



Permits - Applying Online

- **Pool / Spa Registration**

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Important information

This document will assist you with registering your Pool / Spa online via Council's e-Services.

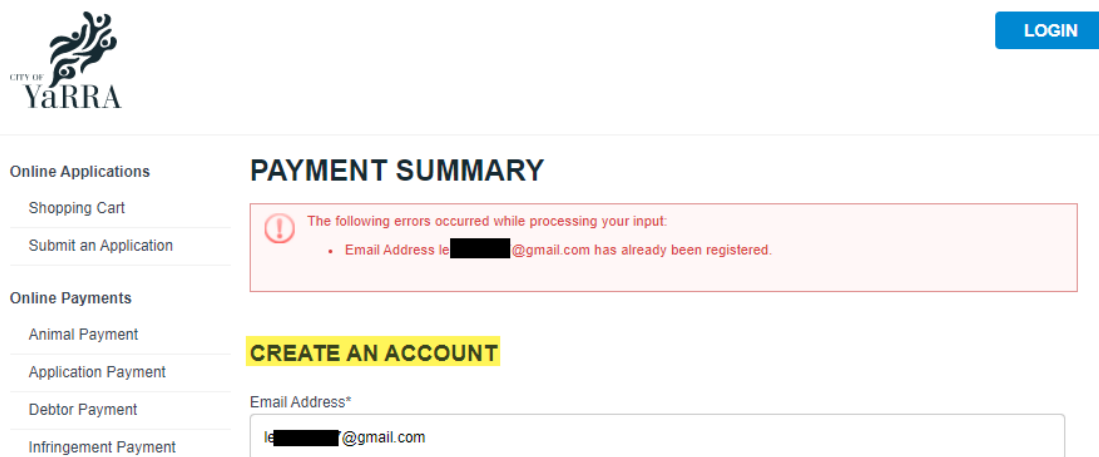
If you have any supporting documents, please ensure you have them ready to upload. These documents are **not** mandatory.

- Proof of Pool / Spa construction
- Building Permit impacting Safety Barriers
- Certificate of Compliance, if applicable

First time customer

You will be asked to create an online Yarra e-services account at the end of your transaction.

If you receive the error below when creating a new account, this indicates you already have an existing eServices account. Please see page 16 to reset your password using the **Forgotten Password** function.



CITY OF YARRA

LOGIN

Online Applications

Shopping Cart

Submit an Application

Online Payments

Animal Payment

Application Payment

Debtor Payment

Infringement Payment

PAYMENT SUMMARY

The following errors occurred while processing your input:

- Email Address le[redacted]@gmail.com has already been registered.

