

## SWIMMING POOL / SPA BUILDING PERMIT GUIDE

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

- Owner Builders must obtain a 'Certificate of Consent' from the Building Practitioners Board in order to obtain a building permit to carry out domestic building work valued over \$16,000. Please contact the Victorian Building Authority on 1300 815 127 for an information kit. <http://www.vba.vic.gov.au/consumers/owner-builders/certificate-of-consent>
- Building Permit Application; Appointment Declaration; Owner builder declaration (where applicable).
- A Permit Application Fee, GST, the Government Levy, and Lodgement Fee are required at the time of lodgement.
- Provide an architectural site plan of the site ensuring that the following items are covered:
  - a) Existing dwelling and any outbuilding locations;
  - b) Location of proposed swimming pool / spa including dimensions to boundaries, house, garage, etc.
  - c) Indicate whether pool will be above ground, partly in ground or fully in ground.
  - d) Make and model of pool; if concrete we will require structural engineering documentation.
  - e) Proposed location of pool / spa safety barrier including the location of gate/s. See swimming pool safety barrier guide & options information sheet.
  - f) Nominate type of pool filtration to be used (e.g. backwash connected to sewer, cartridge filter, sand filter, etc)
- Copy of Title and plan of subdivision in the owner's name or equivalent document. Where owner is not shown on the Title a letter confirming the transfer from your solicitor is acceptable. Details of restrictions on Title (covenants, etc) are also to be provided. Your Certificate of Title can be ordered on-line from the Titles Office website at [www.land.vic.gov.au](http://www.land.vic.gov.au)
- Where an engineer has designed the pool or spa provide structural / hydraulic drawings and computations together with a Certificate of Compliance (126) from the design engineer.
- Provide Geotechnical (soil) report as prepared by a licensed geotechnical engineer.
- Provide manufacture specifications of the proposed pool, spa or safety barrier.
- Provide details on the disposal method for the swimming pool or spa backwash. Backwash must be connected to into the sewer or if no sewer is provided to a point approved by the relevant Council's Health Department.
- Where the building work to be carried out is more than \$16,000 by a licensed General Builder, they shall provide a certificate of domestic warranty insurance as required by the Building Regulations.
- Where the building work to be carried out by a licensed General Builder, they shall provide a copy of the domestic building contract submitted to the insurer.
- Where planning approval is applicable a copy of the planning permit and endorsed drawings are required or alternatively if no permit is required provide written confirmation from the relevant Council's Planning Department.