

To help you with the assessment of your Building Permit application (Certified and Uncertified), we have created this checklist for you. For more information on building a swimming pool and spa in the City of Melville, visit our [Residential Swimming Pools and Spas](#) page on our website.

Applications must be completed and paid in full.

This Checklist will help you not to forget or miss on any required information, so your application is not returned.

ADDRESS: LOT \_\_\_\_\_ # \_\_\_\_\_

PROPOSED DEVELOPMENT: \_\_\_\_\_

BUILDING PERMIT REQUIREMENTS		(✓) or (x)	For City of Melville Internal Use Only (✓)					
FORMS								
1.	<b>Form BA1 – (Certified) or Form BA2 (Uncertified)</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
a)	Completed Building Permit Application: <ul style="list-style-type: none"> <li>• <b>Form BA1 – (Certified)</b> or</li> <li>• <b>Form BA2 (Uncertified)</b></li> </ul>	<input type="checkbox"/>						
b)	Completed Building Permit Application Form to be <b>signed</b> by, each owner of the land, unless exempt.	<input type="checkbox"/>						
c)	Clearly indicate the estimated value of building work (including GST) on the Building Permit Application Form.	<input type="checkbox"/>						
d)	Builder's Details – Builder must <b>sign</b> the Building Permit Application Form.	<input type="checkbox"/>						
2.	<b>Construction Training Fund Levy Form (CTF)</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
a)	<a href="#">Construction Training Fund Levy (CTF)</a> receipt / proof of pre payment if works exceed \$20,000.							
3.	<b>Certificate of Title and Diagram of Survey</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
a)	A copy of the <u>Certificate of Title</u> and <u>Diagram of Survey</u> naming the applicant as the registered proprietor of the land and issued by Landgate within the last twelve (12) months.							
4.	<b>Checklist - Building a New Swimming Pool, Spa and Isolation Barrier / Fence</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>



a) Completed Checklist for Swimming Pool, Spa etc – Class 10b

**FEES**

**5. Building Permit Application Fee**

Yes  No  N/A

a) Building Permit Application Fee plus associated State levies must be paid at time of lodgement of the application

(Refer to the Building Application Fee Schedule).

**6. Verge Bond Fee**

Yes  No  N/A

a) Verge Bond Fee payable for applications over \$20,000.

**Exception: Verge Bond payable for all swimming pool and Demolition applications regardless of value.**

**APPROVALS**

**7. Planning / Development Approval**

Yes  No  N/A

a) Planning Approval or Written Advice issued by the City of Melville’s Statutory Planning Services for the proposed development (if applicable).

DA- \_\_\_\_\_ - \_\_\_\_\_

**CONSENTS / WORKS AFFECTING ONTHER LAND**

**8. BA20 and / or BA20A – where applicable**

Yes  No  N/A

a) Completed BA20 if building work adversely affects land beyond the boundaries to ensure that there is compliance with s 77 and s 77 of the *Building Act 2011*.



<p>b) Completed BA20A if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with s 78, 79, 80, 81, 84 and s 85 of the <i>Building Act 2011</i>.</p>	<input type="checkbox"/>	
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**DESIGN CERTIFICATES**

<p><b>9. Certificate of Design Compliance – (CDC) Form BA3</b></p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>a) <b><u>CERTIFIED BUILDING APPLICATIONS ONLY – (BA1)</u></b></p>		
<p>Provide a Certificate of Design Compliance (CDC) BA3 that is <b>signed</b> by a registered Building Surveyor specifying the relevant Drawings, Specifications and Technical Documents for each proposed structure and confirming compliance with the National Construction Code (NCC) / Building Code of Australia (BCA) and all referenced standards. The CDC will need to accompany the application for a Building Permit Certified Form BA1.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>b) Ensure that all documents stated on the Certificate of Design Compliance, (<b>Drawings, Specifications and Technical Certificates</b>) are attached in order as stated on the CDC and lodged with the application.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>OR</p>		
<p>c) <b><u>UNCERTIFIED BUILDING APPLICATIONS ONLY – (BA2)</u></b></p>		
<p>A Certificate of Design Compliance (CDC) BA3 is <b>NOT</b> required for an uncertified building application. The City will undertake the assessment for compliance with the Building Code of Australia and issue a Certificate of Design Compliance (CDC) BA3. An uncertified application must be made with a BA2 form.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

**PLANS AND DETAILS**



<p><b>10. Architectural Plans / Drawings</b></p> <ul style="list-style-type: none"> <li>• ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size.</li> <li>• <b>New and Existing Work</b> - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means.</li> <li>• Please do not re-submit stamped Planning / Development Approvals plans for Building Permit Applications. A new, matching set of plans are to be provided.</li> <li>• <b>Plans</b> are to include the following:</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p><b>10. a) Site Plan (minimum scale 1:200)</b></p> <ul style="list-style-type: none"> <li>i) Street names, lot number, and title reference to the site. <input type="checkbox"/></li> <li>ii) A feature / contour survey of the property showing the size and shape of the site including property boundaries and their dimensions. <input type="checkbox"/></li> <li>iii) A datum point, contour lines, spot levels and relative levels of the site. <input type="checkbox"/></li> <li>iv) Locations of all existing buildings and any structures on the site to be clearly shown. <input type="checkbox"/></li> <li>v) The dimensions of the swimming pool or spa. <input type="checkbox"/></li> <li>vi) The distance of the proposed swimming pool or spa location, setback from the lot boundaries. <input type="checkbox"/></li> <li>vii) The proposed finished levels to the top of the swimming pool or spa. <input type="checkbox"/></li> <li>viii) The existing and finished ground levels around the pool or spa area. <input type="checkbox"/></li> <li>ix) Location of existing sewer lines or drainage location in relation to the swimming pool or spa. <input type="checkbox"/></li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