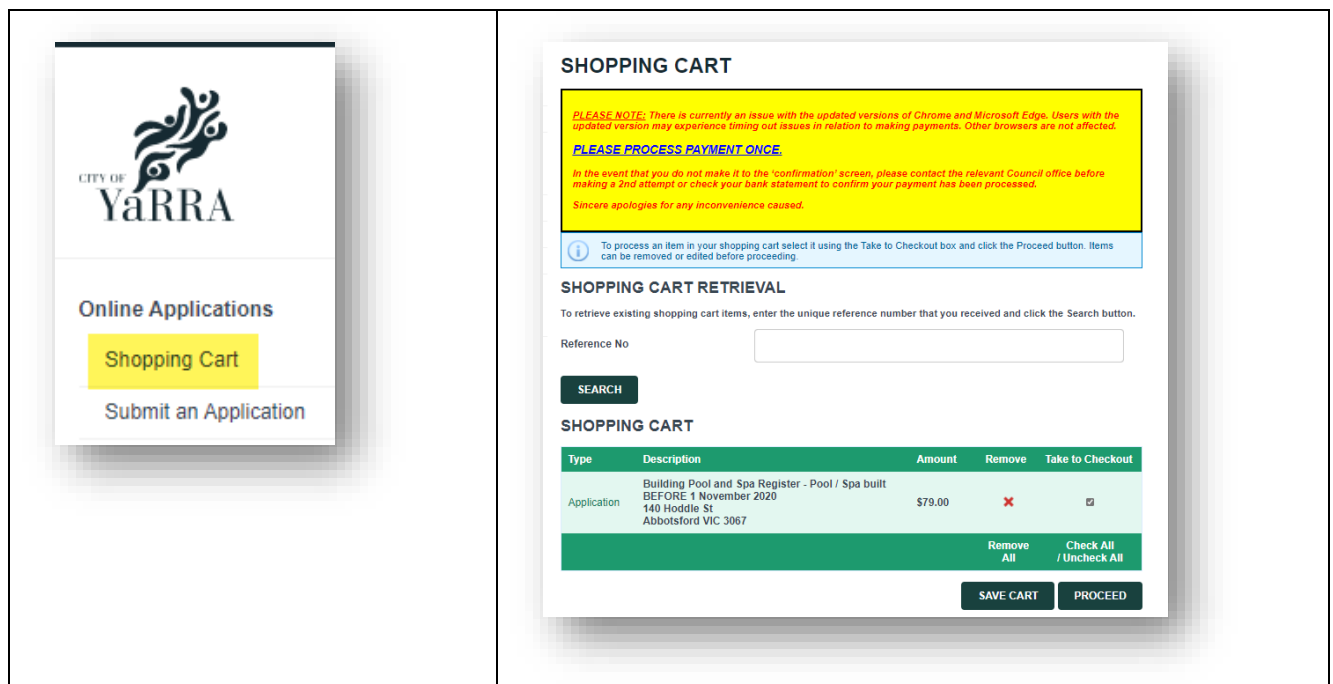
CREATE AN ACCOUNT

Email Address*

le[redacted]@gmail.com

When you have received your email with your temporary password, click on **LOGIN**. You will need to change your password at this stage.

Once you have then logged in, click on **Shopping Cart** to return to the application and proceed with payment.



CITY OF YARRA

Online Applications

Shopping Cart

Submit an Application

SHOPPING CART

PLEASE NOTE: There is currently an issue with the updated versions of Chrome and Microsoft Edge. Users with the updated version may experience timing out issues in relation to making payments. Other browsers are not affected.

PLEASE PROCESS PAYMENT ONCE.

In the event that you do not make it to the 'confirmation' screen, please contact the relevant Council office before making a 2nd attempt or check your bank statement to confirm your payment has been processed.

Sincere apologies for any inconvenience caused.

To process an item in your shopping cart select it using the Take to Checkout box and click the Proceed button. Items can be removed or edited before proceeding.

SHOPPING CART RETRIEVAL

To retrieve existing shopping cart items, enter the unique reference number that you received and click the Search button.

Reference No

SEARCH

SHOPPING CART

Type	Description	Amount	Remove	Take to Checkout
Application	Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020 140 Hoddle St Abbotsford VIC 3067	\$79.00	X	<input type="checkbox"/>

Remove All **Check All / Uncheck All**

SAVE CART **PROCEED**

For Owner Corporations (Body Corporates)

Create one account for a company and use a company email address (not individual).

The company name must be the full business name (e.g. Online Services Pty Ltd).

You can complete an ABN search <http://www.abr.business.gov.au/> to check the full business name.

During your transaction, you will have the opportunity to enter a delivery email address for your application. The delivery email address entered will receive any email correspondence relating to that application such as notifications, invoices and requests for further information. You have the option to enter a company or individual email address.

Keep record of your user name, email address & password. One account can be used by multiple people within the same company.

Returning customers

Before starting your transaction, accept the terms and conditions page and then login.

The user name is the email address used to set up the account.

If you forget the user name, please do not create a new account with a different email address. Contact us so we can give you the details.

If you forget your password, change it now before proceeding. The instructions are on page 16.

If you receive any errors after logging in, try logging out and logging back in.

If you are still having issues, contact us on 9205 5555 and we will assist.

