

## Checksheet – swimming, spa pools and associated fences

For use with applications for building consent

Address: \_\_\_\_\_

This checksheet explains the information that has to be supplied with your building consent application for swimming pools, spa pools and the fences around them. Please attach the completed checksheet and **two copies** of the following information (unless otherwise specified) with your completed building consent application form.

Please tick each relevant box in the customer use column as you attach the information. If the box is not relevant to your application, write NA across the box. Please check each section carefully and complete those sections that are relevant to your project.

**Once you have attached all the required information, please check it is complete as an incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.**

### 1. General

Complete for all applications

Customer use

a) Is this application for a new pool?  Yes  No

b) Application form (one copy)  
Completed and signed by the owner, or by an agent on behalf of the owner.

c) Proof of ownership (for new pools only)  
One recent copy of current certificate/s of title (ie not older than three months), or where applicable, one copy of the purchase agreement (if recently purchased) or one copy of relevant parts of the current lease.

d) Plans and details required (two copies)  

- locality plan showing the physical location of the site in relation to streets or landmarks as well as the north point, lot and DP number
- all details on following page
- elevations showing ground and deck levels and how the existing structure relates to the pool (note – photographs of the intended pool area are useful)
- indicate the "immediate pool area" (the area immediately surrounding the pool).

e) Application fee  
Applications will not be accepted without the appropriate fees. The fees payable are set out in the Council's fee schedule available on our website [www.Wellington.govt.nz](http://www.Wellington.govt.nz)

Office use only






### 2. Fences

The minimum fence and gate height is 1200 mm.

Customer use

For all fences show:

- position
- height
- construction
- size of any openings
- position of rails.

Trellis fences

Holes of 50 mm maximum diagonal dimensions (35 mm maximum opening) are acceptable for fences over 1800 mm high.

Office use only



### 3. Gates to pools

All gates must be shown with self-closing and self-latching devices.

Customer use

The latch should be accessible:

- only over the top of the gate
- through a hole at least 1200 mm above the ground
- or otherwise at least 1500 mm above the ground.

Office use only

#### 4. Doors and gates (houses and outbuildings)

Customer use

##### Show:

- all house and outbuilding doors which give access to the pool enclosure and the direction they open
- the type of door eg bi-fold, sliding or single-hinged door
- all single-hinged doors with self-closing and self-latching devices fitted at a minimum height of 1500 mm above ground level
- how any pairs of hinged doors, which rely on the doors having to close and latch in sequence, will operate (if these doors close in the wrong sequence they would not latch). A self-latching device must be fitted at a minimum height of 1500 mm above the ground
- all ranch-slider doors and sliding/folding doors must have an approved self-latching device fitted at a minimum height of 1500 mm above the ground (Note – these doors must always be kept latched. If they are likely to be left open they may not be approved. Alternatively you could be required to build a fence between them and the pool).

**NOTE:** no hold-open devices are permitted as all doors must always be kept closed.

Office use only

#### 5. Windows facing pool enclosure

Customer use

##### Show any windows:

- that are facing into the pool enclosure
- the location of any opening sashes.

##### If these sashes are less than 1200 mm above the ground state that:

- stays, restrictors or similar devices are / will be fitted to limit opening to 100 mm maximum
- any new glazing around the pool is safety glass.

Office use only

#### 6. Compliance with New Zealand Building Code clauses

Customer use

##### Please note other code clauses may be triggered including:

- B1 structure
- B2 durability
- D1 access and slip resistance
- E1 surface water
- F4 safety from falling
- F7 smoke detectors

Please show compliance with relevant code clauses.

##### Provide a producer statement for the structural design of:

- new concrete or similar in-ground pools
- a deck, if the pool is being placed on a new or existing deck.

Depending on the design of your pool, you may need to provide other compliance documents including an electrical certificate, producer statement (PS 3) for the tanking or waterproofing, or the application certificate/s for those processes.

Office use only

#### 7. Water supply

Customer use

##### Show:

- the location of the water supply (usually a hose tap)
- the type of backflow prevention device (usually a hose tap vacuum-break device).

Office use only

#### 8. Pool discharge

Customer use

##### Show:

- the discharge point for all pool water and filter backwash (usually to a gully trap on the foul water drain in accordance with AS/NZS 3500.2:2003 Clause 10.9).

Office use only

#### Notes

For further information please check the Council's Pool Fencing booklet.

You also need to take note of:

- the New Zealand Building Code
- the Fencing of Swimming Pools Act 1987.

It is important that the pool is not filled (or partly filled) with water until the fencing has been approved.

We would also like to point out that a building consent does not relieve the owner of any duty or responsibility under any other Act.

#### For office use only

Office/officer verification

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_