<p>The location of the proposed swimming pool or spa including setback dimensions from any existing building or structure (including retaining walls, planters).</p> <p>x) This is to ascertain if undermining or surcharging will / could occur.</p> <p>If so, details of any retaining structure or proposals to take the imposed loads are to be included on the plan</p> <p>The location and setbacks of the proposed swimming pool safety isolation barrier and fence and gate locations must also be indicated on the site plan.</p> <p>xi) OR</p> <p>Noted that the pool barrier will be subject to a separate application.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>xii) The height of the boundary fence forming part of the proposed swimming pool safety boundary barrier.</p> <p>xiii) The location of any retaining walls, steps, planters, objects or level changes at the boundary barrier / fence.</p> <p>xiv) Show structures on adjoining land (fences, retaining walls, buildings).</p> <p>xv) Clearly indicate the North point.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p><b>10. b) Floor Plan (minimum scale 1:100)</b></p> <p>i) The swimming pool or spa floor plan.</p> <p>ii) Dimensions of the swimming pool or spa.</p> <p>iii) Details of any remedial works to be undertaken to upgrade window and door openings inside the pool enclosure if the building walls form part of the enclosure.</p> <p>iv) Details of the nominated isolation barrier / fencing type, new and existing that will form part of the pool enclosure and details of any alterations required to make the existing barrier / fencing compliant with Australian Standard AS1926.1.</p> <p>v) Any other information that the building surveyor may require, all clearly figured and dimensioned.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

<p><b>10. c) Elevations (minimum scale 1:100)</b></p> <p>i) Detail clearly showing the heights of the proposed swimming pool safety isolation barrier / fence and gates.</p> <p>ii) Types of materials used.</p>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p><b>10. d) Cross Sectional View (minimum scale 1:50)</b></p> <p>i) Height of isolation barrier and fence showing the finished ground level.</p> <p>ii) Details showing compliance of Non-Climbable Zones 1 to 5 of the pool isolation barrier, fence and boundary barrier.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<b>DOCUMENTS</b>		
<p><b>11. Specifications</b></p> <p>a) A copy of the specifications detailing the construction materials of the pool, spa or barrier. (Generally swimming pool companies will supply the required specifications when lodging an application).</p>	<input type="checkbox"/>  <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p><b>12. Technical Brochures / Glass Certification</b></p> <p>a) Technical brochures, glass certification, manufacturer's specifications showing how the swimming pool or spa isolation barrier / fence complies with the relevant Australian Standards.</p>	<input type="checkbox"/>  <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p><b>13. Temporary Barrier and Fence Details</b></p> <p>a) Temporary barrier details to be used during and after the construction of the swimming pool or spa.</p>	<input type="checkbox"/>  <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<b>STRUCTURAL ENGINEER PLANS AND DETAILS</b>		



<p><b>14. Structural Engineers Plans and Details</b></p> <p>ONE set of <b>Structural Engineers Plans and Details</b> must be <b>designed, certified / signed</b> by a practising Structural Engineer as stated below:</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>14. a)</b> Certification for any below ground swimming pool or spa, including a second hand pool or spa.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>14. b)</b> Engineers details of the proposed pool or spa which will state the soil types for which the pool design is suitable.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>14. c)</b> Certification for design variations or proposed locations that are in close proximity to boundary fences, dwellings or other structures where additional loads may be transferred to the pool structure or excavations causing surcharges on buildings on adjoining land.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>14. d)</b> Footings for the pool or spa isolation barrier / fence (minimum scale 1:50).</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p><b>14. e)</b> Details of underpinning, sheet piling, grout injection to existing structures – where applicable.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

**Please note that the above information is required to be lodged with the application.**

**If this information is not provided in full, your application will be returned.**

Additional Notes:

**15. Declaration:**

I have provided all of the above information and confirm that it is true and correct.

Yes    No  

**Applicant Name** **Date**

**OFFICE USE ONLY**

Additional Notes:



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<b>Administration Officer / Customer Relations Officer</b>	<b>Date</b>
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*Disclaimer*

*This checklist is provided as generalised information and advisory in nature with all due care as to its accuracy. However, the City does not warrant or represent that it is free from error or omission. While the aim is to keep the content of this document current and accurate, the City of Melville accepts no responsibility or warranties for actions based on the information provided. The City of Melville encourages you to seek professional advice before acting on any information contained in this document. The City may make changes to the information at any time and without notice. Further information for the application may be required as part of the audit / assessment process and may be requested once the application has been lodged with the City. Please contact the City of Melville if you wish to comment on the checklist provided and information contained within. Any reported errors will be amended. This checklist is considered to be correct as at June 2020.*