

# Swimming Pools Act 1992

## Request for Inspection

Sections 22C & 22D of the Swimming Pool Act 1992

File Reference:

Expiry Date: 30 June 2019

### About this Form

Use this form to request Council to undertake an inspection of your swimming pool to determine whether a 'Certificate of Compliance' can be issued pursuant to the *Swimming Pools Act 1992*.

### Documentation

See points 5 & 6

### Lodgement & Fees

Please follow instructions on Page 2

### Any questions

Phone Customer Service on (02) 9391 7000, or call in personally (see page 2)

## ▼ Applicant and owners details

### 1. Applicant

Name, address, contact details & signature.

Title: Mr  Mrs  Miss  Ms  Other:.....  
Family Name (or company):.....  
Given names (or CAN): .....  
Postal address: .....  
.....  
Phone (B) (.....)..... Fax (.....).....  
Phone (H) (.....)..... E-mail: .....  
Contact person (only if a company etc) .....

### 2. Owner of property

Name, address and contact details.

Title: Mr  Mrs  Miss  Ms  Other.....  
Family Name: .....  
Given names: .....  
Postal address: .....  
.....  
Phone (B) (.....)..... Fax (.....).....  
Phone (H) (.....)..... E-mail: .....  
Owner's Signature:..... Date.....

## ▼ Site details

### 3. Location and title description of the property

Street Address: .....  
Suburb: ..... Postcode .....  
Lot: ..... Section: ..... DP: .....  
Strata Plan: ..... Other: .....

## ▼ Swimming Pool Details

4. **Type & Age of Pool(s)**
- Type of Pool(s):
- In-ground concrete       In-ground fibreglass       In-ground other
- Above ground pool       In-ground spa       Above ground spa
- Date pool was constructed or installed: \_\_\_\_\_

## ▼ Supporting Documents/Information

5. **Site Sketch**       A site sketch showing the location of all buildings, including outbuildings, the location of the pool(s), fences, gates and doors/windows providing access or likely to provide access to pool areas must accompany this application.
6. **Evidence of registration**       Attach evidence of the registration of the swimming pool under Part 3A of the *Swimming Pools Act 1992*.
7. **Reason for inspection**      Is the inspection required to enable the sale or lease of the premises or part on which the swimming pools is situated?
- Yes       No

## ▼ Advice to applicants

8. **Swimming Pool Act**      The applicant's attention is drawn to the following provisions of Section 22D of the *Swimming Pools Act 1992*;

**22D Certificates of compliance**

- (1) The requirements for the issue of a certificate of compliance in respect of a swimming pool are that:
- (a) the swimming pool is registered under Part 3A, and
  - (b) the swimming pool complies with the requirements of this Part.

9. **Swimming Pool Regulations**      The applicant's attention is drawn to the following clauses of the *Swimming Pools Regulation 2018*;

- 17 For the purpose of Section 22C(3) of the Act, a reasonable time within which a local authority must carry out an inspection is 10 business days after receiving a request for the inspection in accordance with section 22C of the Act.
- 18 For the purposes of section 22D (8) and 30A (3) the outcome of the inspection must be entered on the Register within 3 business days after the inspection.
- 20 The local authority must provide a written notice to the owner of premises in or on which a swimming pool is situated if the local authority has inspected the swimming pool and is not satisfied that the requirements for the issue of a certificate of compliance have been met.

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I the undersigned hereby request Woollahra Council to carry out an inspection of my swimming pool pursuant to the *Swimming Pools Act 1992* and hereby declare that the information provided with this application is accurate and correct.

**Applicant's Signature:** ..... **Date:**.....

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# ▼ Checklist

Below is a basic list of requirements for owners/users to help them self-assess their pool.

**Please note** this is not an exhaustive list of the pool safety requirements and additional requirements may be applicable. The checklist does not include any information on the requirements for boundary fencing that can vary significantly depending on when your pool was constructed.

For a full list of the statutory requirements please refer to the *Swimming Pools Act 1992*, *Swimming Pool Regulation 2008*, *Building Code of Australia* and *Australian Standard AS1926*. More information is available on Council's website at [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au).

