



COASTAL BUILDING APPROVAL SERVICE

Commitment to Customer Satisfaction and Quality Service

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3

FACT SHEET

A Guide for Building Work Applications . . .

This brochure is designed to assist you on how to prepare the required documentation for a **development application** so it can be assessed by *Coastal Building Approval Service* in a timely manner. Poorly prepared applications missing essential information will experience delays or may not be accepted for assessment.

~ Swimming Pools & Spas ~

COMPLETED APPLICATION FORM 1

Part A - is required for all applications and gives the address and a description of the project.

Part B - is required for all building applications. It lists the materials to be used, the size and value of the project, and the builder's details.

FORM 1 AND 2 – Application for Compliance Assessment is required for all plumbing applications. It lists the number of plumbing fixtures, water connection requirements, sanitary drainage requirements and the plumber & drainer's details.

SITE PLAN - (1 COPY REQUIRED) (SCALED Minimum - A3 size) or **Electronic Lodgement**

The site plan as a general rule should be drawn to a scale of 1:200, and show the following information:

- (a) the property boundaries (*Can be obtained from the Registered Survey Plan available from the Department of Natural Resources, for a nominal fee*),
- (b) details and location of any easements on the property (*shown on the Survey Plan and/or from a deed title search*),
- (c) the outline of any existing buildings, structures, pool or spa, services and infrastructure, on the property,
- (d) distances from the outer most projection of the proposed building work to all boundaries, including proposed road frontage setbacks and any existing buildings, structures, services and infrastructure,
- (e) any proposed or existing retaining walls on the property,
- (f) distances from the proposed swimming pool or spa to the boundaries or existing buildings,
- (g) the location of proposed and/or existing fencing to the swimming pool or spa area,
- (h) the location of the backwash and overflow discharge,
- (i) the location of the resuscitation sign,
- (j) provide the details on the type of pool filtration system (brochure), size and location of circulation pipes,
- (k) distance from the pool fence to the pumping equipment,
- (l) Swimming pools must be 6m or greater away from On-Site Disposal Areas.

Refer to example site plan on back of pamphlet. ((AHD) Australian Height Datum)

Note: Photographs can provide a good record of important site features as well as existing and adjoining uses and street context.

PLANS & SPECIFICATIONS - (1 COPY REQUIRED) (SCALED Minimum - A3 size) or **Electronic Lodgement**

Prefabricated Swimming Pools & Spas - If the swimming pool or spa is purchased from a pool supplier or store, in prefabricated kit form (e.g. above-ground pools, fibreglass pools etc), it should be supplied with the appropriate manufacturer's/engineer's drawings that will show sufficient detail for your building work application. You will need to provide the drawings that show the following information:

- (a) a plan showing the overall dimensions of the swimming pool or spa,
- (b) elevations or section showing the depth/height of the pool (including any side bracing or props for above-ground pools),
- (c) sufficient sections (minimum of 2) and details to show all structural members, their material and type including the relevant reinforcement design where applicable,
- (d) design certification (Form 15) and specifications by a Registered Professional Engineer of Queensland (RPEQ) (including a valid Structural Design Certificate) if the pool is to be partly in the ground.

Individually Designed Swimming Pools or Spas - For swimming pools or spas that are to be built specifically to the individual owner's requirements, structural plans will need to be provided. Plans should be drawn to a minimum scale of 1:100 with measurements clearly marked and be designed to suit the site. Construction details should be drawn to a maximum scale of 1:50 and show the following information:

- (a) a plan showing the overall dimensions of the swimming pool or spa,
- (b) elevations and section showing the depth/height of the pool,
- (c) sufficient sections (minimum of 2) and details to show all structural members, their material and type including the relevant reinforcement design where applicable,
- (d) design certification and specifications by a Registered Professional Engineer of Queensland (RPEQ) (including a valid Structural Design Certificate - Form 15) unless duly certified suppliers details are submitted.

SITE SPECIFIC FENCING DETAILS - (1 COPY REQUIRED) (SCALED Minimum - A3 size) or **Electronic Lodgement**

The application must include detailed drawings and be drawn to a scale of 1:200, and show the following information:

- (a) all aspects of the proposed fencing including gate access,
- (b) how the fencing interacts with any and all aspects of adjacent buildings,
- (c) detailed specifications that clearly demonstrate how the barrier works will comply with the provisions of the Building Act 1975,
- (d) the location of the self-closing and self-latching gate (to swing away from the pool area),
- (e) indicating the extent of cut and fill works and excavations relevant to adjacent property and or buildings.

PLUMBING DETAILS - BACK WASH - (1 COPY REQUIRED) (SCALED Minimum - A3 size) or **Electronic Lodgement**

1. Showing location of house plumbing and drainage,
2. Location of pool pump and filtration system,
3. Location of backwash device and drainage connection point,
4. Pool backwash must be contained within the property & should not be discharged over the ground or onto the garden.

(See attached 'Detail of Pool Backwash Pit in Non-Sewered Areas')

AS CONSTRUCTED SEWERAGE AND DRAINAGE PLAN - (1 COPY REQUIRED)

This can be obtained from the Local Government / Council customer service for a fee.

RPEQ ENGINEER'S STRUCTURAL PLANS, ETC. (WHERE APPLICABLE) - (1 COPY REQUIRED) (SCALED Minimum - A3 size) or **Electronic Lodgement**

1. Geo-technical Soil Report - (Including Slope Stability and acid sulphate requirements - if applicable)
2. Engineer's Structural Plans must be provided with any building application for;
 - a. a new swimming pool that incorporates a retaining wall or
 - b. the pool is in the vicinity of the edge of a hill / slope, etc.
3. Form 15 'Design Compliance Certificate' (Original and fully completed) - (signed by RPEQ Engineer)

EARTH WORKS PLANS (WHERE APPLICABLE) - (1 COPY REQUIRED) (SCALED Minimum - A3 size) or **Electronic Lodgement**

Earthworks Plan indicating the extent of the proposed excavation and/or filling works including and not limited to the following:

1. Building platforms with associated finished platform and floor levels;
2. Cut/fill batters;
3. Retaining walls – locations, heights and materials (where applicable);
4. Site works sections - minimum two sections required through the extent of the cut/fill batters.

GOOD PROCEDURES FOR DRAWINGS - (1 COPY REQUIRED) (SCALED Minimum - A3 size) or **Electronic Lodgement**

In preparing the above supporting information and proposal report, the following guidance is provided:

All drawings should - (as required by the **Building Act 1975**) ;

- be produced at a recognised scale, e.g. 1:100 or 1:200;
- be dimensioned;
- contain a unique plan number (with a revision code for amendments) ;
- indicate the date produced;
- include the name and registration number of the person (including engineers) who prepared the plans;
- indicate north.

SOIL TEST REPORT (WHERE APPLICABLE) - (1 COPY REQUIRED) or **Electronic Lodgement**

A soil investigation report (conducted by a certified person or company) must be provided with any building application for;

- a new swimming pool that incorporates a retaining wall or
- the pool is in the vicinity of the edge of a hill / slope etc.

The soil test report must be addressed to the property owner and the assessment manager, clearly flagging that the report is for use and reliance by the assessment manager.

All reports should:

- be dated;
- include a unique document number (with a revision code for amendments);
- indicate the name of the person who prepared the report;
- be reproduced at A4 size;
- be capable of black and white photocopying without affecting the clarity of graphics.

LICENSED BUILDER

Where a licensed builder has been contracted to perform the building work and the project value is \$3,301 or over, the Building Services Authority (BSA) requires that insurance be paid on the project. Evidence in the form of the BSA '**Confirmation of Insurance**' needs to be submitted to *Coastal Building Approval Service* prior to the issue of the building work development permit.

OWNER-BUILDER

Property owners may perform building work up-to the value of \$11,000 (i.e. how much it would cost if a builder performed the work - labour and materials). An Owner-Builder permit, issued by the Building Services Authority (BSA), will be required for work valued at \$11,001 or over, and is to be provided to *Coastal Building Approval Service* at the time of lodgement of the application. For work valued over \$11,000 an Owner-Builder Course will be required. The permit must be for building work for domestic purposes only.

For further information, please contact the local Building Services Authority (BSA) office in the phone book.

SWIMMING POOL FENCING (GENERAL INFORMATION)

Any proposed outdoor swimming pool or spa **must** be totally isolated by approved pool fencing and prior to the placement of water.* Pool fencing must be a minimum of 1.2 metres high and **must not** allow direct access through doors into the dwelling. Boundary fencing can be used as part of the pool fencing providing that it complies with the pool fencing requirements. Walls of the dwelling can also be used as part of the pool fencing providing that any opening windows within 1.2m above the floor are security screened or do not open more than 10cm.

POOL OWNER'S STATUTORY OBLIGATIONS (GENERAL INFORMATION)

Pool fencing laws require the pool owner to construct and maintain a fence around their swimming pool (regardless of when the pool was installed).

In the case of an in-ground pool, the pool owner is generally the owner of the land. However, if a person renting a property buys a portable pool that requires pool fencing around it, the owner of the portable pool is the pool owner and that person must ensure the pool has a fence around it.

SEWERAGE MAINS

In-ground swimming pools are not permitted to be built over sewerage mains additionally building over a jump up connection or a sewer manhole is strictly prohibited. Above-ground swimming pools may be allowed over sewerage mains (subject to approval by Mackay Regional Council) noting that you may be asked to:

- (a) be responsible for the cost of moving the swimming pool/spa should access to the sewer be necessary,
- (b) raise inspection openings in your house drainage to the finished floor level,
- (c) relocate the swimming pool / spa.
- (d) pay relocation costs of Council infrastructure to facilitate the location of the pool.

SWIMMING POOL (GENERAL INFORMATION)

Swimming pool means an excavation or structure that is:

- (a) Capable of being filled with water to a depth of 300mm or more;
- (b) Capable of being used for swimming, bathing, wading, paddling or some other human aquatic activity;
- (c) Solely or principally, or designed, manufactured or adapted to be solely or principally used, for the purpose mentioned in paragraph (b) despite its current use; includes a spa pool, spa tub, or similar thing (whether portable or fixed) and a wading pool (other than a portable wading pool), but does not include:
 - i) a fish pond or pool solely or principally used, or designed, manufactured or adapted to be solely principally used, for ornamental purpose; or
 - ii) a dam or tank solely principally used, or designed, manufactured or adapted to be solely principally used, for aquaculture, marine research or storage of water; or
 - iii) a water course or a portable wading pool*.

