

Building Application Information Requirements



SWIMMING POOLS / SPAS & BARRIERS CHECKLIST

The following is the minimum information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations.

Where the RBS is not satisfied that the appropriate information has been provided, they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a Planning approval?
(Note; where a planning approval is required, a building permit cannot be issued until the planning approval has been received).

Is the structure closer than 6m from the existing building?
If so, has the designer of the building confirmed your properties Bushfire Attack Level (BAL)?

REQUIRED DOCUMENTATION		(PDF electronic copies preferred)
1	Completed Building Application Form (Form 1) signed & dated	<input type="checkbox"/>
2	Copy of Certificate of Title & Plan of Subdivision	<input type="checkbox"/>
3	<ul style="list-style-type: none">(Owner Builders only) a Certificate of Consent from the Building Practitioners Board to act as an owner builder if the value of work exceeds \$16,000 (Building Surveyors Copy to be provided)	<input type="checkbox"/>
	OR	<input type="checkbox"/>
	<ul style="list-style-type: none">(Registered Builders only) A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000 in value, constructed by Registered Building Practitioners (Original document to be provided)An extract of the major domestic building contract showing the names of the parties to the contract under which the proposed building work under the permit is to be carried out	<input type="checkbox"/>
4	Detailed list of specifications, structural drawings, computations and certificate.	<input type="checkbox"/>
5	Copy Soil Investigation Report with soil classification (for inground concrete pools only)	<input type="checkbox"/>
6	A detailed costing of labour and material (calculated at commercial rate)	<input type="checkbox"/>
7	Town Planning Permit and endorsed plans (if applicable)	<input type="checkbox"/>
8	Provide design requirements of water reticulation and filtration system including drawings & details, skimmer box details, pump system details and suction point location.	<input type="checkbox"/>

GENERAL PLANS

9	Specifications, test report and certificate of conformity for the swimming pool barrier.	<input type="checkbox"/>
10	1 copy of drawings showing the elevations, sections, dimensions, sections, the sizes and locations of structural members to a scale of not less than 1:100, as detailed below;	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Sectional plan - 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Elevations - of each side of the pool/ Spa; which clearly indicate the building height in relation to existing and proposed ground levels. 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Dimensions - Fully dimensioned and labelled plan including pools, spa and location of barrier 	<input type="checkbox"/>
11	<ul style="list-style-type: none"> • Location – indicating the location of structural members and swimming pool barrier 	<input type="checkbox"/>
	1 copy of site plan to a scale of not less than 1:500 or other appropriate scale showing the following information;	<input type="checkbox"/>
	<ul style="list-style-type: none"> • the boundaries and dimensions of the allotment and any relevant easements • the position and dimensions of the proposed pool/spa and its relationship to <ol style="list-style-type: none"> the boundaries of the allotment; and any existing building on the allotment; and any part of a building or land on an adjoining allotment (including footing – angle of repose details if applicable) 	<input type="checkbox"/>

CONTACT US

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