



BUILDING PERMIT APPLICATIONS FOR SWIMMING POOLS/SPAS AND SAFETY BARRIERS REQUIRED SUPPORTING DOCUMENTATION

To avoid unnecessary delays in processing your building permit application, this guide has been compiled to identify the minimum information required to be submitted with an application for a building permit to construct swimming pools/spas and safety barriers.

Please note this guide is not comprehensive and further information may be requested upon review of the application.

Building Permit Application Checklist:

- Building Permit Application** (Including Agent Authorisation if applicable).
- Where an owner builder is specified for domestic works a Certificate of Consent must be obtained from the Victorian Building Authority (Ph.: 1300 360 320 Web: www.vba.vic.gov.au) if the cost of building works is in excess of \$16,000. Alternatively if a builder is to be engaged provide the builders details and practitioners registration number.
- Where a builder is appointed to carry out the building work and the cost is in excess of \$16,000, provide a copy of the domestic building warranty insurance.
- A full current copy of your Certificate of Title and lot plan including details of any covenants, easements, 173 agreements or restrictions **(not older than 30 days)**. Where owner is not shown of the Title a letter confirming the transfer from your solicitor is acceptable. A copy of your Certificate of Title can be ordered online from the Titles Office website at www.land.vic.gov.au.
- Three (3) sets of plans of the swimming pool and safety barrier to demonstrate compliance with AS1926**
 - a) 3 x copies of a site plan (scaled 1:500) showing:
 - Location of your house
 - Swimming pool and its fence/isolation barrier
 - Dimensions and capacity of the pool
 - Distances to buildings and boundaries
 - Point of discharge for the filtered water when emptying the pool
 - All (if any) easements
 - b) 3 x copies of a sketch showing how the fence is to be built, the materials to be used, the dimensions of its members and location of the gate. Include details of how any windows or doors from the dwelling will comply if they open onto the pool enclosure.
- If decking or enclosure is to be built with the pool, the following information for that work is also needed:**
 - a) 3 x copies of a floor plan (scale 1:100) showing:
 - The dimensions of the building work
 - All materials to be used in the construction
 - The spacing, span and fixing of those materials
 - b) 3 x copies of elevations and sections of the building
 - c) 3 x copies of footing plans of the building.

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- Where planning approval is applicable, a copy of the planning permit and endorsed drawings are required.
- A copy of the Bushfire Prone Area Report for your property. This report may be obtained via www.land.vic.gov.au If your property is located within a Designated Bushfire Prone Area if you intend to build decking as part of the swimming pool project then you will need to complete a Bushfire Attack Level Assessment Report and lodge this with your Building Permit application

Please note that building permit fees will be determined upon the receipt of your Building Permit Application.

Should you require further information or clarification on the above requirements, please do not hesitate to contact the Building Department on (03) 5349 1100