

# Swimming Pools Act 1992

## Request for inspection

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

Effective from July 2023 to June 2024

**File reference:**  
(Office Use Only)

### 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*.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

### Applicant's details

**Title:**

**Full name:**

**Company name:**  
(if applicable)

**Company contact:**  
(if applicable)

**ABN / ACN:**

**Address:**

**Phone:**

**Email:**

### Owner's details

**Title:**

**Full name:**

**Address:**

**Phone:**

**Email:**

**Signature:**

**Date:**

### Site details *(Location and title description of the property)*

**Full address:**

**Lot(s):**

**Section:**

**Deposited  
Plan(s):**

**Strata  
Plan:**

## Swimming pool details (Type and age of pool(s))

### Type of pool(s):

- In-ground concrete                       In-ground fibre glass                       In-ground other
- Above ground concrete                       In-ground spa                       Above ground spa

Date pool was constructed or installed:

## Supporting documentation / information

- 1. 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.
- 2. Evidence of registration**                       Attach evidence of the registration of the swimming pool under Part 3A of the *Swimming Pools Act 1992*.
- 3. 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

### 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.

### 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.

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**

## 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 2018*, 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="checkbox"/> Yes	<input type="checkbox"/> No
The gap between the bottom of the pool fence and the ground is to be no more than 100mm	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The gap between all vertical or near vertical rails on the pool fence and gate must be no more than 100mm	<input type="checkbox"/> Yes	<input type="checkbox"/> 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="checkbox"/> Yes	<input type="checkbox"/> No
There must be a 300mm clearance from the pool fence and any structure or article located inside the pool area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The gate must be self-closing and latch by itself from any position.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The gate must open outwards, away from the pool.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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="checkbox"/> Yes	<input type="checkbox"/> 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="checkbox"/> Yes	<input type="checkbox"/> 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="checkbox"/> Yes	<input type="checkbox"/> 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.

## Fees

The fee for the first inspection of your pool is \$150.00, in accordance with Clause 19 of the *Swimming Pools Regulation 2018* 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.

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Who to contact:** The Building & Compliance officer handling your application in the Compliance section.  
*If you wish to discuss a proposal with one of our Building & Compliance officers, it's essential that you arrange an appointment. We recommend that you consult with a Council Building & Compliance officer before lodging this application.*

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

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

**Telephone:** (02) 9391 7000

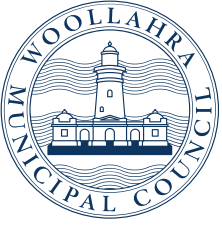
**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY	Fee type	Fee	Receipt code
<i>Note: There is no GST on this fee, which is set by IPART</i>	First inspection fee	\$150.00	T131
<b>Cashier:</b> <input type="text"/>		<b>Date:</b> <input type="text"/>	



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: