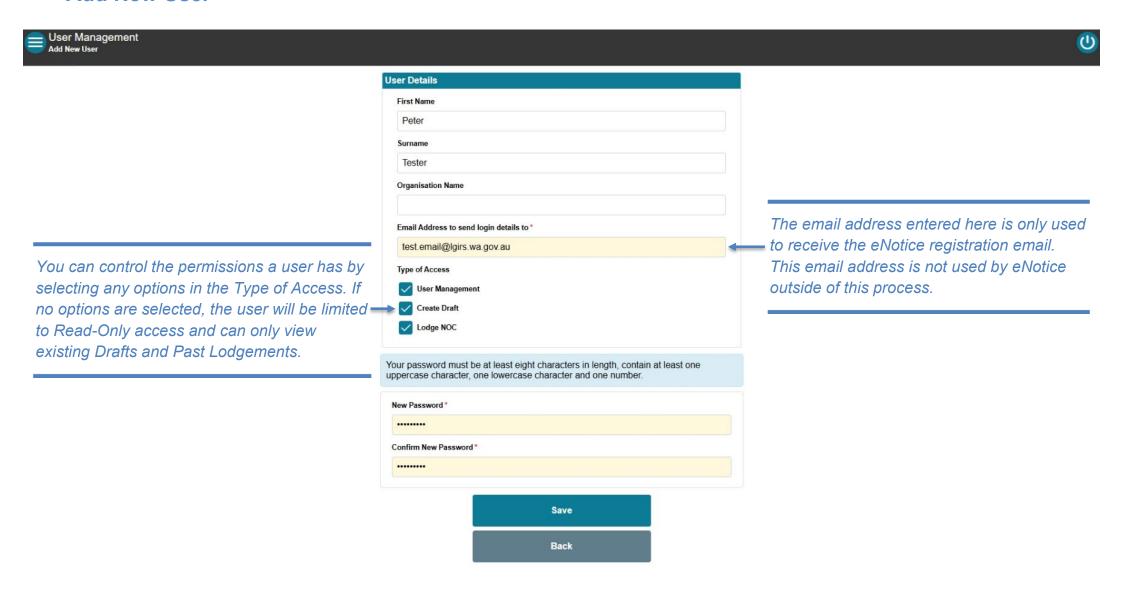
Add New Authority





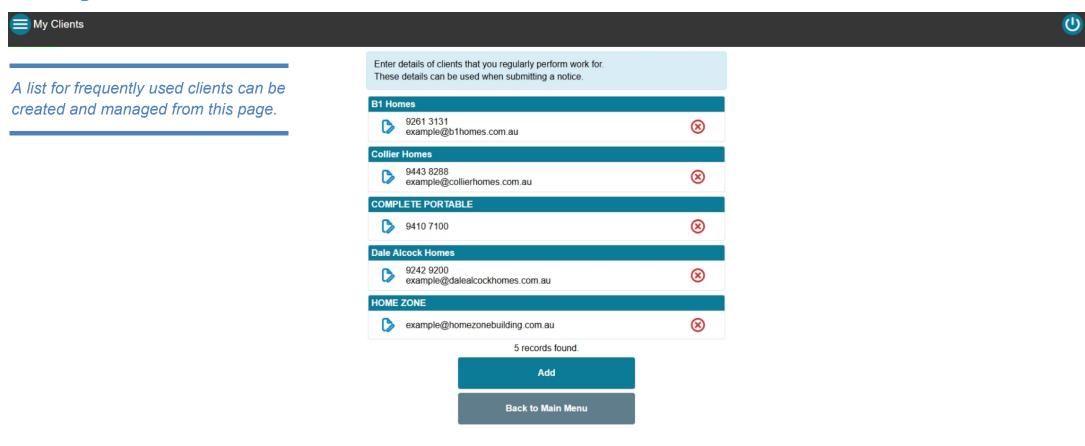
A Gas Fitter with Authority must have their own eNotice User ID for their Gas Fitting licence number to be added through this method. The Type of Access can be controlled by the Gas Fitter's User ID or other Administration Users under this licence with User Management access.

