

**BUILDING PERMIT CHECKLIST**  
**Swimming Pools**

[www.rbss.com.au](http://www.rbss.com.au)

COMPLETED BUILDING APPLICATION FORM

COPY OF TITLE INCLUDING FULL SUBDIVISION PLAN  
(provide all covenants or agreements if listed)  
(provide proof of ownership if not shown on title)

PLANNING PERMIT AND ENDORSED PLANS  
(if applicable)

PLANNING AND PROPERTY INFORMATION  
needs to be obtained from Council if property is outside  
of the City of Greater Bendigo or Macedon Ranges  
Shire Council

BUILDERS INSURANCE OR  
OWNER BUILDERS *CERTIFICATE OF CONSENT*  
(only if work is over 12,000.00)

FOUR COPIES OF ENGINEERS  
STRUCTURAL PLANS AND/OR COMPUTATIONS  
Including Certificate of Compliance

FOUR COPIES OF SITE PLAN  
(detailing existing buildings, proposed pool  
and safety barrier location)

Please contact our office if you have any queries relating to the checklist or application form.

Applications maybe lodged on anticipation of receiving permits from council authorities.

A letter of confirmation will be mailed out upon receipt of application along with an invoice.

All fees must be paid prior to issuing of any building permit.

If all relevant copies are not provided, an additional photocopying fee will apply.