

TO AVOID DELAYS: PLEASE SUBMIT **ALL** RELEVANT DOCUMENTS LISTED BELOW
NOTE: A building application is NOT deemed to be submitted without the prescribed fee.

SWIMMING POOLS, SPAS AND BARRIER FENCES

	DOCUMENT	No. OF COPIES	SUPPLIED?
1.	Completed Building Permit Application form signed.	1	
2.	Copy of property title (title search must be completed within the last 90 days) including a plan of Subdivision if plans not on title and, if applicable, any covenants and/or Section 173 agreement.	1	
3.	If Owner Builder and estimated cost of works is \$16,000 or more, submit Owner Builder Certificate of Consent from the Victorian Building Authority. For more information, or to obtain an application kit, please call 1300 360 320.	1	
4.	If a builder has been engaged and the estimated cost of works is \$16,000 or more, submit a copy of the builder's warranty insurance certificate. The insurance must be site specific and include the registration details of the registered builder you have engaged.	1	
5.	Swimming pool construction drawings/details and pool specifications in regards to construction/installation of the pool & pump.	3	
6.	Safety Barriers and latching details/specifications for the swimming pool barrier; including construction details of the footing/post holes, gates, materials and height.	3	
7.	Site plan of the property clearly indicating the proposed swimming pool and safety barrier and distances to property boundaries. Show the location of any existing dwelling, including windows, doors, side gates, boundary fences etc; and any other buildings on the allotment and adjoining allotments.	3	
8.	As of July 1 st 2019, All Applicants are required to pay the building permit levy fee directly to the VBA (Permits over \$10,000 Cost of Works)		

Contact us:

t: (03) 5734 6200
 e: mitchell@mitchellshire.vic.gov.au
 w: www.mitchellshire.vic.gov.au