



Application Checklist (swimming pool/spa & safety barrier)

Building Act 1993, Building Regulations 2018

NOTE: This is not a complete or exhaustive checklist. Additional items may be required once the assessment of the application has been completed.

Document	Tick
Completed Application Form (Form 1) & Application Assessment Fee (as quoted) MUST be paid at time of application (will be deducted from final permit fee). NOTE: the application form must include Owner's & Builder's details plus the estimated cost of works.	
Letter of Appointment (to be signed by owner/s)	
Town Planning inquiry from the relevant council (letter or details of person in Council you have spoken with). If Planning Permit is required, provide two copies of the Town Planning Permit and endorsed drawings.	
Provide a current copy (within last 90 days) of the Certificate of Title and Plan of Sub-division for the allotment including any applicable Covenants or Section 173 Agreements incl. evidence of ownership.	
Provide a copy of the Property Information, under Reg 51(2), that applies to the allotment. <u>This information must be obtained from Council</u> and must contain the information relating to flooding under Reg 153 & 154.	
Working Drawings including; <ul style="list-style-type: none"> • Calculation of allotment area; • Site Plan showing north point, location of proposed pool, existing residence and setbacks to all relevant boundaries; • Indicate location of Pool Safety Barrier & Gate in accordance with AS 1926.1. Also nominate height of existing boundary fencing. • Schematics of the recirculation and filtration system showing connection of common lines. • Detailed drawings of active main drain/ suction point covers • Section through the skimmer box • For spas, drawings showing the location of suction points to ensure they are not less than 600mm apart • Details of the design water velocities • Details of the pump system must be included • Details of heating system if applicable 	
Soil Report	
Detailed plans showing the proposed precautions surrounding the pool excavation	
Engineering Drawings, Computations, Reg 126 Certificate of Compliance	
Build Over Easement consent from Council and/or Relevant Water Authority for pool and/or barrier over an easement (if applicable)	
Builders Warranty Insurance & copy of Building Contract (if registered builder carrying out works over \$16,000), OR if owner-builder , a certificate from the Victorian Building Authority (VBA) if cost exceeds \$16,000. Phone VBA on 1300 815 127 for further info on Owner Builder Certificates.	