

POOL INSTALLATION – DOCUMENTATION CHECKLIST

Hinchinbrook Shire Council Building Certification

Overview

This fact sheet/checklist is intended to assist Hinchinbrook residents in relation to the process for a building application and includes information on how to complete an application for assessment by Hinchinbrook Shire Council and against the Queensland *Building Act 1975*.

Building a New Pool

A swimming pool can be a great addition to your home; however the construction and maintenance process can be complex. This documentation checklist provides a list of the applicable forms and drawings which need to be provided to Hinchinbrook Shire Council when submitting a building application.

Please Note: The below list should not be read as a definitive list but used as a guide to assist with preparing an application and if further information is required, you will be notified in due course by Hinchinbrook Shire Council.

For further information and assistance in relation to the building application and assessment process, please contact Council's Building Services on telephone (07) 4776 4637.

For further information and assistance in relation to Queensland pool safety requirements, visit the Queensland Building and Construction Commission (QBCC) website at: www.qbcc.qld.gov.au

Application Forms

Application Forms required (1 copy)

- DA Form 2

For further information on how to complete these forms, see Council's relevant Fact Sheet.

All DA forms can be found on the Department of Infrastructure, Local Government and Planning website at: <https://planning.dsdmip.qld.gov.au/planning/better-development/application-forms-and-templates>

Proof of Ownership

Rates notice or Property Transfer Form outlining current proof of ownership for the property

- Rates Notice; or
 Property Transfer Form



Site Plans

Site plans (3 copies) outlining the following:

- Site constraints (e.g. easements for drainage/access purposes)
- Site dimensions
- Building dimensions (including existing structures/buildings)
- Distances to boundaries
- Adjoining street(s)
- Building envelopes (where applicable)
- Pool location (including distance from property boundaries)
- Pool fencing type & location (including position of filter and pool gate)
- Sewer location (including depths)

For further information on location of existing sewer infrastructure, contact Council's Building Services on telephone (07) 4776 4637 to speak with a Plumbing Inspector.

Concrete Inground Pools

Mandatory information required for concrete inground pools (3 copies)

- Structural Plans
- Engineer's Design Certificate

Fibreglass Pools

Mandatory information required for fibreglass pools (3 copies)

- Manufacturers Certification

Queensland Building and Construction Commission (QBCC)

Mandatory insurance and licensing information

- Builders confirmation of Insurance Certificate (if works over \$3,300)
- Copy of QBCC Owner/Builder licence
 - works from \$1 to \$10,999 – not required
 - works from \$11,000 – complete owner builder course from approved registered training organisation to obtain relevant licence from QBCC

For further information on the Owner Builder course and training providers, visit the Queensland Building and Construction Commission (QBCC) website at: www.qbcc.qld.gov.au

QLeave

For further information on QLeave (Portable Long Service Leave) and whether you are required to pay, visit the QLeave website at: www.qleave.qld.gov.au