

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.

Project details

Applicant / company

Project address

Date

Required documents

Tick each item once included

- 1 Completed Application Form (Form 1) and 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 and builder details plus the estimated cost of works. ☐
- 2 Letter of Appointment (to be signed by owner/s). ☐
- 3 Town Planning inquiry from the relevant council (letter or details of person in Council you have spoken with). If a Planning Permit is required, provide two copies of the Town Planning Permit and endorsed drawings. ☐
- 4 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 including evidence of ownership. ☐
- 5 Provide a copy of the Property Information, under Reg 51(2), that applies to the allotment. **This information must be obtained from Council** and must contain the information relating to flooding under Reg 153 and 154. ☐
- 6 Working Drawings including:
 - 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 and 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☐
- 7 Soil Report. ☐
- 8 Detailed plans showing the proposed precautions surrounding the pool excavation. ☐
- 9 Engineering Drawings, Computations, Reg 126 Certificate of Compliance. ☐



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North East Building Approvals

Contact

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Required documents continued

Tick each item once included

- 10 Build Over Easement consent from Council and/or Relevant Water Authority for pool and/or barrier over an easement (if applicable). ☐
- 11 Builders Warranty Insurance and 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. ☐

Office use / notes