

Request for Certificate of Compliance

Swimming Pool Act 1992, Section 22D



Use this form to apply for a certificate under Section 22D of the Swimming Pool Act 1992. Pool owners are required to register the pool on the [NSW Swimming Pool Register](#) prior to submitting this application.

It is highly recommended that pool owners undertake a detailed self-assessment of the swimming pool as outlined in the checklists provided by the [NSW Swimming Pool Register](#) prior to submission of this form. City of Newcastle's (CN) Customer Service Centre will contact you for payment once your application has been lodged.

Part 1: Applicant Details

Name or Company			
ABN (Required if company)			
Email			
Phone			
Postal Address			
Contact Person (if company)			
Will your correspondence be 'care of' another company?	Yes	No, proceed to Part 2	

Name or Company			
ABN (Required if company)			
Phone			
Email			
Postal Address			

Part 2: Property Details

Unit No		House No		Street Name	
Suburb				Post Code	
If known:					
Lot (s)			Section		
Deposited Plan				Strata Plan	

Part 3: Details of the pool and registration details

A copy of your 'Certificate of Registration from the [NSW Swimming Pool Register](#) must be submitted with your application, please note your application cannot proceed if Certificate of Registration is not attached.

Pool Registration Number					
Copy of Certificate of Registration attached	Yes	No			
Approval number for the erection of the pool (if known)			Date Erected		
Type of Pool	Indoor	Outdoor	Above Ground	In Ground	Spa pool

Part 4: Purpose of application

Premises with swimming pool and/ or spa to be sold

Premises with swimming pool and/ or spa to be leased

Owner seeking confirmation that existing swimming pool and or spa complies with relevant provisions of Swimming Pools Act and Regulation

Premises with a swimming pool and/ or spa on which there is tourist and visitor accommodation or there are more than 2 dwellings*

*Mandatory Swimming Pool Application, SPM number, if known:

Part 5: Who is responsible for providing City of Newcastle access to the property?

Name	
Phone:	
Email	

Part 6: Probity

Parties include owners, applicants and companies.

Are parties with pecuniary or non-pecuniary interest?

- a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN?

Yes. If yes, state the relationship:

No

- b) A State or Federal Member of Parliament?

Yes. If yes, state the relationship:

No

Part 7: Owner Details

i) Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary, or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.
- If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g., power of attorney, executor, trustee, company director).
- If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

ii) Owners Consent

As owner/s of the land to which this application relates, I/we consent to this application.

I/we also give consent for authorised CN officers to enter the land to carry out inspections.

Owner 1

Name

Phone

Email

Address

Signature

or Digital Signature

Owner 2 (if applicable)

Name

Phone

Email

Address

Signature

or Digital Signature

How to lodge your application

Lodgement Methods

Email	Mail	In person
Enter the address of the property and the type of application (i.e., 'Request for Certificate of Compliance' in the subject line of the email. Emails are to be sent to applications@ncc.nsw.gov.au	City of Newcastle PO Box 489 Newcastle NSW 2300	At the Customer Service Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees are charged as per CN's [Fees and Charges](#) document. CN's Customer Service Centre will contact you for payment once your application has been lodged. Your application is not considered lodged until the required fees have been paid.

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your application.
Intended recipients:	CN staff and other government agencies that may be required to assess the application
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle West NSW 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02) 4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Email: mail@ncc.nsw.gov.au

Address: 12 Stewart Avenue Newcastle West NSW 2302