

City of Wanneroo  
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[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)

### Do I need approval?

A building permit is required prior to the construction or installation of any swimming pool / spa that will contain more than 300mm (30cm) depth of water.

### What do I need to submit?

*Applications can be made online via the City's website, by mail or in person.*

#### Certified Applications

- Completed [BA1 application form](#)
- Relevant fees (refer to page 2)
- Completed Certificate of Design Compliance and one copy of all referenced documents
- Street and Verge Bond Permit Application (refer to page 2)
- Development Approval (if required).

#### Uncertified Applications

- Completed [BA2 application form](#)
- Relevant fees (refer to page 2)
- 1 x copy of a site plan. The site plan must be drawn at a minimum scale of 1:200, indicating site boundaries, existing and proposed levels and proposed pool/spa location.
- The pool barrier to be illustrated on the Site Plan along with compliance statements with the applicable building standards (*please refer to [Swimming pool and spa safety barrier requirements](#)*)
- 1 x copy of the existing house floor plan, showing any windows or doors that are located near the swimming pool/spa area. Please note that all windows and doors for outbuildings in close proximity are also to be illustrated (*alternatively, this can be demonstrated on the site plan*).
- Details of any existing or proposed retaining walls and other structures.
- 1 x Specification construction details showing materials used and respective sizes.
- 1 x Structural Engineers Details.
- Street and Verge Bond Permit Application (refer to page 2)
- Development Application (if required).

### What is the difference between certified and uncertified applications?

A Certified Application has had its assessment completed by a private Building Surveyor and has been issued with a Certificate of Design Compliance. Certified Applications must be submitted complete with all prior approvals issued (including Development Approvals). The City will issue a Building Permit for the proposed structure.

An Uncertified Application is submitted to the City for a full assessment. Uncertified Applications can be lodged while the Development Application is still pending however; it will be placed on hold until the Development Approval has been issued. The City will issue a Certificate of Design Compliance and a Building Permit for the proposed structure.

## What are the requirements?

Swimming pools and below ground spas are generally required to be setback the maximum depth of the pool/spa away for any other structure (ie. a 1.2m deep swimming pool would need to be located 1.2m away from a house, retaining walls, dividing fences etc).

Swimming pools and below ground spas can be located closer to the boundary if a Structural Engineer can provide a report.

**All swimming pool and spa safety barriers must be inspected by the City's Swimming Pool Inspector prior to filling with water. An inspection can be arranged by calling 9405 5000. Failure to do so is an offence and can result in an infringement and prosecution.**

## Street and Verge Bond Permits

If you apply for a building permit, you will also be required submit an application for the City's Street and Verge Bond Permit. This application includes a non-refundable administration fee and a bond depending on the value of works.

Value of Works:

Up to \$20,000:

- Non-refundable administration fee of \$120.00
- No bond required.

\$20,000 or more:

- Non-refundable administration fee of \$120.00
- \$2,000 refundable bond

For more information on these applications (including fees and a link to apply online), please refer to the Street and Verge Bond page on the City's [website](#).

## Fees

To determine your application fees, please refer to please refer to our [Building Fee Schedule](#) or [Building Application Fee Calculator](#) on the City's website.

## Further Information:

The City is required to approve installed swimming pool barriers on completion and then to re-inspect at least once every four (4) years. An interim Rate Notice in the amount of \$312.00 will be sent to you for payment after the initial inspection of your pool/spa. The fee for the 4 yearly inspections, which is required under **Building Regulations 2012**, is \$120.00 which is broken down into yearly payments of \$30.00 and will appear on your annual Rates Notice.

**For further information, please contact the City's Building Services on 9405 5000.**

Disclaimers:

1. In line with the City's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the City as the form and any supporting documents will not be returned. The City accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the City.

2. This information sheet is produced by The City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of June 2024 and prone to alteration without notification.



### Did you know?

Save time and apply online! This application is available for lodgement via the City's website [www.wanneroo.wa.gov.au](http://www.wanneroo.wa.gov.au)