

# 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](http://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"/>	Project description is accurate and describes all work involved in the project	<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? Legal description (Lot & DP number) indicated?	<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"/>	All existing and proposed buildings clearly defined with dimensions from boundaries and other buildings (including notional boundaries if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing and proposed sanitary/storm water drainage (including on-site treatment systems) indicated with distances to boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back wash to gully trap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backflow device fitted to water supply	<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"/>	Agreement to provide producer statement construction if applicable	<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 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"/>	<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 <input type="checkbox"/>		
Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Site plan with location of proposed pool and pool fencing - (including any gates; gates to show opening direction and any changes in ground levels)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Immediate pool area specified (i.e., pool isolated)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Manufacturer's specification for fencing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Producer statement cover sheet for pool fencing / barrier (AC2344)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Plans to show details of fencing - (i.e. materials, height, closing and latching devices and latch heights specified)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Photos</b> - related to all intersection points of the barrier with the dwelling and all other structures to assess adjacent climb points with the drawings. <i>Note: Photos should be clear, in colour, and show the various elements in detail including from further away to allow them to be viewed in overall context</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>If a building is used as part of barrier:</b> (Photos are required of existing elements being used as part of the pool barrier design).  <input type="checkbox"/> <b>Floor plan</b> - indicating location and opening direction of all doors opening into pool area including a description of the use of the rooms that the doors open into, e.g., living room, dining room, bedroom etc.  <input type="checkbox"/> <b>Doors by type and overall width</b> - where the doors are bigger than F9/AS1 permits you must supply fully justified alternative solution evidence to support this as a proposal. This may include justification in some cases of the effects on occupants having their door/s closed all of the time when not being used to access the IPA, and why the barrier is unlikely to be deliberately disabled by them.  <input type="checkbox"/> <b>Construction details</b> - and type of self-closing / latching devices for all doors leading into pool area.  <input type="checkbox"/> <b>Elevations indicating any windows</b> - opening into pool area (and details of compliance with NZBC Clause F9 for example restrictors)  <input type="checkbox"/> <b>Existing or proposed barrier heights</b> - to the pool area for balconies or decks immediately adjacent but not part of the pool area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>If boundary fencing used as part of pool fencing:</b> <input type="checkbox"/> <b>Photos showing all intersecting fences</b> - (Note: no climbable intersecting fences, rails, etc. permitted)  <input type="checkbox"/> <b>Photos showing the full length</b> of the fence <i>with</i> measurement to current ground level and finished levels adjacent to the barrier confirmed. Note – nothing should be able to be used to climb down onto in the upper 900 mm of the boundary fence.  <input type="checkbox"/> <b>Cross-section showing details of fencing</b> - (height, openings, materials, etc.) show heights to the finished surface of any adjacent structure, proposed planting next to the barrier by species (if possible) and heights. These cannot grow into the upper 900 mm of the barrier if they can support a child's weight and could be climbed upon.  <b>NB: On sloping sections with sloping boundary fences, the finished distance of 1800 mm to the adjacent finished surface levels next to the boundary fence must be allowed for in the design, or alternative solutions applied for with the appropriate evidence to support them.</b>	<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**