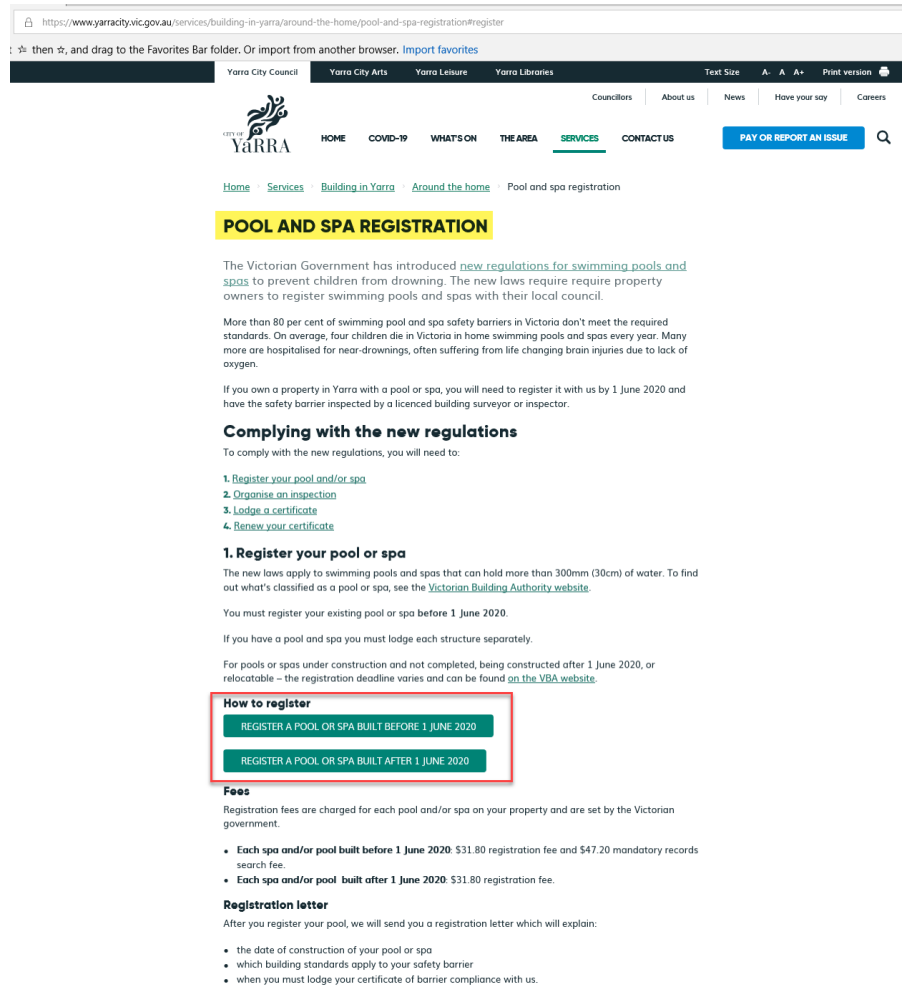
How to apply

- From Council's *Pool and Spa Registration* web page, click on the relevant construction date:

Built Before 1 November 2020

Built After 1 November 2020

Please note: due to the impacts of the coronavirus (COVID-19) pandemic, the VBA has extended the deadline for registering private pools and spas from 1 June 2020 to 1 November 2020.



https://www.yarracity.vic.gov.au/services/building-in-yarra/around-the-home/pool-and-spa-registration#register

Yarra City Council | Yarra City Arts | Yarra Leisure | Yarra Libraries | Text Size | A- | A | A+ | Print version

Yarra City Council

HOME | COVID-19 | WHAT'S ON | THE AREA | **SERVICES** | CONTACT US | PAY OR REPORT AN ISSUE

Home | Services | Building in Yarra | Around the home | Pool and spa registration

POOL AND SPA REGISTRATION

The Victorian Government has introduced [new regulations for swimming pools and spas](#) to prevent children from drowning. The new laws require property owners to register swimming pools and spas with their local council.

More than 80 per cent of swimming pool and spa safety barriers in Victoria don't meet the required standards. On average, four children die in Victoria in home swimming pools and spas every year. Many more are hospitalised for near-drownings, often suffering from life changing brain injuries due to lack of oxygen.

If you own a property in Yarra with a pool or spa, you will need to register it with us by 1 June 2020 and have the safety barrier inspected by a licenced building surveyor or inspector.