Does your pool meet the safety standards?

The pool fence and gate (not including boundary fencing) must be at least 1200mm high all the way around measured from the outside of the pool.	<input type="radio"/> Yes	<input type="radio"/> No
The gap between the bottom of the pool fence and the ground is to be no more than 100mm.	<input type="radio"/> Yes	<input type="radio"/> No
The gap between all vertical or near vertical rails on the pool fence and gate must be no more than 100mm.	<input type="radio"/> Yes	<input type="radio"/> No
There are to be no potential hand holds or foot holds with a depth greater than 10mm, within 900mm of the top of the pool fence in any direction.	<input type="radio"/> Yes	<input type="radio"/> No
There must be a 300mm clearance from the pool fence and any structure or article located inside the pool area.	<input type="radio"/> Yes	<input type="radio"/> No
The gate must be self-closing and latch by itself from any position.	<input type="radio"/> Yes	<input type="radio"/> No
The gate must open outwards, away from the pool.	<input type="radio"/> Yes	<input type="radio"/> No
The gate latch must be 1500mm above ground level, <b>or</b> if located inside the gate, 1200mm above ground level, shielded and at least 150mm below the top of the gate.	<input type="radio"/> Yes	<input type="radio"/> No
There must be an appropriate warning sign, including details of resuscitation (CPR) techniques, in the immediate vicinity of the pool area and which can be easily read from a distance of 3 metres	<input type="radio"/> Yes	<input type="radio"/> No
Your pool fence must be clear of any objects such as BBQs, trees, rocks, shrubs and deckchairs that could help a small child climb over the fence	<input type="radio"/> Yes	<input type="radio"/> No

## DISCLAIMER

The material within this checklist is made available for general use and information purposes only. Users should use their own skill and care with respect to the use of the material. It is not provided as professional advice. Users should obtain appropriate professional advice relevant to their particular circumstances to evaluate its accuracy, currency, completeness and relevance for their purposes and specific site restraints and topography.

No person should place reliance on information from this checklist. It is the user's sole responsibility to comply with all statutory requirements and make appropriate decisions in relation to such compliance. Whilst every effort has been taken to ensure the accuracy and currency of all information within the checklist, it is not verified information and the accuracy and currency of the information cannot be guaranteed. The provider of the checklist does not warrant that the information within the checklist can be relied on and expressly disclaims all warranties, express or implied, and does not warrant or make any representations regarding the use of any information within the checklist.

In some cases the material may incorporate or summarise views, guidelines or recommendations of third parties. The information being general in nature is unable to take into account specific site conditions or additional controls that may apply to a particular site.

# How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

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Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Woollahra Council  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Compliance officer handling  
your application in the Compliance  
section.

If you wish to discuss a proposal with one of our Compliance officers, it's essential that you arrange an appointment. We recommend that you consult with a Council Compliance officer before lodging this application.

**Fees**

The fee for the first inspection of your pool is \$150.00, in accordance with Clause 18A of the *Swimming Pools Regulation 2008* and is payable at the time of lodging this request. In the case of any subsequent inspection a fee of \$100 will be charged for each inspection.

**Payment methods**

**In Person**

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

**By Mail**

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

**Acknowledgement**

You will receive a receipt specifying the amount of fees paid.

**Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

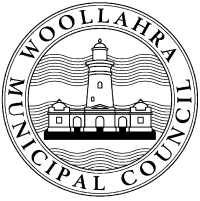
**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

## ▼ Privacy notification

The personal details requested on this form are required under the *Swimming Pool Act 1992* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Receipting - OFFICE USE ONLY				
To be completed by Council's Cashier and Customer Service Officer. GST is not applicable. Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer: ..... Date: ..... <input checked="" type="checkbox"/> Cashier: ..... Date: .....				<b>OFFICE USE ONLY</b>
	Fee type	Amount	Date	Receipt Code
	First inspection fee	\$150.00		T131
	Total:			



# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 0.55%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date								Contact Phone No.											

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For \_\_\_\_\_

Council Reference Eg. DA No.etc \_\_\_\_\_

Address (where applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	