

Applicant's Checklist: Pools

Projects: Residential pools

FILL IN THIS FORM, AND PROVIDE A COPY

INSTRUCTIONS – Please give this form to your designer to complete Please ensure that the following information has been supplied with the Building Consent application. If this information is not provided, the application will be rejected or put on hold. We will not be able to lodge or process the application until this information has been received. Please state the page number for each item.	TICK <input checked="" type="checkbox"/> if Supplied (S) OR <input checked="" type="checkbox"/> if Not Applicable (NA)		WRITE Plans / Specs Page Number	Office only ✓/P = Pass ✗/F = Fail I/NA = Not applicable
APPLICATION FORM AND REQUIRED DOCUMENTS	S	NA	PG No.	P/F/NA
All sections of the application form have been completed.			NA	
Provide a copy of FULL Record of Title (up to 2 months old)/ Proof of Ownership.			NA	
Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.			NA	
Please provide 2 sets of plans and specifications (NOTE: 1 set of plans and specifications for Hauraki, Thames-Coromandel, Waikato and councils with online services).			NA	
Letter of authority (from owner).			NA	
Fee payment.			NA	
SITE PLAN (Show compliance of the pool fence with F9 of the NZ building Code). Please note page numbers for plans/specs				
Show the position and dimensions of the proposed pool and all existing buildings. Show all measurements from the boundaries of the site, to the edges of the pool. (Approximate measurements for rural properties).				
Show position and height of pool fence and access gates. Indicate if this includes a building wall or boundary fence.				
Pools (including spa pools) need to be fenced in accordance with F9 of the NZ building Code				
Identify water supply and existing layout of drainage, indicate proposed discharge from pool.				
If using boundary fence(s), please confirm boundary fence complies i.e. minimum 1.8 metres high on the inside of the boundary fence.				
Have you checked that your plans meet your Council's district plan requirements: Check with your Council planner				
CROSS-SECTIONAL PLANS / DETAILS				
Provide cross-section drawings (1:50 or better) through the pool, showing construction details. Show reinforcing for concrete pools.				
Supply the manufacturer's brochure, including installation data.				
Supply cross-section details of the pool fence, showing construction details.				
SPECIFICATIONS				
The specification is project specific and appropriate to the pool construction.				
If you are on a Council water supply, a meter backflow preventer must be fitted to it. Include in the specification the type of backflow prevention device to be installed. A vacuum breaker is required on all exterior taps that supply water to the pool.				
Provide details of temporary fencing (during construction phase) if required.				
SPECIFIC DESIGN				
Provide a structural engineer's Design Producer Statement (PS1), drawings and calculations. (NOTE: A peer review may be required, provided at cost to the applicant).				
An engineer's letter of supervision may be required.				
PLEASE CONTINUE ON THE NEXT PAGE				

Project Location:

Applicant's declaration: I have provided all the required information:

Name Signature Date

OFFICE USE ONLY:

OUTCOME OF DECISIONS

BC No:

- ☐ This application was accepted for lodgement because all required documents / information were supplied
Officer's Name: Signature: Date:
- ☐ This application was not accepted for lodgement because the required documentation / information was incomplete
Officer's Name: Signature: Date:
Officer's Name: Signature: Date:
- ☐ Documentation / information is now complete and the application is accepted for lodgement
Officer's Name: Signature: Date:

