



This checklist should be read in conjunction with the [Rules for Pools and Spas](#) publication by the Building Commission and AS 1926.1—2012.

Approval:

A building permit is required under the Building Act 2011 and the Building Regulations 2012 prior to installing, constructing or altering swimming and spa pool barriers, including windows, doors and gates that provide access to a swimming or spa pool area. A building permit is also required for the construction of swimming and spa pools.

Fees:

There is a minimum fee of \$171.65 payable upon submission of a building permit application, consisting of a \$110.00 application fee and a \$61.65 Building Services Levy. Additional fees are payable when the estimated value of the proposed building works exceeds \$20,000.

Checklist:

1. Forms & Supporting Documents

- BA2 form - Application for Building Permit Uncertified or BA1 form - Application for Building Permit Certified
Refer to the Shire of Carnarvon website to find out the difference between certified and uncertified applications.
- Certificate of Design Compliance (for certified application only)
- BA20 or BA20A Form Consent from adjoining owner where proposed works may encroach or adversely affect neighbouring properties and adjoining land
- Water Corporation Approval Stamp
- All fees are payable at the time of lodging the application.

2. Plans

A complete set of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include the Lot address and owner details.

- Site Plan (minimum scale 1:200)**
 - Clearly indicate all property boundaries, boundary dimensions and existing buildings
 - Clearly indicate the distance from the existing buildings and property boundaries to the proposed pool or spa
 - Existing development on adjoining land:
 - a) The location of any vehicle access way, driveways or crossover located within 3 meters of the side boundary adjoining the development site; and
 - b) The ground levels of adjoining land adjacent to the side and rear boundaries
 - Location of existing Effluent Disposal system (un-sewered areas only)
 - Locations and heights of stabilised embankments e.g. retaining wall(s)
 - Position of isolation fence and gate location
 - North point

- Layout Plan (scale 1:100)**
 - All dimensions of the proposed pool or spa including depth
 - Finished ground level
 - Type of pool structure e.g. Concrete, Fibreglass, Vinyl
 - Provide details of pool cover compliance to Australia Standards AS2020
 - Isolation fence details i.e. type, height, footing size

3. Details

- Pool Fencing**
 - Drawing and specification of materials to be used. To be placed on drawings or supplied detailed measurements.
- Pool Covers / Blankets**
 - An outdoor private swimming pool or spa associated with a Class 1 residential building must be supplied with a cover, blanket or the like that is designed to reduce water evaporation and is listed on the Smart Approved Watermark Scheme

4. Engineer Certification

- Pool Certification**
 - Structural detail drawings signed by a practising engineer for structural adequacy or structural adequacy certificate as built signed by a practising engineer
 - Individual specifications for each body type
 - Vinyl Lined Pools: Structural detail drawings signed by a practising engineer for structural adequacy showing concrete/brickwork specifications, footing dimensions, reinforcement size and location, wall thickness
- Site Report**
 - When requested site classification as per the Building Code of Australia
 - Recommendations for earthworks, foundations and drainage
- Retaining Wall**
 - Drawing and specification of materials to be used. If walls are over 500mm, structural engineer certification is required.

Notwithstanding the above, it is at the discretion of the Building Surveyor assessing the plans as to whether more details will be required to be submitted to achieve the performance requirements relating to the relevant parts of the National Construction Code and the Western Australia Building Act 2011.

Disclaimer

This publication has been prepared by the Shire of Carnarvon in good faith as a service to its residents. The material contained in this document is intended to provide general information only to help you to understand the rules and regulations. While we aim to keep the content of this document current and accurate, we accept no responsibility for any ramifications or repercussions for providing this information. Please contact the Shire of Carnarvon if you wish to comment on the sheets provided and the information contained within. Any reported errors will be amended.