



**Certificate of Completion and Application for  
Certificate of Occupancy and Use – Swimming  
Pool Fencing or Barrier**  
*Building Act 2004, S151*

Under section 76 of the *Building Act 2004* it is an offence for a person to use, or to permit another person to use, a regulated swimming pool (including a regulated spa pool) unless the requirements of the *Building Act 2004* have been met, including the issue of a certificate of occupancy or use for the swimming pool where required.

This form is to be used to certify that pool fencing or other pool barriers are compliant with the requirements of *Building (General) Regulation 2008*, Schedule 1 (Exempt buildings & building work), Part 1.3, item 13, column 4.

**PART A PROJECT DETAILS**

Block  Section  Suburb  Unit No.

Street Address

Description of pool fencing or other relevant barrier component, tick all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> metal rod or tube pool fencing     | <input type="checkbox"/> building enclosing the indoor pool |
| <input type="checkbox"/> timber paling fencing              | <input type="checkbox"/> exterior walls of a building       |
| <input type="checkbox"/> metal sheet fencing                | <input type="checkbox"/> window of a building               |
| <input type="checkbox"/> glass panel fencing                | <input type="checkbox"/> door of a building                 |
| <input type="checkbox"/> masonry fence or freestanding wall | <input type="checkbox"/> other _____                        |

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**PART B BUILDING SURVEYOR DETAILS**

In accordance with *Building (General) Regulation 2008*, Schedule 1 (Exempt buildings & building work), Part 1.3, item 13, column 4, paragraph (c) I/we herby advise that I/we the lessee/s have engaged the building surveyor whose details appear below as the certifier to inspect and certify the work described above.

Company Details (if applicable)

Name of Building Surveyor  ABN/ACN

Postal Address

Suburb  State  Postcode

Phone Number Business Hours  Mobile

**PART C AUTHORITY TO ACCESS BUILDING FILE**

By signing Part F of this form I/we the lessee/s of the abovementioned property hereby authorise the building surveyor to access the building file for the purposes of obtaining information relevant to this application.

**PART D DOCUMENTATION TO BE SUBMITTED WITH THIS FORM**

The following documents **MUST** be submitted with this form:

**A site plan showing:**

- the block or unit boundaries
- the location and description of the subject pool fencing or pool barrier

Approved form AF2016-74 approved by David Middlemiss, Construction Occupations Deputy Registrar on 02 August 2016 under section 151 of the *Building Act 2004* and revokes AF2014-75

**PART E****BUILDING SURVEYOR DECLARATION**

I hereby certify that:

- I have inspected the fencing and/or barrier;
- The fencing and/or barriers comply with the building code;
- The fencing and/or barriers have been constructed in a proper and skilful way;
- The fencing and/or barriers are compliant with the Building Act 2004 (other than part 3).

**Building Surveyor Name:**

Please Print

**ACT Licence Number:**

**Building Surveyor Signature:**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART F****APPLICATION FOR CERTIFICATE OF OCCUPANCY AND USE**

I am/we are: the owner(s) of the above land described in Part A of this form. I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy and Use in respect of the work described above to be issued.

**FULL NAME OF ALL OWNERS** Please Print

<b>Owner 1</b>		<b>Signature</b>	
<b>Owner 2</b>		<b>Signature</b>	
<b>Owner 3</b>		<b>Signature</b>	
<b>Owner 4</b>		<b>Signature</b>	

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: The Certificate of Occupancy and Use once issued will be emailed to the Lessee and Building Surveyor.

**Lessee email address** (please print)

**Building Surveyor email address** (please print)

**FEES:** There is a fee payable to submit this application. Once this form is complete it can be forwarded to EPD

**NOTE:** If sending via email – a customer service officer will contact you by telephone for payment once form has been received

**Privacy Notice**

The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)

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**Post:**

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Building Services  
Shopfront Mitchell  
GPO Box 158  
Canberra, ACT 2601

**In Person:**

Please visit  
[www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)  
Or call **132281** to find an  
Access Canberra Shopfront.