

BUILDING PERMIT APPLICATION CHECKLIST

SWIMMING POOLS AND SPAS



HEAD OFFICE

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FORWARD ALL CORRESPONDENCE TO

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DIRECTOR

WES MAXWELL
BUILDING PRACTITIONER
BS16269 & INU 1564
MBA (IMGT)
B.BLDNG SURV
GRAD CERT PERF BLD
SURVEYING

ACN 118 536 477
ABN 12 118 536 477

TICK	DOCUMENTS
<input type="checkbox"/>	Application Form (Form 1) – completed, signed and dated.
<input type="checkbox"/>	Builders Warranty Insurance /Owner Builder Certificate (if cost of works exceeds \$16,000) www.vba.vic.gov.au
<input type="checkbox"/>	Copy of Title and proof of ownership (include plan of subdivision, position of easements and any restrictive covenants and/or 173 agreements). The copy of Title must be <u>no</u> more than 4 months old. www.landata.vic.gov.au
<input type="checkbox"/>	Working Drawings drawn to scale detailing; <ul style="list-style-type: none"> • Site plan – showing the plan of the swimming pool and safety barriers, boundaries, dimensions of the allotment and any relevant easements and their location, size, contents and depths. • Location of the existing dwelling and any other structures • Setbacks of the swimming pool/spa to side boundaries • Boundaries and dimensions of the allotment and any relevant easements • Engineer’s drawings, design computations and 126 Certificate for the steel reinforcement design. • Pool barriers – provide specific fencing details i.e height, location, materials, gate and latch location etc.
<input type="checkbox"/>	Reporting authority consents (council, water authority) to build over an easement – if applicable
<input type="checkbox"/>	Copy of Town Planning Permit and endorsed plans – if applicable.
<input type="checkbox"/>	Payment of fees (account must be settled <u>prior</u> to a Building Permit being issued).

**** Please note that if sending in electronically only one of each document is required.**

**** NO works are to commence prior to the issuing of the building permit.**

For further information please do not hesitate to contact the office 03 5672 4655