

Request for Removal of a Swimming Pool and/or Spa from Council Register

(Decommission/Removal) Reg 147S

Legislation introduced by the Victorian Government require property owners to register their swimming pool and/or spa with Council and for Council to maintain a Register. If the pool or spa has been removed from the land or satisfactorily decommissioned the property owner may request Council to remove the pool/spa from the Register.

Please complete this form to request removal from Councils Register. Further information regarding swimming pool/spa registration and compliance can be found on our website at www.wellington.vic.gov.au/poolrego or on the Building & Plumbing Commission website www.bpc.vic.gov.au/home-owners/home-renovation-and-building-essentials/swimming-pools-and-spas.

If you have questions concerning the swimming pool or spa registration and compliance process, please contact our Building team 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 to Council
- Step 4 Council Inspection**
Council will contact you to arrange a removal/decommission inspection by a Council inspector. There is no fee for this inspection.
- Step 5 Council Acknowledgement**
Once Council is satisfied, we will acknowledge the removal of the pool/spa from Councils Register in writing.

Information for Decommission/Removal

The primary requirement for decommissioning a pool or spa is removing components that make the structure a swimming pool, such as frames, liners, access and filtration systems and removing its capability to hold water to a depth of 300mm or greater. Ideally complete dismantling and removal from the property is the preferred and best outcome. This information is provided as a guide and upon Council inspection further instructions may be required.

Note: Emptying the water, hardcover or lockable lids, disconnection from power or removing only the drainpipe would not be sufficient for decommissioning as reconnection is construed as possible.

Above ground pool or spa - Inflatable or framed	Remove and/or dismantle all the components and framework of the above-ground pool/spa structure and any filtration system.
Above ground pool or spa - Solid sided	Completely remove the solid pool/spa structure from the property. OR For decommission there should be placement of 4-6 x 50mm diameter holes drilled in the bottom of the pool/spa so that the pool/spa cannot hold water to a depth greater than 300mm or if a liner pool. OR Remove any liners, access ladders, and filtration system.
Above ground pool or spa - Installed below ground with retaining walls and steel frame still in place	Remove any liners, access ladders, and filtration system. The excavation filled with soil common to the site and compacted in layers.
Inground pools or spas - Complete Removal of the Pool/Spa	Excavate and lift out the fibreglass or concrete pool shell whenever possible. Remove any demolished material from the excavation to an approved disposal site. The excavation filled with soil common to the site and compacted in layers. <i>Note: If the pool is more than 40m² in area a Demolition Permit from a registered building surveyor should be obtained.</i>
Inground pools and spas – Decommission of the Pool/Spa and/ or burying of the Pool/Spa	Cut a minimum of 2 x 500mm x 500mm squares in the base of the pool (deep end) and remove all the fibreglass or concrete cutout from the pool. Disconnect the filtration system and any access ladders. Cut down the walls of the pool at least 600mm from the top. Remove the demolished material to an approved disposal site. The excavation filled with soil common to the site and compacted in layers.

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Council Reference Number

Owner Details

Owner Name(s):

Owner Address:

Owner Phone:

Owner Email:

Property Details

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

Property Address:

Municipality: Wellington Shire Council

Swimming Pool/Spa Details

My swimming pool/spa is: (tick pool/spa type and applicable statement)

☐ Permanent

☐ Relocatable

☐ I have decommissioned the pool/spa and altered it so that it is no longer capable of holding water to a depth of 300mm.

☐ I have removed to pool/spa from the property.

☐ I intend to remove the swimming pool/spa from my property and require time to complete this.

☐ I intend to decommission the swimming pool/spa from my property so that it is no longer capable of holding water to a depth of 300mm. and require time to complete this.

☐ Other – Please provide details

Declaration of property owner completing this form

I declare that all the information provided on this form is true and correct and I understand that it is an offence to provide false or misleading information. I understand that Council will undertake a site inspection to confirm decommission and/or removal. I will comply with any decommission/removal instructions provided by Council.

Owner Name:

Owner
Signature:

Date:

How to submit this form

In Person	Sale Service Centre 18 Desailly Street, Sale Monday-Friday - 8:30am – 5:00pm Telephone 1300 366 244	Yarram Service Centre 156 Grant Street, Yarram Monday, Tuesday, Thursday, Friday 10:00am – 2:00pm Telephone (03) 5182 5100
By Post	Wellington Shire Council, PO Box 506, Sale Victoria 3850	
Online	www.wellington.vic.gov.au/poolrego	Email enquiries@wellington.vic.gov.au