



Crookwell phone: (02) 48 301 000  
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**Lodgement Options**  
 Mail: PO BOX 42 GUNNING NSW 2581  
 In person: Crookwell Office, 44 Spring Street, Crookwell  
 Gunning Office, 123 Vass Street, Gunning  
 Opening Hours: 9 am - 4 pm Monday to Friday

ABN 81011241552

# APPLICATION FOR CERTIFICATE OF COMPLIANCE FOR A SWIMMING POOL

This is an application for a Certificate of Compliance for a swimming pool in accordance with *Section 24 of Swimming Pools Act 1992.*

<b>ADVICE TO APPLICANT</b>
<ul style="list-style-type: none"> <li>• Please complete form in ink using BLOCK LETTERS</li> <li>• Application fee must accompany application - refer to Schedule of Fees and Chargers for details</li> <li>• For payment of application fees we accept cash, EFTPOS and some credit cards. Do not post cash. For postal payment card use Credit Card Authorisation form or cheque.</li> <li>• An incomplete application may result in deferral of your application</li> <li>• For application or lodgment advice please contact Council on (02) 4830 1000</li> </ul>

<b>SWIMMING POOL/SPA DETAILS</b>		
Have you registered your pool/spa on the NSW Government website ( <a href="http://www.swimmingpoolregister.nsw.gov.au">www.swimmingpoolregister.nsw.gov.au</a> ) prior to lodging this application? Yes No		
<b><i>It is required that this be undertaken before lodging this application. If you would like Council to register your pool/spa for you please complete the NSW Swimming Pool Register Application form and applicable payments.</i></b>		
Application for:		
<input type="checkbox"/> Spa <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Attached Swimming Pool & Spa		
Lot No.	Section No.(if applicable)	Deposited Plan No.
Street No. / Rural Address	Street / Road Name	
Township/Locality	Postcode	
Year that the swimming pool was approved/built	Development or Building Application number (if known)	
<b><i>Please note that if the swimming pool/spa does not have development approval you will be required you meet the current Australian Standards.</i></b>		

<b>APPLICANT'S DETAILS</b>		
Applicant's Name(s)		
Postal Address	Postcode	
Telephone No. Bus.	Mobile No.	Email Address
<i>I/We declare to the best of our knowledge and belief that all the particulars provided are correct in every detail and the information required has been supplied.</i>		
<b>Signature Applicant(s)</b>		<b>Date</b>
.....		.....

**ACCESS FOR INSPECTION**

Access details: |

Owner's Name(s) |

Contact Name: |

Phone No.: |

I give permission to Council's Officer to enter the property for the purpose of inspecting the swimming pool.

**Signature of Owner(s)****Date****PRIVACY**

This information is provided under the *Swimming Pools Act 1992 (NSW)* and the *Swimming Pool Regulations 2008 (NSW)* by the applicant and is collected for the assessment and issuing of certificates. Failure to provide this information will prevent Council processing your application and may lead to your application being rejected.

The information is intended only for Officers of Upper Lachlan Shire Council and will be stored in accordance with Upper Lachlan Shire Council's Records Management Plan and the *State Records Act 1998 (NSW)*.

The information will be used by Council Officers to assess your application and may also be used by Council Officers for other approved Council purposes or by way of requests by the public under the *Government Information (Public Access) Act 2009 (NSW)*.

You have a right to access your personal information under the *Privacy and Personal Information Protection Act 1998 (NSW)* by application to Upper Lachlan Shire Council and to have that information updated or corrected.

**RIGHTS OF APPEAL**

1. You are entitled to appeal to the Land & Environment Court should Council determine to refuse the application.
2. For the purpose of the appeal proceedings arising in connection with an application under Section 24 of the *Swimming Pools Act 1992*, Council is taken to have refused the application if it has not finally determined the application within 6 weeks of the application being made.
3. Section 24 of the *Swimming Pools Act* and Clause 16 of the *Swimming Pools Regulation 2008* are reproduced below

**SWIMMING POOLS ACT 1992 - SECTION 24**

Local authority must grant certificate of compliance if swimming pool complies with this Part

1. The owner of any premises on which a swimming pool is situated may apply to the local authority for a certificate of compliance with respect to the swimming pool.
2. If satisfied that the swimming pool complies with the requirements of this Part, the local authority must issue to the applicant a certificate to this effect that, as at the date on which it is issued, the swimming pool complies with those requirements.
3. The issue of a certificate under this section does not prevent the local authority from later giving a direction under Section 23 in respect of the swimming pool concerned.
4. For the purposes only of any appeal proceedings arising in connection with an application under this section, the local authority is taken to have refused the application if it has not finally determined the application within 6 weeks after the application was made.

**SWIMMING POOL REGULATIONS 2008-CLAUSE 16**

Certificate of Compliance - Section 24

1. An application made to a local authority under section 24 of the Act is to be in the form approved by that authority.
2. The form must contain statements to the effect that:
  - a. If the local authority fails to finally determine the application within 6 weeks after it is made, then the local authority is taken, for the purposes of any appeal proceedings, to have refused the application, and
  - b. If the local authority refuses the application for a certificate of compliance, or is taken to have refused the application, the owner of the premises on which the relevant swimming pool is situated is entitled to appeal to the Land and Environment Court against the local authority's refusal.

**APPLICATION FEES**

Inspection Fee -  
**\$155.00** Inspection **T.290**  
**\$103.00** **Second Inspection** (if required)

**FEE PAID**

\$ .....

**OFFICE USE ONLY**

Date: .....  
Receipt No: .....

**OFFICE USE ONLY**

Application Lodged

Application incomplete

DA/BA Records

Records received

No records

Inspection booked

Inspection date: .....

Inspection time: .....