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**Information required for a building licence application**  
**\* SWIMMING POOL OR SPA \***

PLEASE TICK	REQUIREMENTS
<b>1. FORMS</b>	
<input type="checkbox"/>	Application for Building Licence – Must be signed by the Applicant
<input type="checkbox"/>	Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000)
<b>2. FEES PAYABLE</b>	
<input type="checkbox"/>	Building Licence Application Fee <b>\$85.00</b> (Use calculation if value exceeds \$12,600) Value of Construction (GST Incl.) \$_____ x $\frac{10}{11}$ x 0.35% = \$_____
<input type="checkbox"/>	Builders' Registration Board levy <b>\$40.00</b>
<input type="checkbox"/>	Building Construction Industry Training Fund Levy (If value of construction exceeds \$20,000) Value of Construction (GST Incl.) \$_____ x 0.2% = \$_____
<b>3. PLANS</b>	
	<b>General note:</b> Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible in ink ( <b>not</b> pencil), drawn to scale and include the Lot address and owner details. For larger (Special Rural and Rural) lots, the site plan does not have to be to scale, provided the plan shows the boundary setbacks proposed for the swimming pool or spa.
	<b>3.1 Site plan (minimum scale 1:200)</b>
<input type="checkbox"/>	Clearly indicate all property boundaries, boundary dimensions and existing buildings
<input type="checkbox"/>	A permanent datum point, contour, spot levels and feature survey of the pool/spa area is required if the original ground level is altered (may be required to be completed by a Licensed Land Surveyor)
<input type="checkbox"/>	Position of Effluent Disposal system (Unsewered Areas Only)
<input type="checkbox"/>	Clearly indicate the distance from the existing buildings and property boundaries to the proposed pool
<input type="checkbox"/>	Location of pool enclosure (fence and gate/s) complying with Part 10 of Building Regulations
<input type="checkbox"/>	Locations and heights of stabilised embankments e.g. retaining wall(s)
<input type="checkbox"/>	North point
	<b>3.2 Floor plan (scale 1:100)</b>
<input type="checkbox"/>	Dimensions of pool or spa
<input type="checkbox"/>	Material types used
	<b>3.3 Cross sectional view (scale 1:100)</b>
<input type="checkbox"/>	Finished ground level
<input type="checkbox"/>	Wall thickness
<input type="checkbox"/>	Profile and structural components
<b>4. SPECIFICATIONS</b>	
<input type="checkbox"/>	Detailed specification of materials and methods of construction
<b>5. STRUCTURAL ENGINEERS DETAILS</b>	
	<b>General note:</b> Your plans, details and specification must be certified by a Practising Structural Engineer.
<input type="checkbox"/>	Structural Engineer's signed drawings

**PLEASE NOTE.** This document is intended as a **guide only** to assist in your application.