

Registration of a Pool

Southland District Council Pool Register

1. ABOUT THIS FORM

- Please check that the forms that you are using are current at the time of application as they are subject to change without notice.
- General information can be found on our website at www.southlanddc.govt.nz
- Submission of this form will add the pool to the Southland District Council register of Pools

2. OWNER DETAILS

Enter details:

NAME:		EMAIL:	
HOME PHONE NUMBER:	WORK PHONE NUMBER:	MOBILE PHONE NUMBER	
ADDRESS:			
FIRST POINT OF CONTACT FOR COMMUNICATIONS WITH COUNCIL: (MARK BOXES AS APPROPRIATE)			
<input type="checkbox"/> Email	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Work
My preferred method of written communication is:		<input type="checkbox"/> Email	<input type="checkbox"/> Post

3. SITE INFORMATION

Enter details:

ADDRESS WHERE POOL IS LOCATED		MAP OF THE POOL LOCATION ON SITE	
POOL TYPE			
<input type="checkbox"/> In ground	<input type="checkbox"/> On ground		
NAME OF PERSON REGISTERING POOL			
SIGNATURE	DATE		

4. INFORMATION

GENERAL POOL INFORMATION:

For general enquiries please phone 0800 732 732 or email building-cs@southlanddc.govt.nz

SUBMIT AN REGISTRATION USING ONE OF THE FOLLOWING METHODS:

- You can submit your registration using our online form at southlanddc.govt.nz

A REGISTRATION CAN ALSO BE LODGED VIA THE FOLLOWING METHODS:

- Post your registration to: Southland District Council, PO Box 903, Invercargill 9840
- Hand delivered to the Invercargill office, 15 Forth Street, Invercargill or dropped off at any Council Area Offices

4. INFORMATION

All registrations will be checked for completeness prior to acceptance. If your registration is incomplete it will not be accepted.

Next steps after registration

WHAT WILL HAPPEN

- After the registration has been processed, the property will be put into a queue to be inspected for its compliance with the New Zealand Building Code Section F9 Restricting access to residential pools by a Building Compliance Officer.
- The Building Compliance Officer (BCO) will contact the Building department owner when closer to the time when they are going to come and inspect the Pool, they will undertake an inspection against New Zealand Building Code Section F9 Restricting access to residential.
- The BCO will assess the Pool under either of two acceptable solutions, the first is Acceptable Solution 1, which is the fence/barrier around the pool, or Acceptable Solution 2, which is only available for a Small Heated Pool. If your pool passes under AS1 it will be re-inspected every 3 years, if it passes under AS2 then it will be exempt from further inspections and it will be the sole responsibility of the owner to maintain that standard of safety.
- If the pool is not to the required standard then the BCO will issue an inspection outcome notice of things which require fixing, or if they deem the risk of safety severe enough or through lack of action in fixing issues they will issue a notice to fix, which can incur fines if not complied with.
- There is a charge for each inspection, please refer to our website for the current charge for this inspection. Invoices will be issued after all inspections have taken place and will be due on 20th of the month following date of issue.
- Once the pool has complied and deemed safe, if it has passed under Acceptable Solution 1, it will be recorded in the register for re-inspection every 3 years. If it passed under Acceptable Solution 2, for small heated pools only, then it will be recorded as passed and no longer will require re-inspection, as it will be the home owner's responsibility.

How to know if your pool is compliant

CHECK YOUR POOL FOR BEFORE COUNCIL INSPECTION

When your pool is inspected, it will be inspected to New Zealand Building Code, Section F9, Means of restricting access to residential pools. This section is readily available from their website to download or view online.

Website URL : <https://www.building.govt.nz/building-code-compliance/f-safety-of-users/pool-safety/>

Under Acceptable Solutions and Verification Methods, there is a PDF which contains all the information and barrier heights, gate information, distance from climbable features, and other important information which will affect your compliance. Please review this information.

If you have further questions about pools please feel free to contact the council Building Department either via phone 0800 732 732 or email building-cs@southlanddc.govt.nz.