Certificates Application - Swimming Pools

About this form
You can use this form if you wish to either:
1. Obtain a certificate from Council which confirms that the swimming pool complies with the requirements of Part 2 Swimming Pools Act 1992; or

NOTE - Only the owner of the premises on which the swimming pool is located, or is proposed to be located may submit this application.
-REGISTRATION - Swimming Pools must be registered at www.swimmingpoolregister.nsw.gov.au before an application for exemption or compliance certificate can be made.

☐ I have registered my swimming pool on the www.swimmingpoolregister.nsw.gov.au website.

Swimming Pool registration number:

How to complete this form
1: Ensure that all fields have been filled out correctly.
2: Once completed you can submit this form by mail or in person with payment of relevant fee.
   Please refer to the Lodgement details section for further information.

Part 1: Type of Certificate(s)

   Note: Fees must be paid after an inspection has taken place.
   a. Is this certificate required due to the future lease or sale of the property shown in Part 2?  Yes  ☐  No  ☐

☐ 2. Application for Exemption under section 22 of the Swimming Pools Act 1992  $70
   Note:
   a. Additional information which may assist in the determination of your request for exemption may include but not be limited to site plans, specific details and consultant’s reports.
   b. Any requirement by Council to seek further information or clarity of this request may result in the delay of the assessment.
   c. Please note that Exemptions are considered to be applicable only in the extreme of circumstances and are not typically issued when compliance with the current Standard can be met.
   d. Application fees are to accompany this application and must be paid prior to inspections taking place.

Please advise the reason for the exemption request, and what evidence you will provide to support it:

NOTE: Certificates will be mailed to you.

Part 2: Property Identification Details

Property Owner Name

Property Address

Property Lot Number

Strata Plan Number

Deposited Plan Number

TRIM 2011/100565 V02/20
Part 3: Owner's Details

Note: Your certificate will be sent to the postal address below. Your postal address and at least one telephone number must be supplied before this application can be lodged.

Owner's Name

Owner's Address

Postal Address (if different from above)

Business Number

Mobile Number

Email Address

Company reference

Part 4: Applicant Details and Registered Owner's Consent and Declaration

Part 4a: Applicant Details

I confirm I am the owner/s of the property and I/we give consent to this application.

In submitting this application I acknowledge that:

> Council responds to applications for property related certificates based on the information provided.
> Applicants are responsible for providing correct and complete information and instructions to council in order for certificates to be issued.
> Applications and payments, once received by council, will be acted upon and as such the applicant is responsible for ensuring that the correct type of certificate has been selected in part 1 of this form. It is acknowledged that Council does not accept any responsibility for errors.
> I declare that all the information I have provided is true and correct.

Title

Given name/s

Family name

Organisation / Company name

ABN / ACN (if applicable)

Address

Type of property: Single residential Multi-residential Tourist/Visitor Accommodation Other

Please specify - other

Contact phone number

Alternative contact phone number

Email address

Part 4b: Registered Owner(s) Signature(s) - see Part 7

Registered Owner (please print)

Position

Signature

Date
### Part 5: Lodgement Details

You can lodge the completed application by:

**EMAIL:** [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au)

**MAIL:**
City of Sydney, GPO Box 1591, Sydney NSW 2001

**DX:** 1251

**IN PERSON:**
Town Hall House - Level 2, 456 Kent Street, Sydney

*See our website for details of all customer service centres and opening hours:*

**WHAT NOW:**
After your application has been receipted it will be processed within 5 working days. For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333 or visit our

**WEBSITE:** www.cityofsydney.nsw.gov.au

**FEES:** Fee is payable for the new registration in accordance to Council’s Fees & Charges. See our website for details.

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### Part 4b: Registered Owner/s Signature/s - see Part 7 (continued...)

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**Signature**

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**Registered Strata Owner Name (please print)**

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**IMPORTANT NOTE:**
Every owner must sign this form (or attach separate letter signed by each owner if more space is required.

Please read Part 7 at the back of this form carefully.

Incomplete or inaccurate information on this section may result in rejection of the application.

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### Part 6: Privacy & Personal Information Protection Notice

**Purpose of Collection:** For issue of certificates.

**Intended recipients:** Council staff and approved contractors of the City of Sydney Council.

**Access/Correction:** Contact the City of Sydney Council Customer Service Team to access or correct this information.

**Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.
Part 7: Additional Information

Applicants are advised that:

1. If the local authority fails to finally determine the application within 6 weeks after it is made, then the local authority is taken, for the purposes of any appeal proceedings, to have refused the application and

2. If the local authority refuses the application for an exemption and / or compliance certificate, or is taken to have refused the application, or imposes a condition on an exemption, the owner of the premises on which the relevant swimming pool is situated is entitled to appeal to the Land and Environment Court against the local authority's refusal or against the condition.

3. Individual owners must print and sign their names. Where there is more than one owner, all owners must print and sign their names on this application.

4. Consent and seal of the Owners Corporation is required if the swimming pool is located on common property. The Strata Managing Agent or two (2) members of the Owners Corporation must sign.

5. Owners who are companies can indicate consent by signing under seal or as otherwise authorised under Corporations Law. Alternatively owners who are companies can indicate consent by meeting the following criteria:
   (a) ABN or ACN number must be provided and;
   (b) Name, position and signature of:
       - one company director and company secretary; or
       - two company directors; or
       - if a sole director company, only one signature is required.

Part 8: Notes for completing this application

To assist in the assessment of this application it is recommended that:

1. If applying for a Swimming Pool Compliance Certificate, a site plan (to scale) is provided to show the location of the pool and fencing in relation to any surrounding structures and buildings;

2. If applying for an exemption, a detailed submission is provided with the application which describes the circumstances for which exemption is being sought.

Office Use Only - please print clearly

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