Complying with the new regulations

To comply with the new regulations, you will need to:

1. [Register your pool and/or spa](#)
2. [Organise an inspection](#)
3. [Lodge a certificate](#)
4. [Renew your certificate](#)

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](#).

You must register your existing pool or spa before 1 June 2020.

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 June 2020, or relocatable – the registration deadline varies and can be found [on the VBA website](#).

How to register

REGISTER A POOL OR SPA BUILT BEFORE 1 JUNE 2020

REGISTER A POOL OR SPA BUILT AFTER 1 JUNE 2020

Fees

Registration fees are charged for each pool and/or spa on your property and are set by the Victorian government.

- Each spa and/or pool built before 1 June 2020: \$31.80 registration fee and \$47.20 mandatory records search fee.
- Each spa and/or pool built after 1 June 2020: \$31.80 registration fee.

Registration letter

After you register your pool, we will send you a registration letter which will explain:

- the date of construction of your pool or spa
- which building standards apply to your safety barrier
- when you must lodge your certificate of barrier compliance with us.

- If you are a **new applicant:**

Read through Council's *Terms and Conditions*.

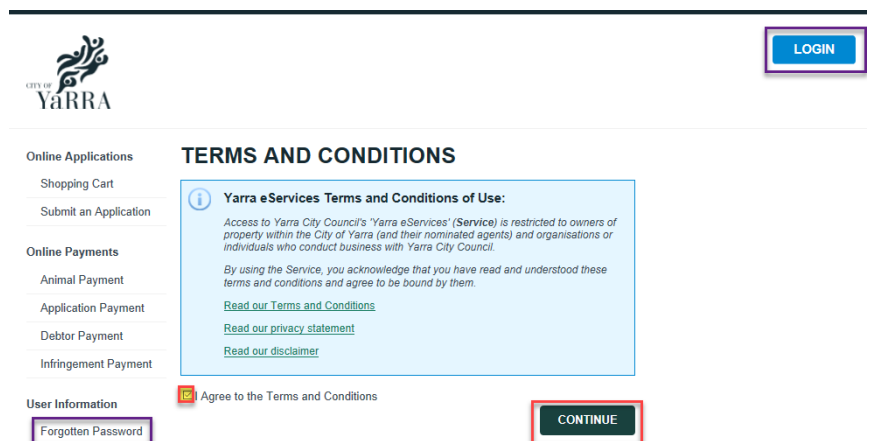
Check the **I Agree to the Terms and Conditions** box.

Click **Continue**.

Please go to **step 6**.

If you are a **returning applicant:**

Click on **Login** and enter your log in details (see **Steps 3 to 5**).



Yarra City Council

LOGIN

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](#)

Agree to the Terms and Conditions

CONTINUE

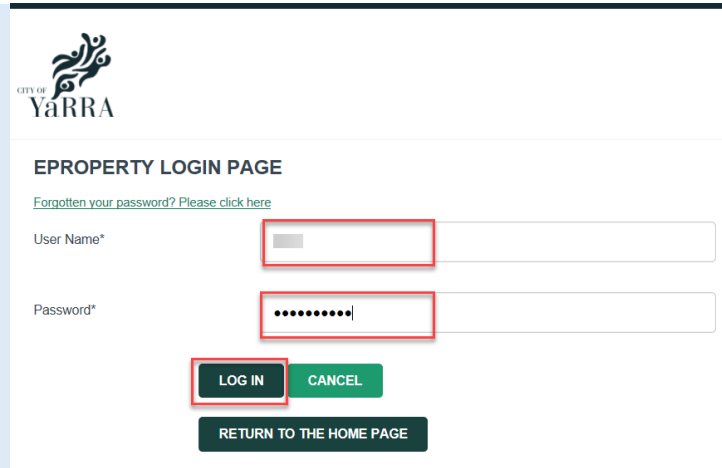
Forgotten Password

3 Enter User Name.

Enter **Password**.

Click **Log in**.

