

## Pool Documentation Checklist

### 1 set required if emailed

- Building Permit Fees** (Have they been paid)
- Application form including Authority to Act form completed by owner**  
(Complete all relevant sections)
- Owner Builder Certificate**  
(if the project is carried out by the owner of the land)
- Builders Warranty Insurance Certificate & signed copy of Builders/Client contract showing agreed contract cost**  
(if the project is carried out by a registered domestic builder)
- Copy of title**  
(this includes the front pages of title, plan of subdivision and any relevant covenants or section 173 agreements)
- Proof of ownership**  
(copy of the rates notice, solicitors letter confirming settlement or a current title search)
- Architectural/Working Drawings – to include fence types (glass or aluminum) & boundary fences (paling or colorbond) site plan to include site levels & pool finished level & including all requirements as per Regulation 25**  
(3 sets minimum required)
- Structural Drawings, computations and certification**  
(3 sets minimum required)
- Soil Report**  
(3 sets minimum required)
- Project Specifications**  
(3 sets minimum required)
- Town Planning Permit and Endorsed plans**  
(only required if the proposal requires a town planning permit. Check with your local council (3 sets minimum required))
- Developer/ Body Corp Consent**  
(Developer approval only required in select new estates). Check with your local council (3 sets minimum required) Body Corp approval required for proposed building work
- Protection Notices or Double Certification from Independent Engineer**  
(only required if the proposed building is abutting an adjoining building (3 sets minimum required))
- Building Over Easement Consent**  
(only required if the structure is over the easement or pool within 1000mm of sewer or drainage pipe. Council and water authority consent is required) (3 sets minimum required)
- Service pipe depth information**  
(only required if the building is within 4m of any service pipes within the subject or adjoining properties) (3 sets minimum required)
- Water Recirculation System – including recirculation & filtration system showing connection of common lines, details of active main drain/suction point covers, section through skimmer box, details of design water velocities & pump system**
- A statement of the use or intended use of all buildings shown on allotment plans**