

# APPLICATION TO REGISTER A SWIMMING POOL OR SPA

BUILDING REGULATIONS 2018, REGULATION 147P(1)



## OWNER DETAILS

First Name  Surname

Postal address

Phone  Email

## PROPERTY ADDRESS

Unit no.  Street no.  Street

Suburb  Postcode

## TYPE OF SWIMMING POOL OR SPA (PLEASE ✓ TICK):

Permanent swimming pool  Permanent spa  Relocatable swimming pool  Relocatable spa

For permanent swimming pools and permanent spas, the approximate date that the swimming pool or spa was constructed:

Date

Please provide copies of any relevant building permit if available and/or any other information or documentation that provides evidence of when the swimming pool or spa was constructed.

For relocatable swimming pools and relocatable spas, the date that the relocatable swimming pool or relocatable spa was erected:

Date

Is there any other building work that has altered or resulted in changes to the barrier since the swimming pool or spa was constructed or erected?

If yes, please provide details and copies of any relevant building permit or other documentation.

## LODGEMENT AND PAYMENT

Applications can be lodged in the following ways:

### Email /☎ phone

[bcg@melbourne.vic.gov.au](mailto:bcg@melbourne.vic.gov.au)  
Telephone: 61 03 9658 9658

For applications lodged via phone or email, an officer will contact you via email with a reference number and instructions to make payment online or by phone.

### In person

Melbourne Town Hall  
Administration Building,  
120 Swanston Street, Melbourne.  
Business hours, Monday to Friday  
Closed public holiday

### Mail

Planning and Building  
City of Melbourne  
GPO BOX 1603  
Melbourne VIC 3001

A confirmation email with payment details will be sent once your application is lodged. Payment can then be made online, over the phone, in person or by mail. Please refer to the schedule of fees for an indication of the amount payable [melbourne.vic.gov.au/planningbuildingfees](http://melbourne.vic.gov.au/planningbuildingfees)

Fees are non-refundable and applications are processed once payment is received in full.

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**COLLECTION STATEMENT**

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Melbourne for the purpose of assessing your application as set out in the *Building Act 1993* and Building Regulations 2018, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the planning process, and to persons accessing information in accordance with the *Public Records Act 1973*, *Building Act 1993* or the *Freedom of Information Act 1982*.

It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Melbourne please contact Planning and Building by phone 03 9658 9658 or email [enquiries@melbourne.vic.gov.au](mailto:enquiries@melbourne.vic.gov.au).

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**APPLICANT DECLARATION**

**By signing this application, I declare that the information provided is true and correct. I acknowledge that all fees are non-refundable.**

Name

Date

Signature