

## APPLICATION CHECKLIST – Swimming Pool/Spa & Associated Barriers

Building Act 1993, Building Regulations 2018

Copies Required	Document	Tick
1	Form 1 (Application Form) – Which includes letter of appointment/authorisation to act and owners agreement.	
1	Working Drawings including: <ul style="list-style-type: none"> <li>- Site Plan showing location of existing pool, existing residence and setbacks to all relevant boundaries;</li> <li>- North position</li> <li>- Indicate location of pool safety barrier in accordance with AS 1926.1</li> </ul>	
1	Current Certificate of Title and Plan of sub-division (printed within the last 60 days).	
1	Builders Warranty Insurance( <b>registered builder</b> carrying out works over \$16,000) or if <b>owner builder</b> , a certificate from the Building Practitioners Board (if cost exceeds \$16,000)	
	Fees (to be paid prior to the issue of the Building Permit) Cash, Cheque, or Direct Deposit	

**No Works are to commence on the allotment prior to the issue of a Building Permit.**

Building applications can be personally lodged between 9.00am – 5.00pm weekdays

We are happy to discuss your projects and any other requirements at a preliminary design stage. Feel free to ring us on 1300 380 708 or call into our office.

Stephen Bond  
**Director/Building Surveyor**  
**BS-L 36361**

## FORM 1

Regulation 24  
**Building Act 1993**  
 Building Regulation 2018

### APPLICATION FOR A BUILDING PERMIT

To: B4UBuild Building Consultants

**From:**

Owner/Agent of Owner: .....

Postal Address: ..... Postcode: .....

Contact Person: ..... Ph: .....

Email: ..... ACN/ARBN:.....

Address for serving of Notices: (if different from the above) .....

Indicate if the applicant is a lessee or licensee of Crown land which this application applies to  Yes  No

Contact Person: ..... Ph: .....

**Lessee Responsible for Building Works**

Indicate if a lessee of the building, of which parts are leased by different persons,   
 is responsible for the alterations to a part of the building leased by the lessee

**Ownership Details** (only if agent of owner listed above)

Name: .....

Postal Address: ..... Postcode: .....

Contact Person: ..... Ph: .....

Email: ..... ACN/ARBN:.....

**Property Details**

Number		Street / Road		City / Suburb / Town			Postcode
Lot/s	LP/PS	Volume	Folio	Crown Allotment	Section	Parish	County
Municipality		Allotment Area (for new dwelling)			m <sup>2</sup>		

Land owned by the crown or a public authority Yes  No

**Owner Builder**

I intend to carry out the work as an owner builder Yes  No  (Please provide builder details below)

Owner builder certificate of consent number (if applicable).....

**Social housing**

Does any of the building work include the construction of social housing as referred to in regulation 281B of the Building Regulations 2018? Yes  No

[Indicate Yes if the building work, which is the subject of this application, includes the construction of social housing or if other building work, which is the subject of a related staged building permit, includes the construction of social housing.]

### Emergency recovery

Does any of the building work include the construction of a dwelling that was destroyed or damaged in an emergency referred to in regulation 166J(b) of the Building Regulations 2018? Yes  No

[Indicate Yes if the building work, which is the subject of this application, includes the construction or repair of a dwelling within the same municipal district as the destroyed or damaged residential dwelling.]

### Nature of Building Work

What type of structure are you building / Proposed Use of Building: \_\_\_\_\_

Tick if applicable or give other description

Construction of a new building		Demolition of a building	
Alterations to an existing building		Removal of a building	
Extension to an existing building		Re-erection of a building	
Construction of a swimming pool / Spa		Change of use of existing building	
Construction of a swimming pool / Spa barrier		Other	

#### Note

Under the **Building Act 1993 swimming pool** is defined to include a spa

### Builders Details (if known)

Name		Registration No.	
Company Name		Company Registration No.	
Address		Phone No.	
Email Address		ACN/ARBN	

### Natural person for service of directions, notices and orders (if builder is a body corporate)

Name		Phone No.	
Postal Address		Postcode	

### Building Practitioners and Architect engaged to prepare documents in the building work.

Practitioners Name	Category & Class	Registration No.

### Cost of Building Work

Is there a contract for the building work?

