

# General checklist for an uncertified application for building permit – swimming pool or spa



## 1. Submission of the application.

There are 2 options available for submitting the application with the City of Fremantle:

- **Online Customer Portal.**

You may submit your application online by using the City of Fremantle Customer Portal - [Home Page - myPortal \(fremantle.wa.gov.au\)](https://fremantle.wa.gov.au)

This portal will allow you to submit your application online, make payment online and track its status. If you are a first-time user of the portal you will need to register to create an account.

- **Submitting the application at the City of Fremantle administration office.**  
**To include one set of plans on a USB/CD or if hard copy to a scale at A3 or similar. Please note USBs with password protection will not be accepted.**

## 2. Application form (BA2 – Application for Building Permit - Uncertified)

If submitting a hard copy, application forms and guides are available from the website of Building and Energy - [Building approvals](#)

## 3. Planning Approval

- a) Is Planning Approval required to be obtained for the works applied for as part of this application? If unsure, please contact the City's Planning department.
- b) If planning approval has been obtained, have all the applicable conditions been complied with?

**4. CTF Levy –** payable when value of works is above \$100,000. The levy is required to be paid direct to CTF to their online portal and a copy of the CTF receipt of payment is to be submitted with this application. [Construction Industry Levy - Construction Industry Training Levy WA | CTF.](#)

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**5. Fees Payable** – For additional City fees please refer to the fee schedule on the website - [Information for building application fees | City of Fremantle](#)

## 6. Plans and documents –

**Site plan** – Showing the location of the proposed swimming pool/spa on the property and the safety barrier (including gates, distance from the pool, distance to the property boundaries and existing structures on site and boundary fencing). Any easements on the property must also be shown on the plan including setbacks.

If there are to be windows of the dwelling/outbuilding that form part of the safety barrier these will need to be shown. No doors are permitted as part of the barrier. Boundary fences that form part of the barrier must be at least 1800mm high with a 900mm non-climbable zone quadrant (9 O'clock to 6 O'clock) on the inside only (NCZ 5).

**Structural Engineer's Certification** – Plans and specifications of the swimming pool signed by a practising structural engineer. Specifications of the spa. Certification is also to be provided that the installation of the swimming pool will not adversely affect any existing structures on site or to the adjoining properties.

**7. Written Declaration** – Applicant is to provide a statement confirming that the swimming pool/spa safety barrier is to comply with all requirements of Australian Standard AS 1926.1 Parts 1 & 2.

### Note:

**Applications submitted without all of the above applicable items will not be accepted and will be returned.**

**The Building Act 2011 requires that all applicable approvals, including planning approval, are obtained prior to lodgement of a building permit application.**

**This list is not a completed list of all requirements but is a general guide of the minimum information required.**

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