

Application to register a Swimming Pool or Spa

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

Form 22, Regulation 147P(1), Building Regulations 2018, Building Act 1993

New laws introduced by the Victorian Government require property owners to register their swimming pool and spa with Council.

For pools or spas constructed prior to 1 November 2020: You may proceed with this registration process.

For pools or spas constructed from 1 November 2020: You must first obtain a Form 23 Certificate of Barrier Compliance which must be lodged with this registration application.

Further information can be found on our website at www.wellington.vic.gov.au/poolrego or by contacting Council's Building Department on 1300 366 244.

How to complete this form

Step 1

Complete

Complete all sections of the form

Step 2

Sign

Ensure to check the information you provide and sign the declaration (at the end of page 2)

Step 3

Submit

Submit a completed application form including any additional documentation and payment to Council

Note: Registration of a swimming pool or spa is not complete until the statutory fee has been paid in full.

How to submit this form

In person	Sale Service Centre 18 Desailly Street, Sale Monday-Friday 8:30am – 5:00pm	Yarram Service Centre 156 Grant Street, Yarram Monday, Tuesday, Thursday, Friday 10:00am – 2:00pm (closed Wednesday)
	Wellington Shire Council, PO Box 506, Sale Victoria 3850	
By Post	Wellington Shire Council, PO Box 506, Sale Victoria 3850	
Online	www.wellington.vic.gov.au/poolrego	
Email	enquiries@wellington.vic.gov.au	

What happens next?

Council's Building Department will process the application. A Council staff member may contact you if any additional information is required.

Registration fee:	\$32.80
Form 23 – Certificate of Barrier Compliance Lodgement Fee	\$21.10
Information search fee (Fee is applicable if certificate of final inspection/occupancy permit/form 23 or other relevant documentation is not provided)	\$48.70

What happens next?

- Once the application is processed, you will be informed in writing that your swimming pool/spa is now registered and when your mandatory inspection is due to be undertaken.

Privacy

Information requested on this form is collected for the purpose of registration of a swimming pool or spa and maintaining a related register. Any personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose part or all of this information as required to do so by law (including third parties and/or other agencies). The applicant understands that the personal information provided is for the purpose of registering a swimming pool or spa, and they may apply to Council for access to/or amendment of the information.

Application to Register a Swimming Pool or Spa

▼ Owner Details

Please provide the name/s of the land (property) owner on which the swimming pool or spa is located:

Owner/s name:

Owner phone:

Owner email:

Applicant and/or Agent Details

Name:

Postal address:

Phone:

Applicant email:

▼ Property Details

Please provide details of the land (property) on which the swimming pool or spa is located:

Address:

Municipality:

Council reference:

▼ Swimming Pool or Spa details

What type of swimming pool or spa is on the land (property)

Permanent swimming pool

Relocatable swimming pool

Permanent spa

Relocatable spa

If property contains both pool and spa - Please select relevant option below:

Contained within same safety barrier

Contained within separate safety barriers

Swimming pool - What is the approximate date the swimming pool was constructed/installed?

Spa - What is the approximate date the spa was installed?

Please provide copies of at least one of the following documents that provides evidence of when the swimming pool or spa was

Certificate of Final Inspection

Occupancy Permit

Building Permit

Form 23

Other

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 installed:

Yes

No

(If yes, please provide details or attach copies of any relevant building permit or other documentation)

▼ Declaration of property owner and applicant completing this form

I declare that all the information provided on this form is true and correct and understand that it is an offence to provide false or misleading information.

I understand that there are fees associated with this application to register a swimming pool or spa, and the swimming pool or spa will not be considered as registered until all applicable fees are paid in full.

Owner
Name:

Owner
Signature:

Date:

Applicant
Name:

Applicant
Signature:

Date:

Registration fee:

\$32.80

Form 23 - Certificate of Barrier Compliance Lodgement Fee

\$21.10

Information search fee:

(Fee is applicable if certificate of final inspection/occupancy permit or other relevant documentation is not provided)

\$48.70

OFFICE USE:

Registration Fee(251)
CBC Lodgement Fee (253)
Search Fee (254)

Date:

Receipt Number:

Officer: