



WANT TO INSTALL A SWIMMING POOL & POOL FENCE (SAFETY BARRIER) ?

MINIMUM APPLICATION INFORMATION REQUIREMENTS

- Building Permit Application Form** - Fully completed and signed by the applicant.
- Agent's Authority** – If the applicant is not the owner, the applicant must obtain the owner's consent and signature, to apply for the building permit on behalf of the owner. Note the applicant is responsible for the settlement of all applicable fees.
- Copy of Title** – A copy of the Title can be accessed via www.landata.vic.gov.au . The copy must be less than 3 months old. Check - are there any easements or covenants or s.173 agreements that may affect the proposed works?
- Planning Permit** – Is a planning permit required – if so has this been applied for? If you already have the Planning Permit provide a copy of the current documentation including the endorsed plans and conditions.
- Permit Fees** – The fees are determined by the cost of works. A quote is available upon request and is valid for 60 days. Fees must be paid at the time of application submission.
- Cost Estimate** of the works - include the full cost of the proposed pool, safety barrier and any other decking, fixture or feature within or near the pool enclosure. Allow for all associated works and labour.
- Report & Consent** – This may be required if the siting of the proposed works has potential impact on the neighbouring properties. Issues could include the height of proposed screening and fencing and overlooking from proposed decking.
- Submit** the drawings and documentation listed on the next page.

FOR ANY DOMESTIC BUILDING WORKS EXCEEDING \$12,000 IN VALUE, ONE OF THE FOLLOWING MUST BE PROVIDED

If you are an **Owner Builder**;

- Owner Builder Consent - provide a **Certificate of Consent** obtained from the Victorian Building Authority. A copy of the application kit is available from the Building Services Counter or can be downloaded from the VBA.
www.vba.vic.gov.au/data/assets/pdf_file/0004/20398/PN-56-2014-Owner-builder-Certificate-Consent.pdf

If you have contracted a **Builder**;

- Where a Registered Building Practitioner is contracted, submit a copy of signed page of the building contract.
- Where the works are greater than \$16,000 in value attach a copy of domestic **insurance document**.

REFERRAL TO OTHER AUTHORITIES

Where the works encroach on an easement the RCoW will refer the proposed works to the relevant authority for consent.

- North East Water Authority** – where the proposed works go over or near a sewer or water supply easement
- Rural City of Wangaratta** – Note that construction over an easement owned by the RCoW will not be supported. Where the proposed works impact on an adjoining property and the building does not comply with the Siting Requirements of Part 4 of the Building Regulations, an Application for Report and Consent will be required.



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MINIMUM DOCUMENTATION REQUIREMENTS

To be submitted with the application information:

- 3 copies of documents** are to be provided, drawings at A3, other documents at A4.
- Required plans** as listed below are to be fully dimensioned and to the scales identified. They must contain a drawing title block which includes the site details, revision number, designers name and correct plan name.
- Site (Allotment) Plan** - Scale not less than 1:500 , show title boundaries, dimensions, north point, easements, neighbouring buildings, the location of the building/s relative to the boundaries, any buildings within 3m of the boundary on adjoining land, site works and proposed stormwater drainage, the legal point of discharge. Show the total areas for existing and proposed building works and all impermeable surfaces.
- Layout Plan** – to scale not less than 1:100, fully dimensioned with levels, show proposed fencing, gate/s location , any decking or proposed fixtures and /or features as these may impact on the fence location.
- External Elevations** – to scale not less than 1:100, fully dimensioned showing levels any windows, doors that may face the swimming pool enclosure.
- Pool drawings** – provide a full set of the construction drawings including and a Certificate of Compliance Design (Reg. 1507) prepared by a structural engineer. For in-ground pools provide details of the concrete collar around the edge of the pool, the skimmer box , pump location, filter type and location, confirm if the filter is to be connected to sewer or not.
- Swimming pool fence and gates** provide typical construction details that demonstrate compliance with AS1926. Refer to VBA practice note:
www.vba.vic.gov.au/data/assets/pdf_file/0011/21071/PN-05-2014-Swimming-Pool-and-Spa-Safety.pdf

Refer to VBA Practice Note PN 62-2014 Documentation Required for Applications for Building Permits
<http://www.vba.vic.gov.au>