Yes		Contract Price (Please supply a copy of the contract / quote)	\$	
No		Estimated cost of the works (including the cost of labour and materials) and attach details of the method of estimation.	Erection	\$
			Concrete Slab / Footings	\$
			Structural Kit / Project	\$

	Does the building work relate to more than one class of building, including a class of building referred to in section 205G(2A) of the Building Act 1993 and a class 1, 9 or 10 building?	Yes	
		No	
	If yes, provide the cost of the building work that relates to the class or classes referred to in section 205G(2A) of the Building Act 1993 and the cost of the building work that relates to a class 1, 9 or 10 building:	Cost of building work relating to a class 2, 3, 4, 5, 6, 7 or 8 building	\$
		Cost of building work relating to a class 1, 9 or 10 building	\$

**Stage Building Permits Only – Stage of Building Work** (The application form is required to be completed for each stage)

Is this permit to be issued over stages: Yes  No

If yes please tick what stage this application is for and supply the cost of works for the project and stage:

Slab Stage  Lock Up  Completion

Cost of Works for the entire project: \$ \_\_\_\_\_ Cost of Works for this stage only: \$ \_\_\_\_\_

**I can confirm that a building permit application for the proposed building work has not been lodged with another building surveyor.**

Signature of Owner or Agent .....Date .....

**Appointment of Building Surveyor by the Owner:**

Please complete and signed the statement below so that we can issue your Building Permit, carry out our inspections and issue an Occupancy Permit or Certificate of Final for your building project. We will also provide Council with a copy of the Building Permit, approved plans and required documents for their records.

I, \_\_\_\_\_ (Name of owner), appoint B4U Build Building Consultants as the relevant building surveyor pursuant to section 78 of the Building Act 1993 for the purpose of issuing a building permit, carry out building inspections and issuing an Occupancy Permit or Certificate of Final Inspection for the proposed building work at the above site address.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorisation to Act as an Agent of the Owner:**

Please complete and sign the statement below which will allow your nominated agent to submit an application for a Building Permit on your behalf. We will provide your agent with a copy of the Building Permit to allow you to begin construction and a copy of the Occupancy Permit or Certificate of Final upon completion of the building work.

I, \_\_\_\_\_ (Name of owner),

authorise \_\_\_\_\_ (Name of builder / agent)

to act as my agent pursuant to section 240 of the Building Act 1993 for the purpose of submitting an application for a Building Permit and/or Occupancy Permit to the relevant building surveyor for the proposed building work at the above site address.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## OWNERS AGREEMENT FOR A SWIMMING POOL/SPA PERMIT

I, being the owner of (property address) .....hereby agree to the application or a building permit to be made to B4U Build Building Consultants to install a swimming pool / spa & safety fence at the above address.

I further agree to the following conditions in respect to this process:

- I understand that the installation of a fibreglass swimming pool/spa requires it to be filled with water as soon as its installed and that the builder will immediately place a temporary safety barrier around the pool/spa complying with AS 1926. (if applicable)
- I understand that the temporary barrier must continue to comply with AS 1926 and must not be removed until the permanent safety barrier has been installed, inspected and approved by B4U Build Building Consultants or their representatives.
- Where the temporary safety barrier has been removed and/or the permanent safety barrier has not been inspected or approved, B4U Build Building Consultants must serve a Building Notice as required by the building regulations for safety reasons and fines will apply.
- I understand that the permanent safety barrier must be placed, inspected & approved with **6 months** of the date of the installation of the pool/spa
- I understand that the owner, builder or person in charge of building works must notify B4U Build Building Consultants that construction of the swimming pool/spa and associated barrier has commenced.
- I understand that the contractor has paid for a maximum of (2) two inspections. The first inspection will cover installation of the pool/spa and temporary safety barriers. The second inspection will cover the permanent safety barriers and its compliance to the Building Regulations.
- I understand that should existing boundary fences be used as part of the safety barrier, I shall be responsible for ensuring the compliance of the barriers to AS 1926 prior to installation of the pool/spa. Further to the above statement, where the existing boundary fences needs upgrading, I accept full responsibility for obtaining the consent of the adjoining neighbours prior to installing the pool/spa. If consent from the neighbour is unable to be obtained, the safety barrier must be placed inside the property boundary line.
- I understand where safety barriers are to be placed higher than 1.8 meters, further consent may be required from my council and it is my responsibility to obtain report and consent.
- Please be aware the councils are taking enforcement action on illegal works – even minor structures. Structures such as timber decks, retaining walls, verandah’s etc. may require a separate building permit and should be organised now if you intend to construct any of these types of works in conjunction with your pool. The Building Regulations require a Building Notice to be served (costs apply) when structures are built without a building permit and my result in a costly remedial work or even removal of the illegal structure.
- I understand and accept that should additional inspections be required due to non-compliance of the pool/spa barrier, additional fees may apply and be payable direct to B4U Build Building Consultants within (7) seven days of date of invoice:
- Will be installed within **(6) six months** and I make this solemn declaration conscientiously believing the statement above to be true

Signature of Owner: .....

Date: .....

Print Name: .....

Phone No: .....

Email: .....