

Pool Registration Information Sheet

In December 2019, The Victorian Government introduced legislation which placed responsibilities on all pool and spa owners. This included registering pools and spas with your Council and to provide a *certificate of pool and spa barrier compliance* to your Council every four years.

Registration of pools and spas constructed before 1 November 2020

Pools constructed prior to 1 November 2020 are required to be registered with Council by (the later of):

- 1 November 2020; or
- 30 days after the date the *occupancy permit* or *certificate of final inspection* for the swimming pool or spa is issued.

Registration of pools and spas constructed after 1 November 2020

Owners of pools constructed on or after 1 November 2020 must:

- apply to Council for registration of the swimming pool or spa within 30 days after the date on which the owner receives the *occupancy permit* or *certificate of final inspection* for the swimming pool or spa; and
- lodge the *certificate of pool and spa barrier compliance* issued by the relevant building surveyor under regulation 147Y with Council at the time of applying for registration of the swimming pool or spa.

Certificates of pool and spa barrier compliance must be in the form prescribed by the building regulations (Form 23).

The fee for lodging a *certificate of pool and spa barrier compliance* is in addition to the registration fee and is \$21.90. The penalty for failing to submit the certificate on or before the due date is 10 penalty units.

Relocatable pools and spas

Landowners where a relocatable pool or spa is erected for three or more consecutive days must register the pool/spa with Council on or before:

- 4 November 2020, if the relocatable swimming pool or relocatable spa was erected three or more days before 1 November 2020 and remains erected on 1 November 2020; or
- the fourth day after the relocatable swimming pool or relocatable spa was erected, in any other case.

A *certificate of pool and spa barrier compliance* for relocatable pools must be lodged with Council no later than 30 days after the date that the relocatable swimming pool or relocatable spa was registered with Council.


The penalty for not doing so is 10 penalty units.

How to register your pool or spa

Pools can be registered with Council by filling out an application to register a swimming pool or spa and paying the registration fee of \$34.20.

Penalties apply for failing to register your pool or spa with Council (up to 10 penalty units).

When filling out the application form, it is important to include the title information for the property where the pool is located.



Most newer properties will have a Lot number, a LP/PS number and a Volume and Folio number. Include all these details.

For older properties the title information may include a Crown Allotment number, a Parish, and Volume and Folio number. Include all these details.

For pools to be successfully registered, the application must include the application fee, the correct title information, and the certificate of pool and spa barrier compliance (where applicable).