



CHECK SHEET INFORMATION REQUIRED FOR A BUILDING LICENCE APPLICATION SWIMMING POOL OR SPA

PLEASE TICK When items are completed / attached to Application

REQUIREMENTS

1. FORMS

- Building Licence Application Form
- Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000)
- Application for Planning Consent (see Item 7)

2. PLANS

Note: Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, **drawn to scale** and include the Lot address and owner details.

2.1 Site Plan (minimum scale 1:200)

Please supply a current fully dimensioned Contour and Feature Survey Diagram showing:-

- North point, a datum point, contours, spot levels and features
- All property boundaries and boundary dimensions.
- All existing buildings including finished floor levels and show the structures(s) the subject of this application.
- Distance from the existing buildings and property boundaries to the proposed pool
- Finished Floor Level to proposed pool
- Retaining walls and stabilised embankments – locations and heights (levels top and bottom)
- Height and extent of proposed earthworks
- Location of sewer connection point or position of effluent disposal system (unsewered areas), any easement, any piped service traversing the site
- Location of the minimum and maximum depths of the pool
- Location of pool/spa fence, gates, child resistant doors and windows complying with AS1926.1
- All structures and/or buildings on adjoining lots within 3m of the lot boundary which might affect, or be affected by, the proposed development including the finished floor levels

Note: You will be required to supply a current Contour and Feature Survey Diagram by a certified Licensed Land Surveyor if the above information is not provided.

2.2 Floor plan (minimum scale 1:100)

- Dimensions of pool/spa
- Types of materials to be used
- Indicate the location of the minimum and maximum depths of the pool

2.3 Cross sectional view (minimum scale 1:100)

- Existing and proposed finished ground level
- Wall thickness
- Profile and structural components, clearly indicating the location of the maximum and minimum depths of the pool

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3. SPECIFICATIONS

- Detailed specification of materials and methods of construction

4. STRUCTURAL ENGINEERS CERTIFICATION

Note 1: Your plans, details and specification must be certified by a Practising Structural Engineer.

Note 2: A *spa* set back at least a distance equal to its depth from a boundary, easement or existing structure including a retaining wall will not require structural engineer's certification. Only the manufacturer's specifications for the spa are required.

4.1 Drawings

Structural Engineer's signed drawings including:-

- Confirmation of the suitability of the proposed pool for the soil condition.
- Confirmation that the proposed pool/spa will not surcharge or be surcharged by other adjacent structures (including retaining walls and fences).

4.2 Work Method Statement

If the pool/spa is proposed to be located less than at least a distance equal to its depth from a boundary, easement or existing structure, then a Work Method Statement (WMS) must be submitted including:-

- The method proposed to protect the excavation's embankment and the foundations of adjacent structures (including retaining walls and fences) where the works will either undermine or place an additional load on a structure or property during the construction of the pool/spa.
- A cross sectional drawing (to scale) illustrating the pool/spa location and the affected structures or the adjoining property.

If you are uncertain if a WMS will be required please speak to one of the Shire's Building Officers.

5. EASEMENTS AND RESTRICTIVE COVENANTS

- It is recommended you check the Certificate of Title to ascertain whether the property has any easements or restrictive covenants before submitting your building licence application.

6. FEES PAYABLE

- Building Licence Application Fee (the following calculation removes the GST component)
Value of Construction (GST Incl.) \$ _____ x $\frac{10}{11}$ x 0.35% = \$ _____ (Min. fee \$90.00)
- Builders' Registration Board levy \$40.50
- Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000)
Value of Construction (GST Incl.) \$ _____ x 0.2% = \$ _____

7. PLANNING CONSENT IS REQUIRED WHEN THE SWIMMING POOL IS:-

- Located on a lot affected by a flood plain/flood fringe
- Located in a Heritage Area or on the Heritage List Property.
- In a rural zone and is proposed to be outside of a building envelope or if no building envelope exists, less than the standard boundary setback for that zone— See Town Planning Scheme 2.

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PLEASE NOTE. This document is intended as a **guide only** to assist in your application. For further information and detailed advice call the Shire of Quairading on 9645 1001. Copies of this and other Check Sheets and some helpful Information Sheets are available on the Shire of Quairading website – www.quairading.wa.gov.au.