



This form is to be accompanied by an application cover page form.

Complete this form with the assistance of the swimming pool registration guide. Numbers on this form relate to explanatory notes in the guide.

1. Notification of proposed pool

I/we notify New Plymouth District Council (NPDC) of my/our intention to construct/place a pool on my property at the following address:

Address input field

There is an existing pool on the property that is not currently registered Yes No

2. Supporting documents

Site plan showing location of proposed pool in relation to property boundaries and existing/proposed buildings, landscaping and other areas within the confines of the pool.

Construction details of the proposed pool and pool fence.

Details of how you intend to fill and empty the pool and method of disposing with backwash.

Additional information you think is relevant to this application.

This application form may not be applicable to all pool barrier installation compliance requirements under the Act.

3. Compliance with the Building (Pools) Amendment Act 2016

Table with 4 columns: Question, Yes, No, N/A. Rows include Spa pools, Above-ground pools, Immediate pool area, Doors accessing the pool area, and Gates accessing the pool area.

Please turn over

OFFICE USE ONLY

Office use only form with fields for Owner ID, Property ID, Land ID, Legal ID, Application #, Receipt #, and Amount paid.

### 3. Compliance with the Building (Pools) Amendment Act 2016 - continued

	Yes	No	N/A
<b>Windows that open to the pool area</b>			
(s) On opening windows below 1m above floor level, are restrictors fitted to prevent windows opening more than 100mm?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(t) Do windows higher than 1m have no projections underneath of more than 10mm - or have restrictors fitted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Fence</b>			
(u) Is the fence not on a property boundary at least 1.2m high from the outside ground level?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(v) Is the fence on a property boundary at least 1800mm high?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(w) Is the fence free of fixtures and fittings on and within 1.2m high of the fence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(x) Is the distance between horizontal rails at least 900mm?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(y) Are gaps under vertical cladding less than 100mm?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(z) Are gaps between vertical cladding less than 100mm?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(aa) For fences 1.2m - 1.8m in height: is steel wire mesh size less than 13mm?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(ab) For fences at least 1.8m in height: is steel wire mesh size less than 35mm?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(ac) Is mesh firmly attached on the top, bottom and sides?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 4. Applicant details

4a. Full name    
First name(s) Surname

4b. Postal address (include postcode and rural delivery details)

4c. Contact details     
Work Home Mobile

4d. Email address

### 5. Applicant's declaration

Owners must ensure that pools are fenced in accordance with the Act at all times. If the requirements are not fully complied with, the pool must be drained empty immediately.

#### PRIVACY STATEMENT

Information provided in this application is required to process your application. That information will be held in accordance with the Privacy Act 1993 and the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 1993, you have the right to access your personal information held by NPDC and request NPDC to correct the personal information held by NPDC.

#### DECLARATION

I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

Signature of applicant Date



Explanations in this guide are intended to assist you to complete the swimming pool registration form. Numbers on the form relate to explanatory notes in this guide.

## Background

The Building (Pools) Amendment Act 2016 aims to protect young children from the dangers of unfenced swimming pools. Private swimming pools are the single most significant water hazard for preschool children. Studies in New Zealand and overseas have shown that most drownings are amongst the children of pool owners and legitimate visitors, rather than wandering children. Therefore, a boundary fence is not a satisfactory safety measure.

The application for swimming pool registration form may not be applicable to all pool barrier installation compliance requirements under the Act.

### What pools need to be registered?

It is a requirement that all swimming pools are registered. All new pools and any alterations to pool barriers require a building consent in order to comply with the Building Act.

### What pools need to be fenced?

All private swimming pools need to be fenced unless:

- The maximum depth is less than 400mm.
- The walls of the pool are 1.2m or more above the ground with no step-ups, hand holds or projections enabling a child to climb.

### What standard of fencing is required?

The Act sets out the standard of fencing required for compliance. Before constructing a pool fence, please ensure that it will conform with the requirements under New Zealand Building Code Clause F9.

All materials and components must be of a durable nature, and be erected to inhibit any person from climbing over or crawling under the fence from the outside. The checklist in section three of the registration form covers all other aspects of compliance with the legislation.

NZBC Clause F9/AS1 & AS2 provides a means of restricting access to residential pools. Please seek confirmation from the Swimming Pools Compliance Officer.

### Swimming pool compliance fees and charges

Current fees and charges can be viewed on the New Plymouth District Council website [www.newplymouthnz.com](http://www.newplymouthnz.com) or contact NPDC on 06-759 6060

## 1. Notification of proposed pool

It is a requirement of the Building Act that those who own a pool, or intend to get a pool, must tell New Plymouth District Council (NPDC) prior to construction or installation.

Please provide the site address of your swimming pool.

## 2. Supporting documents

Please provide any additional documentation to support your application.

## 3. Compliance with the Building (Pools) Amendment Act 2016

### (a) - (b) Spa pools

If the spa complies with (a) it is exempt from registration and inspection. If not, it must be fenced in accordance with the Building (Pools) Amendment Act 2016.

### (c) - (f) Above-ground pools

If pools are at least 1.2m above the ground, and there is no easy way for children to climb into the pool, a fence is not required because the pool is deemed to be self-fenced.

If you tick no to any of (c) to (f) you are required to fence the pool in accordance with the Act.

If your pool is not above-ground, please tick N/A for (c) to (f) and complete the checklist.

### (g) Immediate pool area

The immediate pool area includes:

- The pool.
- Any paved area around the pool. Any sitting area by the pool.
- Changing room.
- Gardens and lawn, if they are obviously part of the pool area and there is a reasonable amount of yard area outside the fence.

The immediate pool area may include any activities that are used in association with the pool.

The immediate pool area does not include:

- Clotheslines and access paths.
- Vegetable gardens.
- General storage sheds.
- The entire rear yard.

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

### 3. Compliance with the Building (Pools) Amendment Act 2016 - continued

#### **(h) - (k) Doors accessing the pool area**

All doors accessing the pool area must restrict access. In addition to restricting access, top locks must be installed.

Hold open devices are not permitted on pool doors.

All doors must:

- Close and latch automatically, or
- Be fitted with a pool door alarm, or
- Have a Council-approved system installed.

Please discuss with our Swimming Pools Compliance Officer prior to installation.

#### **(l) - (r) Gates accessing the pool area**

Gates must:

- Open outward - away from the pool area as well as close and latch automatically, with the latch release positioned as described.
- Hold open devices are not permitted on pool gates.

It is important that pool gates and doors are maintained on a regular basis so that they continue to operate as required. Never leave your gate or door held open, and keep objects that children could climb on well clear of the pool fence.

#### **(s) - (t) Windows that open to the pool area**

Buildings can form part of the swimming pool fence but should not enable children to enter the pool area via a window. All windows below 1m that give access to the pool area must be fitted with restrictors so that windows cannot be opened any more than 100mm and higher windows must have no projections underneath of more than 10mm or have restrictors fitted.

#### **(u) - (ac) Fence**

The fence measurement requirements in the Act are designed to prevent children from crawling under, climbing over and climbing through fences.

It is important that materials are durable and that you maintain materials such as mesh, which may be prone to perishing.

### 4. Applicant details

Please provide your name, address and contact details.

### 5. Applicant's declaration

Please read, sign and date the declaration.



1. Property details

1a. Site address  
(Specify unit/level number,  
location of building within  
site/block number, building  
name and street name)

1b. Current lawfully  
established use

1c. Legal description

1d. Rapid number

2. Property owner details

2a. Owner name

First name(s)

Surname

2b. Name of additional  
owner(s)/company/trust

2c. Contact person  
(if different from above)

2d. Postal address  
(include postcode)

2e. Contact details

Phone

Mobile

Fax

2f. Email

3. Payer details

3a. Required for invoice

Applicant  
- proceed to 4

Owner  
- proceed to 4

Other  
- provide details below

3b. Name in full

3c. Postal address

4. Description of project

4a. Detailed description  
of the development/  
project

4b. Will business activities take place when building is completed?























Yes

No

Please turn over

## 5. Council applications for this project

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	Application attached	Have applied already (write the application number if known)	Information provided
<b>5a. Common applications</b>			
 Project information memorandum .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Vehicle crossing .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Encroachment licence .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Land use resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Deemed permitted boundary activity notice.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Subdivision resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Sewer connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Stormwater connection/disconnection.....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Water connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<b>5b. Non-residential applications</b>			
 Discharge of trade waste consent .....			<input type="checkbox"/>
 Alcohol licensing .....			<input type="checkbox"/>
 Food premises registration .....			<input type="checkbox"/>
 Health Act registration .....			<input type="checkbox"/>
(Hairdressing, camping ground, funeral parlour, offensive trade)			
 Beauty registration .....			<input type="checkbox"/>
<b>5c. Other project authorisations</b>			
 Swimming pool registration .....			<input type="checkbox"/>
 Temporary obstruction on road reserve .....			<input type="checkbox"/>
 Temporary road closure .....			<input type="checkbox"/>
 Easements through Council-owned reserve land .....			<input type="checkbox"/>
<b>5d. Other project requirements</b>			
 Rapid number request .....			<input type="checkbox"/>
 Contractors parking space reservation .....			<input type="checkbox"/>
 Existing street damage declaration .....			<input type="checkbox"/>



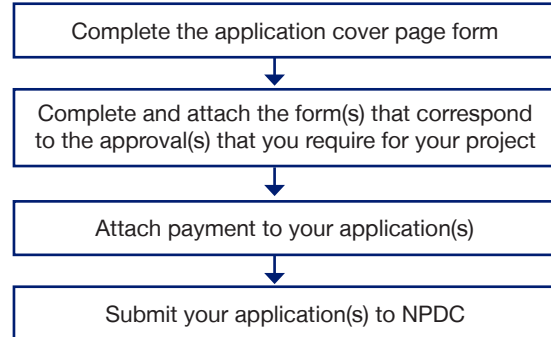
Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

### How to use the application cover page form

New Plymouth District Council (NPDC) administers a number of Acts on behalf of central government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or NPDC services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.



### Notes to assist completion of your application cover page form

#### 1. Property details

##### 1a. Site address

- Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- PO Box 456, New Plymouth.
- 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

##### 1b. Current, lawfully established use

- Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling, shop, takeaway bar, warehouse.

##### 1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or record of title.

- Write the legal description of the property.

Example:

- Lot 1 DP 2345
- S PT SEC 678 DP 901

##### 1d. Rapid Number

- If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

#### DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by NPDC that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

#### 2. Property owner details

- Write the name and contact details for all owners. Include any company or trust name.
- If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

#### WATER BILLING

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

Binding interpretation of the Acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.



### 3. Payer details

- Indicate who will receive the invoice.

### 4. Description of project

#### 4a. Detailed description of the development/project

- Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

#### 4b. Will business activities take place when building is completed?

- Tick yes if the building is to be used for business activities after it is completed, e.g. operating a business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

### 5. NPDC applications for this project

- Tick to indicate all applications that the application cover page form relates to.

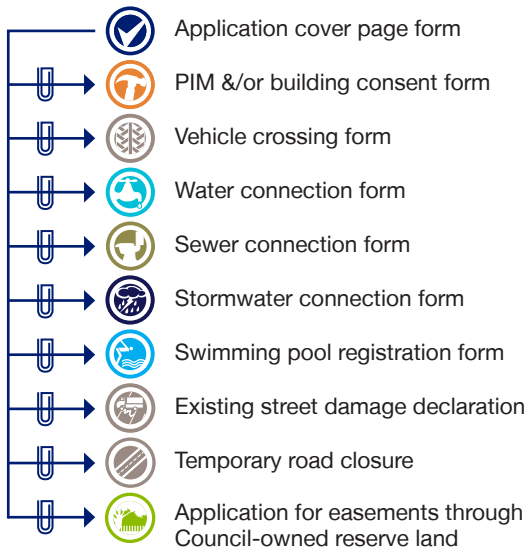
Using this form for multiple applications saves you writing the same information more than once.

- Where an application has already been lodged for this project, write the application, licence or consent number.

This will help NPDC to assist you in managing your whole project.

#### Examples of projects requiring multiple NPDC applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over NPDC pipes, you may need to complete all of the following applications:



#### Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with an NPDC officer, or phone NPDC on 06-759 6060.

If you are building a garage on the boundary and installing a vehicle crossing, complete:



If you are operating a restaurant/café/bar, with tables on the footpath, complete:



If you are converting your residential garage into a hairdressing salon, complete:

