



# Swimming pool or spa registration

## What you need to do for your application

### Before you start!

You can complete your application online via

 **eservices.portphillip.vic.gov.au**

Otherwise complete and submit this form.



### Complete the application

The form is to be completed by the owner of the property on which the swimming pool or spa is located.



### Submit the application

Submit your application along with all supporting documentation



### Confirmation

If your application is successful you will receive written confirmation within 10 working days.

## 1 Declaration

The information I have given in this application is true and correct.

I am the owner of the land (the property) on which the swimming pool or spa is located.

I am not the owner of the land but I confirm that I have the express approval of the owner to make this application on their behalf.

## 2 Your details

First name

Last name

Postal address

Email (we will use this for all future correspondence)

Your phone number

## 3 Property details where swimming pool or spa is located

Address

Suburb

Postcode

#### 4 Type of swimming pool or spa

##### Permanent

Pool

Spa

What is 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 documentation that provides evidence of when the swimming pool or spa was constructed.

Has there been other building work that might have altered the barrier since the swimming pool or spa was constructed or erected?

Yes

No

If yes, please provide details and copies of any relevant building permit or other documentation.

##### Relocatable

Pool

Spa

What date was the relocatable swimming pool or relocatable spa erected?

Has there been other building work that might have altered the barrier since the swimming pool or spa was constructed or erected?

Yes

No

If yes, please provide details and copies of any relevant building permit or other documentation.

**Please note:** If you have more than one pool or spa and they are not located within the same safety barrier, you will need to complete an additional registration.

## Submitting your application

Submit your application along with all supporting documentation and your registration fee of \$92.20\*.

##### In person

(At Port Phillip town halls)

Cash, cheque, eftpos or credit card.

##### By post

Cheque only.



Payments made by card will incur the following surcharges to recover merchant fees charged to Council: MasterCard / Visa 1.16 per cent, AMEX 0.65 per cent and eftpos and debit cards 0.59 per cent. Receipts will only be issued for over the counter payments.

\* The registration fee includes a \$55.10 information search fee.

## Office use

Payment  
date

Receipt  
number

## City of Port Phillip town halls

##### St Kilda Town Hall

99a Carlisle Street  
St Kilda

##### Port Melbourne Town Hall

333 Bay Street  
Port Melbourne

## For further information or a large print version

☎ ASSIST 03 9209 6777

✉ [portphillip.vic.gov.au/contact-us](mailto:portphillip.vic.gov.au/contact-us)

🌐 [portphillip.vic.gov.au](http://portphillip.vic.gov.au)

### Your personal information

The personal information requested on this form is being collected by Port Phillip City Council to assist in the assessment of your swimming pool or spa registration application. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to Victoria Police. If this information is not collected, Council will be unable to process your application. The applicant understands that the personal information provided is for the assessment of the application and that he or she may apply to Council for access to and / or amendment of the information. Requests for access and / or amendment should be made to Council's Privacy Officer.