



45 Princes Highway, Werribee, Victoria 3030, Australia

PO Box 197, Werribee, Victoria 3030, Australia

1300 023 411

mail@wyndham.vic.gov.au

ABN: 38 393 903 860

FORM 22

Regulation 147P(1)

Building Act 1993

Building Regulations 2018

APPLICATION TO REGISTER A SWIMMING POOL OR SPA

INSTRUCTIONS: This is an editable form that can be filled out online or printed and completed manually. If you fill it out online, firstly you will need to save the PDF locally, then complete it and attach it to an email to submit.

If you fill it out manually: Please print and either post it, scan and email or bring it in person to Wyndham City.

Please complete form in BLOCK LETTERS

Ownership details:

Name of owner(s) of the land (*the **property***) on which the swimming pool or spa is located

Postal address

Suburb

Postcode

Telephone

Email Address

Property Details: *(please complete all information known)*

Number Street/road City/suburb/town

Postcode Lot/s LP/PS

Volume Folio Crown allotment Section

Parish County Municipal district



Type of swimming pool or spa: (tick box of required information)

Permanent swimming pool

Permanent spa

Relocatable swimming pool

Relocatable spa

For permanent swimming pools and permanent spas, the approximate date that the swimming pool or spa was constructed

[please provide copies of any relevant building permit **if available** and/or any other information or documentation that provides evidence of when the swimming pool or spa was constructed]

For relocatable swimming pools and relocatable spas, the date that the relocatable swimming pool or relocatable spa was erected

Has any other building work resulted in changes to the barrier since the swimming pool or spa was constructed or erected?

[if yes, please provide details and copies of any relevant building permit or other documentation]

Fee Payable (gst not applicable) \$59.30

(fee includes registration and certificate of pool / spa barrier compliance lodgement fee)

You must supply your certificate of pool / spa barrier compliance with this form for registration to be complete. This would have been supplied to you by your Relevant Building Surveyor (RBS) upon completion of your pool / spa with the Certificate of Final inspection. If not, please contact your RBS for a copy.

Please allow up to 4 weeks to receive confirmation that your Swimming Pool or Spa has successfully been added to our register.

Send to: mail@wyndham.vic.gov.au

Privacy Notification:

OFFICE USE ONLY * form valid for the 2025-2026 financial year

Receipt No

Officer Supplying Information

The personal information requested on this form is being collected by Council in accordance with the Building Act 1993. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at <https://www.wyndham.vic.gov.au/privacy-policy>



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Credit Card Payment Form - Building Services Only

TO: Wyndham City Council – Building Services

From

Email I declare that the information supplied is true and correct

Date

Your contact phone number

Payment for

TYPE OF CARD

Mastercard

Visa

Card account number

Expiry date

Full name as it appears on credit card

Full address of card holder

Amount being paid

Receipt required

Yes

No