

## INFORMATION SHEET / CHECKLIST

### What you need to provide with a Building Permit application for **Pool / Spa and Safety Barrier**

*All plans must be prepared by a registered building practitioner in the appropriate category.*

1. Appointment of Relevant Building Surveyor Form, where the applicant is the builder (Completed & Signed).
2. Application for Building Permit (Form 1) - (Completed & Signed).
3. Certificate of Title, Plan of subdivision (allotment plans) & the relevant title instruments (Covenant, Section 173 Agreement, MCP etc.). <https://www.landata.vic.gov.au/>
4. Full name and contact details (address, email, phone, registration number (for the building practitioners)) of the owner, agent (where applicable), builder, architectural draftsmen or architect, engineer etc.
5. Domestic Building Insurance Certificate and copy of the Domestic Building Contracts where cost exceeds \$16,000 (Not applicable to Owner builders or Commercial Building Works).
6. Where applicable, Owner Builder 'Certificate of Consent' from VBA (applicable for domestic building work over \$16,000) detailed owner builder cost breakdown, including materials and labour based on commercial rates or two written quotes from registered building practitioners including all proposed works and services.
7. Where applicable, Town Planning Permit along with endorsed plans and other approve documents or written planning advice form the relevant council.
8. Property information from the local council (Regulation 51(2) – flood prone, designated land, termites etc.
9. ARCHITECTURAL DESIGN: Fully dimensioned architectural design (i.e. site plan, elevations, sections etc.), site analysis table including site/allotment area, existing and proposed area, site coverage, permeability. The design must show compliance with AS1926-2012 (i.e. pool/spa and safety barrier, size, setbacks & gates, specification, fixings, NCZ, type of heating, buildings on site and on adjoining allotments, site cut/fill etc.) – Refer to Refer to VBA - PN-05-2018-Swimming-Pool-and-Spa-Safety for min information required for application for a swimming pool and safety barrier.
10. ENGINEERING DESIGN – Full certified structural design including Water recirculation and filtration systems in accordance with AS1926.3–2010 (compulsory since 1 May 2011).
11. Other document (where applicable).
  - Report & Consent from council.
  - Report & Consent to build over an easement (Council, Water Authority).
  - Land Surveyor plan by Licensed Land Surveyor.
  - Protection of adjoining property (Forms 7&8).

Note: Min \$700, non-refundable deposit (ex GST) is required at appointment of Relevant Building Surveyor and summation of Building Permit Application.