Add New User



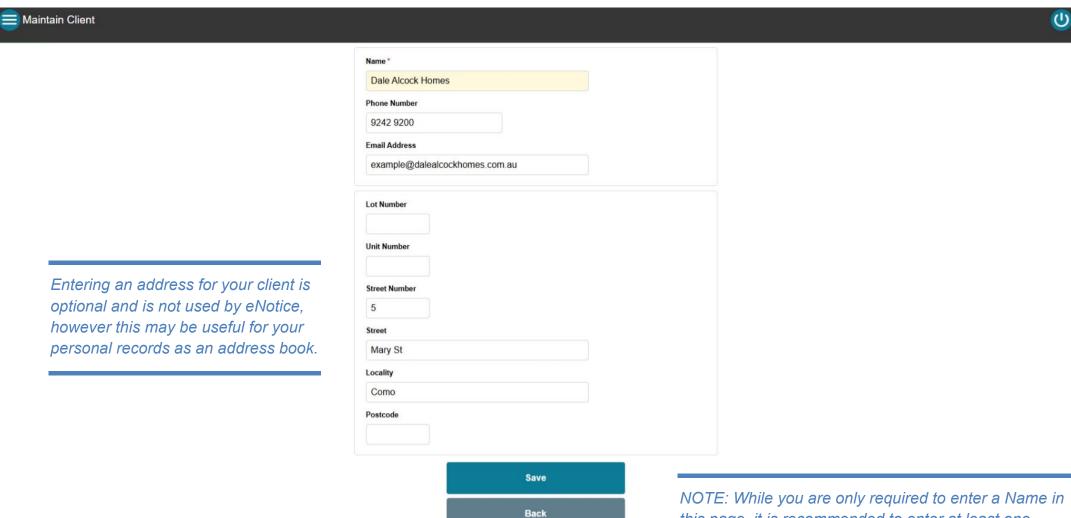
My Clients

Registered Clients



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

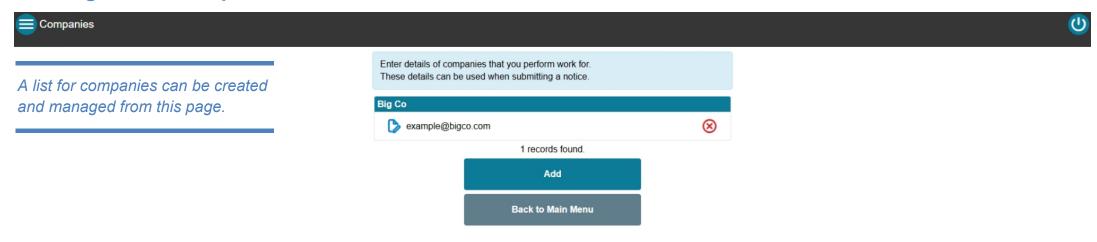
Add New Client



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

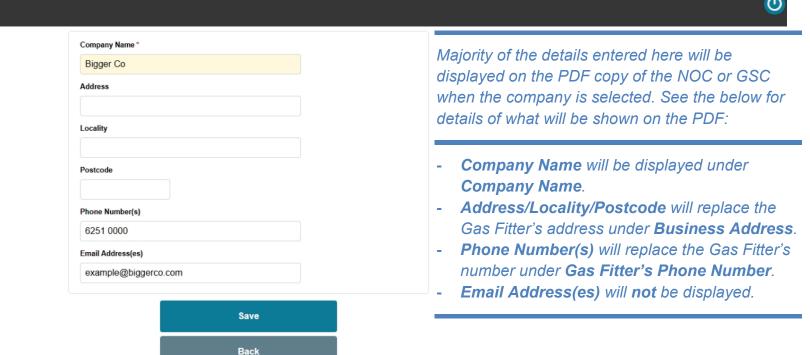
Registered Companies



Once created in <u>Add New Company</u>, 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

Maintain Company



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

All details under the "Licence Details" section

with Building and Energy.

Details".

My Details