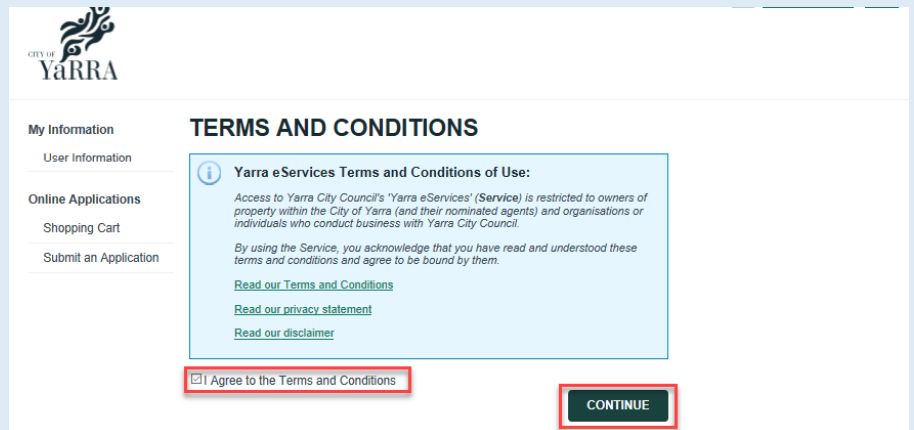
If you have previously registered and have **forgotten your password**, click on **Forgotten your Password** (please see guide at end of this manual).



4 Read through Council's Terms and Conditions.

Check **I Agree to the Terms and Conditions** box.

Click **Continue**.

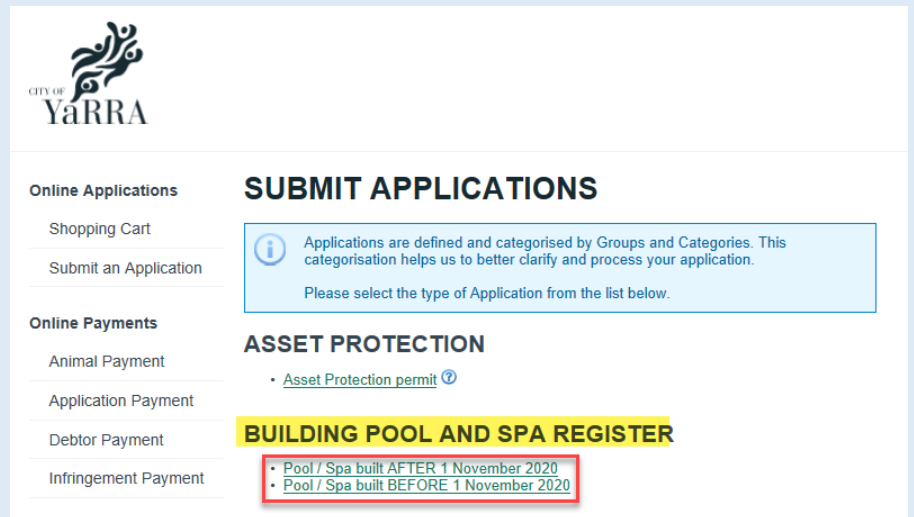


5 Under Building Pool and Spa Register, select the relevant category:

Pool/Spa built AFTER 1 November 2020

Pool/Spa built BEFORE 1 November 2020

Continue to step 6.



6 **Application Information**

Application Description:

Enter any additional information if applicable.

Application Information:

Select or supply the requested information.

