

# Request for Certificate of Compliance

Swimming Pool Act 1992, Section 22D

## This form

Use this form to apply for a certificate under Section 22D of the Swimming Pool Act.

It is highly recommended that pool owners undertake a detailed self-assessment of the swimming pool as outlined in the checklist provided by the Swimming Pool Register when you register your pool prior to submission of this form.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed.

**Your application is not considered lodged until the required fees have been paid.**

## Part 1: Applicant and site details

### 1. Applicant details

All correspondence will be sent to the email address provided unless 'care of' email address is specified

Name or company .....

ABN (required if company).....

Postal address.....

Suburb.....Postcode.....

Phone .....

E-mail .....

Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company).....

Contact person .....

Postal Address.....

Suburb..... Postcode .....

Phone.....

E-mail .....

### 2. Location and title description of the property

This information is available on rates notices

Unit No .....House No .....Street.....

Suburb.....

Lot(s).....Section.....

Deposited Plan(s) ..... Strata plan .....

### 3. Who owns the land?

Give the name of every owner. Attach a list if space insufficient.

Name 1 .....

Address.....Postcode.....

Phone.....

	<b>Name 2</b> ..... Address.....Postcode..... Phone.....
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<b>4. Who is responsible for providing the City of Newcastle (CN) access to the property?</b>	Name ..... Phone ..... Email .....
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<b>5. Details of the pool and registration details*</b>	Approval number for the erection of the pool..... Certificate No (Certificate of Registration)..... Date erected..... Type of pool Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Above-ground <input type="checkbox"/> In-ground <input type="checkbox"/> Spa Pool <input type="checkbox"/>
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\*A copy of your 'Certificate of Registration' from the [NSW Swimming Pool Register](#) must be submitted with your application.

<b>6. Purpose of application</b>	<input type="checkbox"/> Premises with swimming pool and/ or spa to be sold <input type="checkbox"/> Premises with swimming pool and/ or spa to be leased <input type="checkbox"/> Owner seeking confirmation that existing swimming pool and or spa complies with relevant provisions of Swimming Pools Act an Regulation <input type="checkbox"/> Premises with a swimming pool and/ or spa on which there is tourist and visitor accommodation or there are more than 2 dwellings
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**Part 2: Owner's consent**

<b>7. Owner's consent</b>	<p>Who signs the form?</p> <ul style="list-style-type: none"> <li>• All owners of the subject property.</li> <li>• If the owner is a company - a director, secretary or authorised delegate.</li> <li>• If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.</li> <li>• If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.</li> <li>• If Crown land - an authorised officer of the relevant government authority must sign the application.</li> </ul> <p>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).</p>
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<b>Owner's consent</b>	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.  <b>Name 1</b> ..... Signature ..... Company and legal authority (if applicable) .....
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	<b>Name 2</b> .....
	Signature .....
	Company and legal authority (if applicable) .....
	<b>Name 3</b> .....
	Signature .....
	<b>Name 4</b> .....
Signature .....	

<b>8. Probity</b>  Parties include owners, applicants, developers 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? or,
	b) a State or Federal Member of Parliament?
	<input type="checkbox"/> Yes. If yes, state the relationship..... <input type="checkbox"/> No

**Protecting your privacy**

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

**Purpose of collection:** To enable CN as the consent authority to assess your proposal

**Intended recipients:** CN staff and other government agencies that may be required to assess the proposal

**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:** The City of Newcastle, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009*.

**Access:** Your information can be checked for accuracy by calling (02)4974 2000.

## How to lodge your application

### Applications can be lodged:

#### 1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled "[How to submit an application via email](#)".

#### 2. In person, at the Customer Contact Centre, located at 282 King Street, Newcastle.

Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

#### 3. By mail:

The City of Newcastle  
PO Box 489  
Newcastle NSW 2300

### Fees

Fees are charged as per CN's [fees and charges](#) document.

Your application is not considered lodged until the required fees have been paid.

If the application does not include payment we will contact you when payment is required.

### Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS. If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you. Payments need to be made within 24 hours of contact.

Please note a merchant fee is payable on all credit card transactions. Cheques are to be made payable to the City of Newcastle.

### Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

### How to contact us:

Phone: (02) 4974 2000

E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

In Person: 282 King Street Newcastle