



Application to Register a Swimming Pool or Spa

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

For pools or spas constructed prior to 1 November 2020 (147L): Complete this registration form with evidence of construction date and/or pay applicable search fee.

For pools or spas constructed from 1 November 2020 (147M): Complete this registration form and attach a Form 23 Certificate of Barrier Compliance that has been issued within the last 30 days by the relevant building surveyor.

For relocatable pools and spas that have been erected for 3 or more consecutive days (147N): Complete this registration form on the 4th day after the relocatable pool or spa was erected.

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.vba.vic.gov.au/consumers/swimming-pools. 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 and payment to Council

Step 4

Council Acknowledgement

Once the application is processed, you will be informed in writing that your swimming pool/spa is registered and when the first or next Form 23 Certificate of pool/spa barrier compliance is due to be lodged by.

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 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	

Council Fees

Registration Fee	\$ 37.10
Form 23 – Certificate of Barrier Compliance Lodgement Fee	\$ 23.80
Information Search Fee (Fee is applicable if certificate of final inspection/occupancy permit/form 23 or other relevant documentation is not provided)	\$ 55.10

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. The 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		Permanent Spa	
Relocatable Swimming Pool		Relocatable Spa	
If property contains both a pool and spa - Please select relevant option below:			
Contained within same safety barrier		Contained within separate safety barriers	
Date of construction/installation – What is the approximate date of construction or installation?			
Pool		Spa	
Evidence of construction/installation and/or compliance - Provide a copy of documents selected			
Form 23 Certificate of Barrier Compliance		Building Permit	
Certificate of Final Inspection		Occupancy Permit	
Other (please specify)			
Alterations to the safety Barrier - Has there been any other building work that has altered or resulted in changes to the safety 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 Owner and/or Applicant 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 there are fees associated with this application to register for 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			\$37.10
Form 23 – Certificate of Barrier Compliance Lodgement Fee			\$23.80
Information Search Fee: (Fee is applicable if certificate of final inspection/occupancy permit or other relevant documentation is not provided)			\$55.10
OFFICE USE ONLY		Fee Paid: \$	
Registration Fee (Short Key 251)	Lodgement Fee (Short key 253)	Search Fee (Short Key 254)	
Date:	Officer:	Receipt No:	