

Documents to Accompany Building Permit Applications for Swimming Pools, Spas and Barriers

- Completed Building Permit Application (Form 1)
- Confirmation of Appointment – completed and signed by the owner
- Soil Report
- Current Copy of Title and Title plan
<https://www.landata.vic.gov.au>
- o Plus any covenants and 173 agreement
- A recent Re-establishment Survey Plan prepared by a licensed land surveyor (if applicable)
- Architectural Plans
These should include:
 - o Location of pool or spa
 - o Distances from all boundaries
 - o Type of pool fence
 - o Location of pool fence, gates, climbable structures.
 - o Location of dwelling on site.
 - o All impermeable surfaces
- Build over easement consent from both (*if required*)
 - o Water Authority
 - o Council
- Engineering
 - o Structural Plans
 - o Structural Computations
 - o Engineers Compliance Certificate (Reg.126)
 - o Hydraulic Design AS 1926.3 (Reg. 126)
- Property Information
 - o Dial before you dig information
- Swimming Pool Access
 - o Temporary safety barrier plan during construction & type
 - o Location of safety fencing shown on drawings
 - o Safety barrier construction in accordance with BCA 3.9.3.0
 - o Water recirculation system in accordance with BCA 3.9.4.0
 - o Gates and fittings as per AS 1926.1 & AS 1926.2 – 2012
- Planning Permit (If required)
 - o Planning permit with all conditions
 - o Endorsed plans

- Builder
 - o Domestic Builder Insurance Certificate
 - o Building contract (showing name of builder, to be the same as shown on the insurance certificate)
- Owner Builder
 - o Owner Builder Consent Certificate from the VBA (over \$16000.00)
<https://www.vba.vic.gov.au>
 - o Provide cost of works for all works, including labour, materials, and GST
 - o Owner Builder Consent Form
- Form 7 & 8 - Protection Works Notices, completed and signed (to be determined by RBS)
- \$550.00 (GST included) non-refundable deposit

Further information may be required upon assessment of documents