

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
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Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service : 133 677  
ABN: 81 957 967 765

## Pool and Spa Registration Application Form 22 Pool

Building Act 1993 – Building Regulations 2018 – [Regulation 147P \(1\)](#)

There are some hard words in this form. The hard words are [blue](#). You can read what they mean on page 2

Fee is non-refundable.

☐ Application fee - \$79.00 for Pool or Spa installed before 1 November 2020

☐ Application fee - \$32.85 for Pool or Spa installed after 1 November 2020 (Please attach a [Form 23](#) and **copy of Final certificate**)

Owner's details – owner of the land (the Property) on which swimming pool or spa is located

Name:				
Postal address:				
			Postcode	
Phone number: Home:		Work:	Mobile:	
Email address:			Fax:	

Property Details:

Address:
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Type of swimming Pool or Spa: **See over page for definitions.**

Permanent pool <input type="checkbox"/>	Permanent spa <input type="checkbox"/>	Relocatable pool <input type="checkbox"/>	Relocatable spa <input type="checkbox"/>
Approximate year of construction or erection if no documents provided. Pool _____ Spa _____			
Are the Pool and Spa contained within the same safety barrier? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no please complete a separate application for each pool or spa.			

Please provide copies of any relevant building permit or [documentation](#) that provides evidence of when the swimming pool or spa was constructed.

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? ☐ Yes ☐ No

If Yes, please provide details and copies of any relevant building permit or any other [documentation](#).

Signature:	
Name:	Date: ____/____/____

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.  
When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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## Office Use Only:

Received to ☐ LC/SPS/PP Method of Payment: ☐ Cash ☐ Cheque ☐ Eftpos ☐ Credit Card  
Amount Paid: \$\_\_\_\_\_ Receipt Number: \_\_\_\_\_ Receipt Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Hard Words:

**Regulation:** Building Regulations 2018 - Regulation 147

**Documentation:** Copy of final inspection certificate issued for building permit for pool or spa.

**Form 23.** Is a Certificate of Barrier Compliance that can be obtained by engaging a registered and qualified Inspector who can inspect the barrier and issue the Form 23.

**Note:** The Form 23 once received by the owner must be lodged into Council within 30 days of the date of the signed Form, or the certificate may be invalid

**Type of pool or spa definitions:** A relocatable pool or spa is a pool or spa that is contained within a relocatable temporary compliant barrier. If it is located within a permanent barrier then it is a permanent pool or spa.

## Submitting your application

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
<b>In Person</b>	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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