

Lodgement checklist for residential swimming pools or small heated pools

Please attach this checklist with your application

GUIDANCE INFORMATION

Documentation must cover all items identified in bold text in this lodgement checklist. If any of this information is not provided, the building consent application will be rejected. To facilitate faster processing of the building consent application it is also strongly recommended to provide the items in *italic text* as identified in this lodgement checklist.

All applications submitted in hard copy only must be accompanied by 2 x comprehensive sets of documentation

Drawings must be: -

- Produced to scale on white A3, A2 or A1 paper. Minimum font size of 10 or if CAD 2.5
- Produced in black ink only (no coloured or freehand drawings)
- each drawing must contain: -
 - a drawing number and title
 - designer's name
 - address of property
 - be dated for version control
- specifications must be project specific and include relevant supporting documentation (installation details)

Applications supported by a producer statement (PS): If an application is supported by a producer statement, the architectural plans must be counter-signed by the design engineer confirming the design details unless the drawings are provided by the engineer.

Note: Producer statements must be dated no older than 90 days and the author must be listed on Councils Approved Author Register and must only be for work within their approved scope. For a list of approved authors and their approved scope please visit www.aucklandcouncil.govt.nz

Fixed fee process for portable above ground ring-fenced swimming pools or small heated pools

This fixed fee process has been introduced to encourage families buying portable above ground swimming pools or small heated pools to apply for a building consent and ensure that their pools have suitable barriers in compliance with Code clause F9 of the NZ Building Code

Portable swimming pools or small heated pools

This process only applies to above-ground ring-fenced portable swimming pools or small heated pools on a level building platform and excludes:

- sites with geotechnical or contamination issues
- sites with public drains under or within 2 meters of the pool foundations
- climbing points within 1.2m of the pool barrier
- in-ground pools or infinity edge pools; or
- any pool fencing for which an alternative solution has been requested

Note:

A ring-fenced swimming pool is one that is totally ring-fenced by an approved barrier and does not include boundary fencing or buildings that form part of the barrier. Such pools must go through the normal consent process.

If a **Resource Consent** is required, Council will exercise discretion and consider a fast-track process if the pool is: -

1. located to the rear of the property and is not visible from the road or any public open space
2. not connected to a combined sewer
3. boundary screen fencing higher than the pool is provided in conjunction with the pool fencing
4. not located on land which is subject to soil and flood hazards
5. not requiring protected vegetation to be removed
6. not in association with any other requirements for resource consents that is not a direct result of the proposal
7. not involving any earthworks other than the removal of vegetation immediately under the pool platform

Council will assess applications on a case by case basis and reserves the right to determine any application to follow the normal resource consenting process regardless whether it meets all the above criteria. The fixed fee process does not include fees and charges for any resource consent application.

SITE ADDRESS

Property address:

DECLARATION

I/We confirm that all the information/documentation as indicated on this checklist is provided for (please ✓ as applicable)

Pool totally enclosed in pool fencing i.e. ring-fenced

Building forms part of pool fencing

Boundary fence forms part of pool fencing

Owner / Agent signature:

Date:

GENERAL REQUIREMENTS (N/A denotes not applicable)Entire section N/A

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form completed in full and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee (Lodgement deposit) as per Auckland Council fee schedule (evidence must be provided for online and bank-to-bank payments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Project description is accurate and describes all work involved in the project</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of title (no older than 90 days) including all consent notices and encumbrances; sale and purchase agreement or lease agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of authorisation from owner if application is submitted by an agent, company or trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN (SCALE 1:100 FOR URBAN AREAS AND 1:200 FOR RURAL AREAS)Entire section N/A

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street address indicated? <i>Legal description (Lot & DP number) indicated?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point, land contours or spot levels shown at maximum 1m increments; datum identified with levels indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan with location of proposed pool and pool fencing including any gates; gates to show opening direction and any changes in ground levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All existing and proposed buildings clearly defined with dimensions from boundaries and other buildings (including notional boundaries if appropriate)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All existing and proposed sanitary/storm water drainage (including on-site treatment systems) indicated with distances to boundaries</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Back wash to gully trap</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Backflow device fitted to water supply</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFIC ENGINEERED DESIGN (SED)Entire section N/A

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations and drawings for pool if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Agreement to provide producer statement construction if applicable</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Producer statements completed in full and signed (where provided) and author on Council register; plans stamped and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SWIMMING / SPA POOL AND POOL FENCINGEntire section N/A

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Swimming pool <input type="checkbox"/> Spa pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool specifications i.e. type, brand, installation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering calculations / producer statements provided for structural design elements (refer to SED section)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SWIMMING / SPA POOL AND POOL FENCING Entire section N/A

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan with location of proposed pool and pool fencing (including any gates; gates to show opening direction and any changes in ground levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immediate pool area specified (i.e. pool isolated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Manufacturer's specification for fencing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans to show details of fencing (i.e. materials, height, closing and latching devices and latch heights specified)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If building is used as part of fencing: <input type="checkbox"/> Floor plan indicating location and opening projection of all doors opening into pool area <input type="checkbox"/> <i>Construction details and type of self-closing / latching devices for all doors leading into pool area</i> <input type="checkbox"/> Elevations indicating any windows opening into pool area (and details of compliance with NZBC Clause F9 for example restrictors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If boundary fencing used as part of pool fencing: <input type="checkbox"/> Photos showing all intersecting fences (Note: no climbable intersecting fences, rails, etc. permitted) <input type="checkbox"/> Photos showing both sides of fence (to demonstrate compliance with NZBC F9 that there are no climbable projections within 1.2m of the fence) <input type="checkbox"/> Cross-section showing details of fencing (height, openings, materials, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COUNCIL USE

Consent number: PIM number:

Other relevant consent numbers:

Building complexity level? Res 1 If pool is ring-fenced Res 2 If buildings or boundary fence forms part of fencing or has an infinity edge

Application accepted: (please circle) Yes No If NO, state the reason(s) why application not accepted in comments section below:

Name of Lodgement Officer: Signature: Date:

COMMENTS
