

# Certificate of Barrier Compliance Inspection Request Form

Ph: 1300 366 244 | 18 Desailly Street, Sale Victoria | 156 Grant Street, Yarram Victoria | PO Box 506, Sale Victoria 3850

New laws introduced by the Victorian Government requires property owners to register their swimming pool and spa with their local Council. Property owners are required to have the safety barriers of the swimming pool and/or spa inspected to obtain a Certificate of Barrier Compliance which must be lodged with Council every 4 years.

If a safety barrier is not compliant, it is the property owner's responsibility to make the barrier compliant.

Further information regarding swimming pools and spas can be found on our website at [www.wellington.vic.gov.au](http://www.wellington.vic.gov.au) or on the Victorian Building Authority website [www.vba.vic.gov.au/consumers/swimming-pools](http://www.vba.vic.gov.au/consumers/swimming-pools). If you have questions concerning the swimming pool or spa registration process, please contact our Building Department on 1300 366 244.

## How to complete this form

<b>Step 1</b>	<b>Complete</b> Complete all sections of the form.
<b>Step 2</b>	<b>Sign</b> Ensure to check the information you provide and sign the declaration (at the end of page 2).
<b>Step 3</b>	<b>Submit</b> Submit a completed application form and payment to Council.
<b>Step 4</b>	<b>Council Acknowledgement</b> Council will be in contact with you within 10 business days to confirm a suitable day and time for the inspection.

## How to submit this form

<b>In Person</b>	<b>Sale Service Centre</b> 18 Desailly Street, Sale Monday-Friday 8:30am – 5:00pm	<b>Yarram Service Centre</b> 156 Grant Street, Yarram Monday, Tuesday, Thursday, Friday 10:00am – 2:00pm (closed Wednesday)
<b>By Post</b>	Wellington Shire Council, PO Box 506, Sale Victoria 3850	
<b>Online</b>	<a href="http://www.wellington.vic.gov.au/poolrego">www.wellington.vic.gov.au/poolrego</a>	
<b>Email</b>	enquiries@wellington.vic.gov.au	

## Council Fee

<b>Inspection Fee:</b> This fee includes 2 inspections to achieve compliance and lodgement of the Form 23 Certificate of Barrier Compliance (CBC). Further inspections may incur an additional fee.	<b>\$370.00</b>
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<b>Additional Inspection Fee:</b> Will be charged for third and subsequent inspections to achieve compliance.	<b>\$180.00</b>
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## Privacy

Information requested on this form is collected for the purpose of conducting a swimming pool or spa inspection and maintaining a related register. Any personal information will be used solely by Council for that primary purpose or directly related purposes.

Council may disclose part or all of this information as required to do so by law (including third parties and/or other agencies). The applicant understands that the personal information provided is for the purpose of remaining the swimming pool or spa register and they may apply to Council for access to/or amendment of the information.

# Certificate of Barrier Compliance - Inspection Request Form

## Owner Details

Owner/s Name:

Owner Address:

Owner Phone:

Email:

## Applicant and/or Agent Details

Name:

Postal Address:

Phone:

Email:

## Property Details

Please provide details of the land (property) on which the swimming pool or spa is located:

Address:

Municipality: Wellington Shire Council

Council Reference:

## Inspection Day /Time

If you have a preferred inspection day or time, please nominate below:  
(Council preference is for the Owner or Applicant to be present at the inspection)

Day/s:

Time: (tick preference)

☐

Morning

☐

Afternoon

☐

Anytime

## Declaration of property owner and applicant completing this form

I declare that all the information provided on this form is true and correct and I understand that it is an offence to provide false or misleading information. I am authorising Wellington Shire Council to carry out the required Certificate of Barrier Compliance inspection process at the property.

I agree to pay the relevant inspection fee and understand I will not receive a Certificate of Barrier Compliance until such fee is paid in full and any works as directed by Council have been completed and approved as compliant by Council's authorised officer.

Any follow up documentation relating to compliance will be sent to the property owner and the applicant (if applicable).

Owner  
Name:

Owner  
Signature:

Date:

Applicant  
Name:

Applicant  
Signature:

Date:

Inspection Fee:

\$370.00

## OFFICE USE

Inspection Fee - \$348.10 (250)  
CBC Lodgement Fee - \$21.90(253)

Date:

Officer:

Receipt Number: