How to Submit
Swimming Pool / Spa Registration
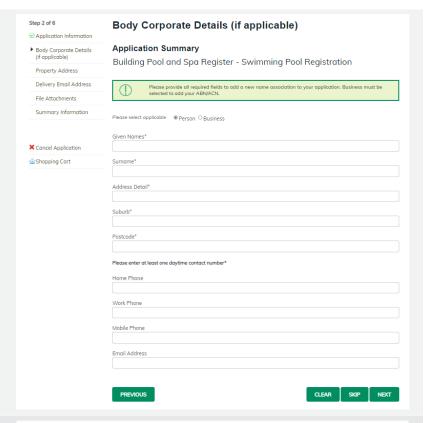
Click on the following Link	**Pool and spa registration | Yarra City Council**
Enter the following details into your web browser	https://www.yarracity.vic.gov.au/services/building-in-yarra/around-the-home/pool-and-spa-registration
Scroll down to *Registration* and click on **REGISTER MY POOL OR SPA**	**1. Register your pool or spa** The new laws apply to swimming pools and spas that can hold more than 300mm (30cm) of water. To find out what's classified as a pool or spa, see the Victorian Building Authority website. If you have a pool and spa, you must lodge each structure separately. For pools or spas under construction and not completed, being constructed after 1 November 2020, or relocatable – the registration deadline varies and can be found on the Victorian Building Authority website. Before applying online we recommend that you read the Pool and Spa Register - online user guide (PDF 1015KB). REGISTER MY POOL OR SPA
Agree to the *Terms and Conditions* and click **CONTINUE**	**Terms and Conditions** **Yarra eServices Terms and Conditions of Use:** Access to Yarra City Council's 'Yarra eServices' (**Service**) is restricted to owners of property within the City of Yarra (and their nominated agents) and organisations or individuals who conduct business with Yarra City Council. By using the Service, you acknowledge that you have read and understood these terms and conditions and agree to be bound by them. Read our Terms and Conditions Read our privacy statement Read our disclaimer ☑ I Agree to the Terms and Conditions CONTINUE
Complete **Application Information (Step 1)** questions and click **Next**	

Complete **Body Corporate Details (if applicable) (step 2) a**nd click **NEXT**

Or

If no associated **Body Corporate** click **SKIP**

Note: **DO NOT ENTER** the 'Owner' in this step.

- ⊘ Application Information
- ▸ Body Corporate Details (if applicable)
- Property Address
- Delivery Email Address
- File Attachments
- Summary Information

- ✖ Cancel Application
- 🛒 Shopping Cart

Body Corporate Details (if applicable)

Application Summary

Building Pool and Spa Register - Swimming Pool Registration

> ⚠ Please provide all required fields to add a new name association to your application. Business must be selected to add your ABN/ACN.

Please select applicable ● Person ○ Business

Given Names*

Surname*

Address Detail*

Suburb*

Postcode*

Please enter at least one daytime contact number*

Home Phone

Work Phone

Mobile Phone

Email Address

[PREVIOUS]   [CLEAR] [SKIP] [NEXT]

Property Address (Step 2) using the Fast Search enter the address of the property of where the pool / spa is located.

The address will appear under *Formatted Address* click **NEXT**

- ⊘ Application Information
- ⊘ Body Corporate Details (if applicable)
- ▸ Property Address
- Delivery Email Address
- File Attachments
- Summary Information

- ✖ Cancel Application
- 🛒 Shopping Cart

Property Address

Application Summary

Building Pool and Spa Register - Swimming Pool Registration

Property Search

> ⚠ Search for a property or land location for this step of your application.

| Address | Land |

Fast Search [325 Bridge]   [SEARCH]

☐ Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

[CLEAR] [SEARCH]

Formatted Address	Legal Description
● 325-333 Bridge Rd Richmond VIC 3121	NO legal fields are recorded on this land parcel

[PREVIOUS]   [NEXT]

Complete **Delievery Email Address** details **(step 4)** once completed names will appear under **Added Names**

The email addresses will be used to communicate with you about your registration. This includes general communication, invoices, etc

Click **NEXT**

⊘ Application Information

⊘ Body Corporate Details (if applicable)

⊘ Property Address

▶ Delivery Email Address

File Attachments

Summary Information

✖ Cancel Application

🛒 Shopping Cart

Delivery Email Address

Application Summary

Building Pool and Spa Register - Swimming Pool Registration

⚠ Please provide a valid email address. This email address will be used to send you information relevant to your application.

Email Address   test@test.com

PREVIOUS   CLEAR   NEXT

Complete **File Attachment (step 5)**

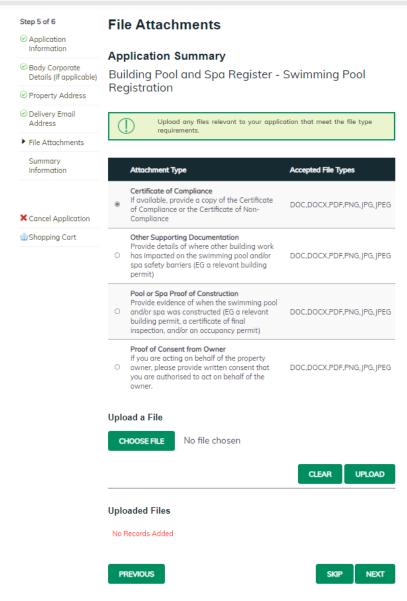The attachment types marked with asterix are mandatory.

You must ensure that the documents you attached are saved in the accepted file type before uploading.

How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

Click **Next**

⊘ Application Information

⊘ Body Corporate Details (if applicable)

⊘ Property Address

⊘ Delivery Email Address

▶ File Attachments

Summary Information

✖ Cancel Application

🛒 Shopping Cart

File Attachments

Application Summary

Building Pool and Spa Register - Swimming Pool Registration

⚠ Upload any files relevant to your application that meet the file type requirements.

Attachment Type	Accepted File Types
Certificate of Compliance If available, provide a copy of the Certificate of Compliance or the Certificate of Non-Compliance	DOC,DOCX,PDF,PNG,JPG,JPEG
Other Supporting Documentation Provide details of where other building work has impacted on the swimming pool and/or spa safety barriers (EG a relevant building permit)	DOC,DOCX,PDF,PNG,JPG,JPEG
Pool or Spa Proof of Construction Provide evidence of when the swimming pool and/or spa was constructed (EG a relevant building permit, a certificate of final inspection, and/or an occupancy permit)	DOC,DOCX,PDF,PNG,JPG,JPEG
Proof of Consent from Owner If you are acting on behalf of the property owner, please provide written consent that you are authorised to act on behalf of the owner.	DOC,DOCX,PDF,PNG,JPG,JPEG

Upload a File

CHOOSE FILE   No file chosen

CLEAR   UPLOAD

Uploaded Files

No Records Added

PREVIOUS   SKIP   NEXT

Step 6 – Summary Information and click **CONTINUE**

⊘ Application Information

⊘ Body Corporate Details (if applicable)

⊘ Property Address

⊘ Delivery Email Address

⊘ File Attachments

▸ Summary Information

✖ Cancel Application

🛒 Shopping Cart

Summary Information

ⓘ A summary of your application is shown below. Click Continue to add your application to your shopping cart.

ⓘ It is your responsibility to check that all of the details are correct. Check the details below. You can adjust any of the information by clicking on the heading link above the heading on the section or click on the steps on the left-hand side of the screen.

You can return to this Summary by clicking on the Summary link on the left-hand side of the screen.

Note: You will be required to enter Applicant information in the next step.

Application Information

Swimming Pool Type*   Swimming Pool
If you answered other, please describe
below
Estimated Build Date of Pool   30/08/2022
Has Pool Barrier Been Altered Since   No
Construction?
I agree to the terms of the Declaration*   No - I am acting on behalf of the owner

Body Corporate Details (if applicable)

No Information Supplied

Property Address

Address   325-333 Bridge Rd Richmond VIC 3121

Delivery Email Address

Email Address   test@test.com

File Attachments

No Information Supplied

Amount Due

[   ]

[CONTINUE]

Complete **Payment Summary** step (Enter the details of the Owner) click **Complete**	**Payment Summary** **Name Details** **Recently Used Names:** | Given Names	Name | Title Given Names Surname* Gender Date Of Birth Address* Suburb Postcode **Contact Details** Email Address Home Phone Work Phone Mobile Phone Fax **Purchase Details** | Type	Description	Amount | **Totals** Amount Due PREVIOUS COMPLETE
Enter **Payment Details (credit card details)** and click **Pay**	**Enter Payment Details** Payment Total: 299.80 AUD Merchant Reference: 174427 Card Holder Name: Card Number: Card Type: Please Select ⌄ Expiry Date: Jan ⌄ 2023 ⌄ CVV/Card Security Code: PAY CANCEL

If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.