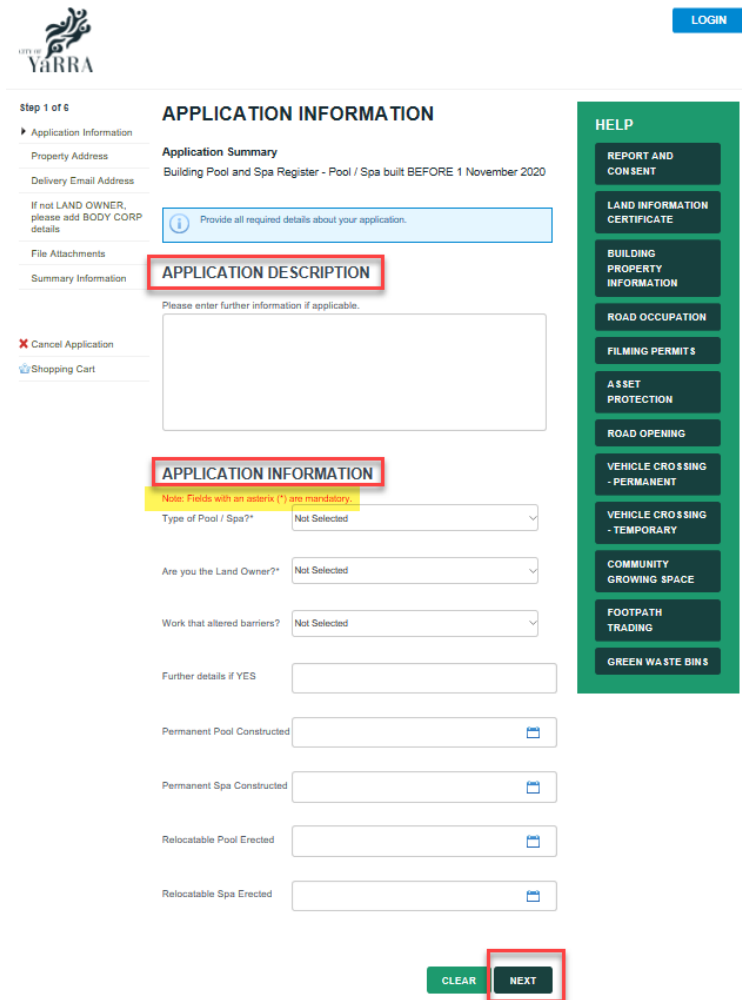
Please note: the following are mandatory fields:

Type of Pool / Spa?

Are you the Land Owner?

If you are unsure of the construction date or relocatable erected date of your Pool / Spa, this field can be left blank.

Click **Next**.



APPLICATION INFORMATION

Application Summary
Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020

APPLICATION DESCRIPTION
Please enter further information if applicable.

APPLICATION INFORMATION
Note: Fields with an asterisk (*) are mandatory.

Type of Pool / Spa?*

Are you the Land Owner?*

Work that altered barriers?

Further details if YES

Permanent Pool Constructed

Permanent Spa Constructed

Relocatable Pool Erected

Relocatable Spa Erected

CLEAR **NEXT**

LOGIN

HELP

- REPORT AND CONSENT
- LAND INFORMATION CERTIFICATE
- BUILDING PROPERTY INFORMATION
- ROAD OCCUPATION
- FILMING PERMITS
- ASSET PROTECTION
- ROAD OPENING
- VEHICLE CROSSING - PERMANENT
- VEHICLE CROSSING - TEMPORARY
- COMMUNITY GROWING SPACE
- FOOTPATH TRADING
- GREEN WASTE BINS

