



Application Checklist

Swimming Pools and Spas

Note: The information below is a guide only. Depending on the nature, size and/or complexity of the work additional information may be requested in order for a complete assessment to be undertaken.

****Denotes mandatory items**

Completed Application Form - Form 1 (form attached). Include all registered building practitioners.

- **Application Fee** - This will be determined by the type of work, time to assess, number of inspections & quality of plans & documents provided. Please contact the Building Department for a quote.

The following fees may also apply:

- A Building Commission Levy (applies to works over \$10,000)
- A lodgment fee is payable

- **Current Copy of Title** - Must include a Plan of Sub-division, and any covenants or Section 173 Agreements registered to the land.

Note: Title Restrictions may override below items.

- **Suitably Scaled Floor/Site Plan** (A4 or larger).

The plan must include:

- Boundaries and dimensions of the site as detailed on the Plan of Subdivision including any easements.
- The location of existing buildings, decks, retaining walls and climbable structures etc. including detail of any openings (e.g. doors, windows)
- The location of the proposed pool/spa and any other proposed structures including decks and steps. The proposed structures are to be clearly dimensioned and setbacks from title boundaries and easements shown.
- The location and detail of Pool/Spa safety barriers (ie all enclosure fencing, gates, shielding, walls etc.) including the following:
 - 1.2m minimum height for pool/spa fence height, no gaps exceeding 100mm, no climbable members as per AS1926



- 1.8m minimum height for boundary fences (include type e.g. solid paling, rails facing pool or adjoining property) if used as part of pool enclosure
- All boundary fence safety barrier fencing raised at least 900mm higher from intersecting pool/spa barrier/fence
- Intersecting fences with climbable rails etc to be installed with solid shielding (e.g. palings) at least a horizontal distance of 900mm (outside) & 300mm (inside) pool enclosure
- No climbable objects within 900mm horizontal distance of safety barriers including adjoining properties
- Gates must swing outwards from pool/spa enclosure with 1.5m minimum self latching & closing device
- Dwelling, shed & outbuilding doors are not permitted to open into the pool/spa enclosure
- Windows with sills less than 1.2m high and no climbable objects are to be permanently restricted from opening more than 100mm width
- Fencing details are to be in compliance with AS 1926.1 and are to show the height, spacing between timber / steel members and footings
- Filter & ladder location

For common boundary fences used as part of Pool/Spa barrier

- Photos of existing common boundary fences proposed as safety barriers to illustrate no climbable objects.
- Precaution Work Form - Required for all proposed works on common fences including using it as a safety barrier that may require alterations.

Note: Adjoining owner to consent by signing form, otherwise a separate pool/spa fencing/safety barrier will be required to be installed between structure & common fence.

Retaining Walls, Decks, Planter Boxes or other Permanent Climbable Objects

- Elevation plans of pool/spa fencing/safety barriers – For any existing or new retaining walls, decks, planter boxes or other permanent climbable objects located within 900mm horizontal distance.
- Section Drawings & structural details – For any proposed decks, retaining walls or other structures. Also refer to separate Checklists or speak to a team member.

Pre-fabricated Pools and Spas

- Manufacturer Specifications** - For any above ground pool or spa. The supplier should be able to assist. Include hair & body entrapment, skimmer box details to AS 1926.3 - Water Reticulation Systems, & Energy Efficiency (e.g. Solar, Gas Heating & Pumping, Covers, Time Switch) measures if applicable.

Concrete Pools/Spas

- Structural Drawings, Computations & Compliance Certificate from a Registered Design Engineer**

Compliance Certificate is to be addressed to Municipal Building Surveyor, Frankston City Council.
PO Box 490, Frankston 3199.

- Soil Report from a Geotechnical Engineer** - This may be required for any in-ground pool as determined by Technical Building team.

Other Requirements

- For domestic Works exceeding \$16,000 (Commercial Rate of Labour & Materials to be Included into Calculation) one of the following is required:**

Domestic Building Warranty Insurance from a registered Builder if works exceed \$16,000 **OR**

Owner-Builder Consent from the Victorian Building Authority (VBA) **and** an **Owner-Builder Acknowledgement Form**

- Build Over Easement Approval** – May be required from service authorities (e.g. South East Water - Sewerage, Council's Infrastructure Department – Drainage, Melbourne Water - Drainage) and as listed on the Plan of Subdivision if proposing to construct on or within close proximity of an Easement or Service Assets (e.g. sewer branch, pit etc.).

- Council Infrastructure Department – Download application form and information from www.frankston.vic.gov.au Infrastructure
- South East Water (SEWL) – Download application form & information from www.sewl.com.au.
- Melbourne Water – Download application form and information from www.melbournewater.com.au & click on top icon – “Planning and Building”

- Asset Protection Permit** - Required for all work required by the Frankston City Council Infrastructure Department.

- Planning Permit** – May be required in some cases. Please obtain advice from the Frankston City Council Planning Department