



## Swimming Pool / Spa and Safety Barrier – Permit Application Guidelines

Every application to undertake building work must be accompanied by sufficient documentation and information of a suitable standard to demonstrate the work will comply with all relevant Acts, Regulations, Codes and Standards. Failure to provide the minimum standard of information will result in a request for further information to be supplied or refusal of your application.

The following is a guide to the minimum documentation and information to be supplied for an application for a building permit for a swimming pool / spa and associated safety barrier:

- Completed Building application form and payment of application fees including government levy and lodgement fees. Including an accurate estimate of the cost of proposed building work including labour and materials or the contract price.
- One copy of the Certificate of Title including PS, Covenant and/or Section 173 Agreement.
- Three (3) copies of drawings to a scale of not less than 1:100 showing:
  - Height and location of the safety barrier and gates surrounding the swimming pool / spa, complying with Australian Standard 1926 Part 1 and Part 2.
  - Details of opening windows into the pool area, if swimming pool / spa is not completely enclosed by an approved safety barrier.
  - Details of backwash to legal point of discharge.
- Three (3) copies of site plans to a scale of not less than 1:500 showing:
  - The position and dimension of the proposed swimming pool / spa & safety barrier in relation to the boundaries, existing building and easements on the allotment.
  - Details of any climbable trees or structures near the safety barrier.
- Design of the swimming pool water recirculation system complying with Australian Standard 1926 Part 3.
- Location of Septic Tank & Effluent Lines.
- Three (3) copies of Engineers computations.
- Three (3) copies of structural details.
- Three (3) copies of Engineers Certificate of Compliance for the design of the pool/spa.
- Builders registration details if work is over \$5,000 (Registered builders).
- Copy of the Domestic Building Insurance if work is over \$16,000 (Registered builders).
- Owner Builder Certificate of Consent if work is over \$16,000 (Owner builders).

- Planning permit and endorsed drawings/ Planning application (If applicable).
- Copy of Sewer Details – Size, Depth, and offset of sewer (If Applicable).
- Copy of Property Sewer Service Plan. (If Applicable)

The above list of information is not to be considered exhaustive; the Municipal Building Surveyor may request additional information to satisfy the requirements of the Building Act 1993, Building Regulations 2006, the Building Code of Australia and any other relevant standards and codes.

Further information can be obtained from the Victorian Building Authority (VBA). They have issued a Practice Note, *2014-62 Documentation required for applications for building permits* further clarifying these requirements. The Practice Note is available from the VBA website: [www.vba.vic.gov.au](http://www.vba.vic.gov.au)

After the issue of the building permit any changes or amendments proposed or not shown on the building permit will incur additional fees and may require the submission of additional documents, drawings or information. It is the owner's responsibility to ensure the application accurately reflects to proposed work to be undertaken.