[](http://www.google.com.au/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj4uYrgqdDTAhUKWrwKHQwZAQYQjRwIBw&url=http://regional.sheppnews.com.au/2016/12/02/63867/moira-rebranded&psig=AFQjCNFMn8d2qqKqLPDpaFSC1h56liwvtQ&ust=1493784150496543)

* A copy of plans and elevations to scale not less than 1:100 and specifications describing materials and methods to be used in the construction
* A copy of an allotment plans to a scale of no less than 1:500 showing:
  + Boundaries and dimensions of the allotment and any relevant easements
  + The distance to the nearest intersecting street
  + The position and dimensions of the proposed building and its relationship to the site boundaries and any other buildings on the site.
  + The location of drainage system and the back wash point.
  + The location of the safety barrier
* A copy of any computations or reports necessary to demonstrate that the building would, if constructed in accordance with the computations and reports, comply with the Regulations
* Original of Owner/Builders Certificate of Consent from the VBA if the value of works is greater than $16,000.00 or owner/builder acknowledgement form if the cost is less than $16,000.00.
* Evidence of ownership of the allotment or evidence that a contract has been entered into pursuant to Section 9AA of the Sale of Land Act 1962 and Plan of Subdivision
* Full copy of Title including Plan of Subdivision, Covenants and any Section 173 Agreements attached to the Title
* Evidence that each Building Practitioner to be engaged in the building work holds a building practitioners certificate issued by the building practitioners board.
* If using a registered Building Practitioner please provide a copy of a defects liability insurance policy.
* If in an unsewered area, the pool is to be located at a minimum distance of 6 meters from any part of the septic system
* Details of safety barrier showing compliance with swimming pool safety Part 1: Safety barriers for swimming pools AS 1926.1—2007
* Details of the back wash point of discharge. (if applicable)
* Associated building fees to be paid.
* Town Planning Permit and endorsed plans. (If applicable)

(Note – Building and Town Planning applications can be lodged concurrently)