

# Certificate of Barrier Compliance Inspection Request Form

New laws introduced by the Victorian Government require property owners to register their swimming pool and spa with their local Council and lodge a Form 23 Certificate of Pool/Spa Barrier Compliance (CBC) every 4 years. Property owners are required to have the safety barriers of the swimming pool and/or spa inspected by a registered building surveyor or inspector to obtain a CBC and then lodge that CBC with Council within 30 days of issue, and by the date specified by Council. If a safety barrier is deemed to be non-compliant, it is the property owner's responsibility to make the barrier compliant. Property owners can choose a registered practitioner of their choice. If you wish to engage Council to carry out a pool or spa barrier inspection for compliance, please continue with this form.

Further information regarding swimming pool/spa registration and compliance can be found on our website at [www.wellington.vic.gov.au/poolrego](http://www.wellington.vic.gov.au/poolrego) or on the Building & Plumbing Commission website [www.vba.vic.gov.au/consumers/swimming-pools](http://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 and payment to Council
- Council Acknowledgement**  
Council will be in contact with you within 10 business days to confirm a suitable day and time for the inspection.

## How to submit this form

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

## Council Fee

<b>Inspection Fee:</b> This fee includes the lodgement fee of \$23.80. Further re-inspections may incur an additional fee.	<b>\$395.00</b>
<b>Additional Inspection Fee:</b> Will be charged for third and subsequent inspections to achieve compliance.	<b>\$197.50</b>

## Privacy

Information requested on this form is collected for the purpose of conducting a swimming pool or spa inspection and maintaining a related register. Any personal information will be used solely by the Council for that primary purpose or directly related purpose. Council may disclose, part or all, 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 maintaining the swimming pool or spa register and carrying out the inspection process. They may apply to Council for access to/or amendment of the information.

# Certificate of Barrier Compliance - Inspection Request Form

Owner Details	
<b>Owner/s Name:</b>	
<b>Owner Address:</b>	
<b>Owner Phone:</b>	<b>Owner Email:</b>

Applicant and/or Agent Details	
<b>Applicant Name:</b>	
<b>Postal address:</b>	
<b>Applicant Phone:</b>	<b>Applicant Email:</b>

Property Details	
<b>Please provide details of the land (property) on which the swimming pool or spa is located:</b>	
<b>Property Address:</b>	
<b>Municipality:</b> Wellington Shire Council	<b>Council Reference:</b>

Inspection Day / Time				
<b>If you have a preferred inspection day or time, please nominate below:</b> (The Owner or Applicant is to be present at the inspection)				
<b>Day/s:</b> (please list)				
<b>Time:</b> (tick preference)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; padding: 5px;"><b>Morning</b></td> <td style="width: 25%; text-align: center; padding: 5px;"><b>Afternoon</b></td> <td style="width: 25%; text-align: center; padding: 5px;"><b>Anytime</b></td> </tr> </table>	<b>Morning</b>	<b>Afternoon</b>	<b>Anytime</b>
<b>Morning</b>	<b>Afternoon</b>	<b>Anytime</b>		

Declaration of Owner and/or Applicant completing this form	
<p>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 am authorising Wellington Shire Council to carry out the required Certificate of pool/spa barrier compliance inspection process at my property as listed above. I agree to pay the relevant inspection fee and understand I will not receive a Form 23 Certificate of barrier compliance until such fee is paid in full and any works as directed by Council have been completed and approved as compliant by Council's authorised inspection officer. Any follow-up documentation relating to compliance or non-compliance will be sent to the owner or applicant (if applicable). I understand I am to rectify any issues as identified in any inspection reports and by the timeframes specified, and should I not comply the matter may be referred to Councils Municipal Building Surveyor for action under the Building Act 1993.</p>	

<b>Owner Name:</b>	<b>Owner Signature:</b>	<b>Date:</b>
<b>Applicant Name:</b>	<b>Applicant Signature:</b>	<b>Date:</b>

<b>Inspection Fee:</b>	<b>\$395.00</b>
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<b>OFFICE USE ONLY</b>	<b>Fee Paid: \$</b>
Inspection Fee - \$371.20 (Short Key 250)	CBC Lodgement Fee - \$23.80 (Short key 253)
Date:	Officer
Receipt No.:	