Watercourse means:

- (a) A canal, creek, river or stream in which water flows permanently or intermittently; or
- (b) A lake or other natural collection of water (whether permanent or intermittent).

Above-ground pools may not require pool fencing if:

- (a) the sides of the pool are a minimum of 1.2 metres high all the way around, **and**
- (b) the sides of the pool are free from any bracing, propping, indents, filtration equipment etc that would facilitate climbing by a small child, **and**
- (c) Any ladders or filtration equipment adjacent (within 1.5m) to the pool are enclosed by pool fencing.

* **Portable wading pools** do not require pool fencing provided that **all** of the following are meet:

- (a) the sides of the pool are a maximum of 450 cm high all the way around, **and**
- (b) the pool has a total volume of no more than 2000 Litres (this is when the water is to the top of the sides), **and**
- (c) the pool has no filtration system.

ADDITIONAL INFORMATION

Additional information stating the legal requirements on pool fencing & gates can be obtained from pool fencing brochures available from *Coastal Building Approval Service* or the pool fencing supplier free of charge.

Coastal Building Approval Service also recommends having resuscitation (CPR) instructions clearly displayed near the pool. Resuscitation signs are available from *Coastal Building Approval Service* for a fee.

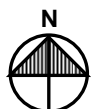
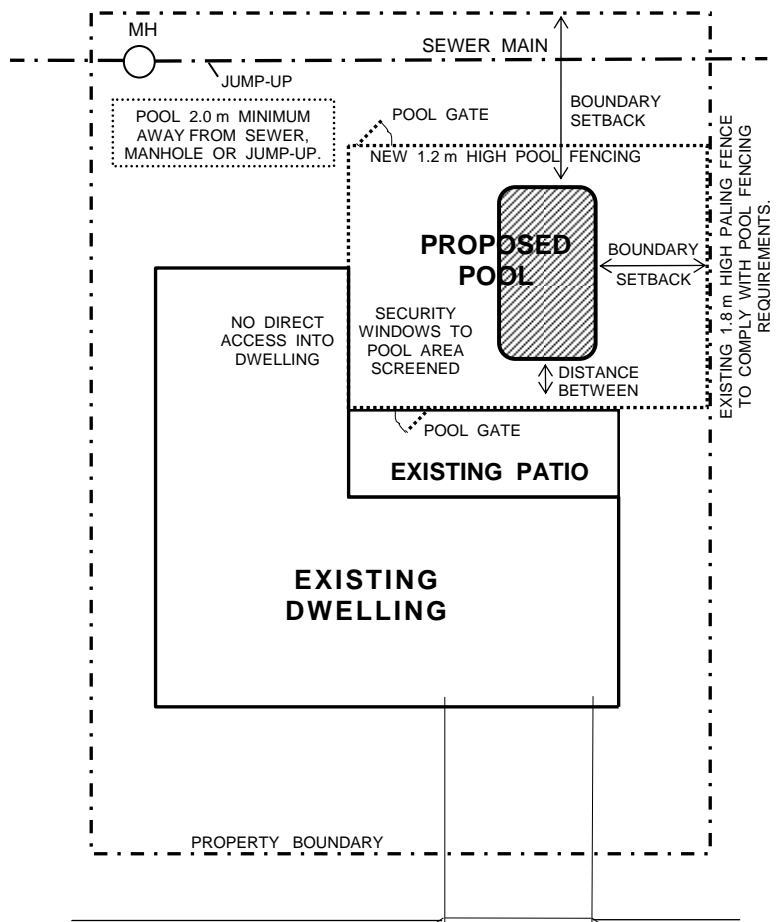
FURTHER ASSISTANCE

Coastal Building Approval Service is available to assist if you would like to discuss any matter relating to development applications. You can obtain advice either by calling or meeting with us.

Disclaimer: This information sheet is produced by Coastal Building Approval Service in good faith and Coastal Building Approval Service accepts no responsibility for any ramifications or repercussions for providing this information.

EXAMPLE SITE PLAN

(NOTE - EXAMPLE NOT DRAWN TO SCALE)



LOT XXX on PLAN N° XXXXXX
 PARISH of XXXXXX
 COUNTY of XXXXXX
 SITE AREA - XXXX m²

STREET NAME

Detail of Pool Backwash Pit in Non-Sewered Areas

1. The minimum dimensions have been calculated on 200 litres of water used during a backwash session. Should the system you have chosen use a larger volume of water, the volume of the pit should be increased in proportion.
2. May connect to existing roof water rubble pit via existing drain as indicated above (alternate connection).
3. Pool backwash must be contained within the property & should not be discharged over the ground or onto the garden.
4. Swimming pools must be 6m or greater away from On-Site Disposal Areas.