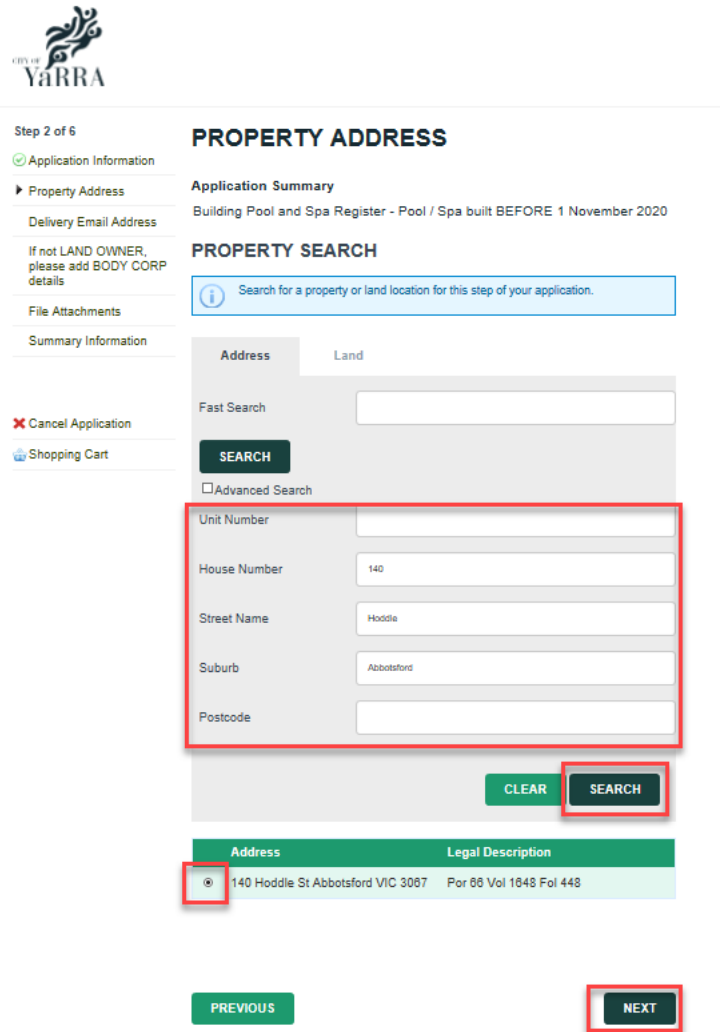
7 Property Address

Enter **Primary Property Address** (address where pool / spa is located).

Click **Search**.

Select required property address.

Click **Next**.



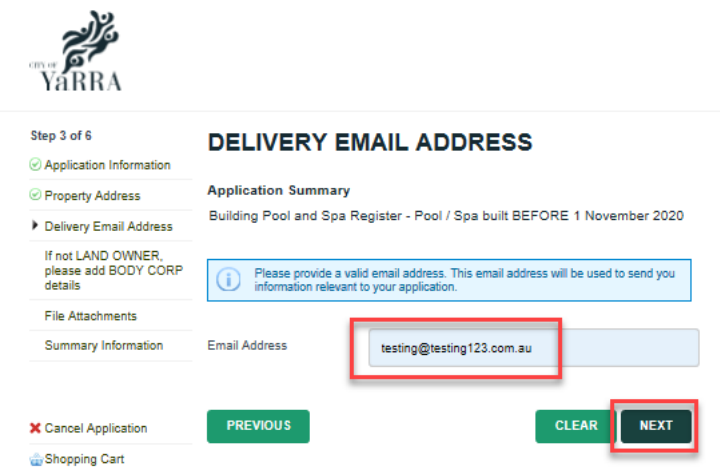
The screenshot shows the 'PROPERTY ADDRESS' step (Step 2 of 6) of the online registration process. The left sidebar contains navigation options: Application Information (checked), Property Address (selected), Delivery Email Address, File Attachments, Summary Information, Cancel Application, and Shopping Cart. The main content area is titled 'PROPERTY ADDRESS' and includes an 'Application Summary' (Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020) and a 'PROPERTY SEARCH' section. The search section has a 'Fast Search' input field and a 'SEARCH' button. Below this is an 'Advanced Search' section with fields for Unit Number, House Number (140), Street Name (Hoddle), Suburb (Abbotsford), and Postcode. A 'CLEAR' button and a 'SEARCH' button are at the bottom of the search section. Below the search section is a table with two columns: 'Address' and 'Legal Description'. The first row is selected and highlighted in green, showing '140 Hoddle St Abbotsford VIC 3087' and 'Por 08 Vol 1648 Fol 448'. At the bottom of the page, there are 'PREVIOUS' and 'NEXT' buttons.

8 Delivery Email Address

All information regarding your application will be sent to this email address.

Enter **Delivery Email Address**.

Click **Next**.



The screenshot shows the 'DELIVERY EMAIL ADDRESS' step (Step 3 of 6) of the online registration process. The left sidebar contains navigation options: Application Information (checked), Property Address (checked), Delivery Email Address (selected), File Attachments, Summary Information, Cancel Application, and Shopping Cart. The main content area is titled 'DELIVERY EMAIL ADDRESS' and includes an 'Application Summary' (Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020) and a 'DELIVERY EMAIL ADDRESS' section. The section has a message: 'Please provide a valid email address. This email address will be used to send you information relevant to your application.' Below this is an 'Email Address' input field containing 'testing@testing123.com.au'. At the bottom of the page, there are 'PREVIOUS', 'CLEAR', and 'NEXT' buttons.

9 **Body Corp (Owner Corp) Details**

If you **are not** the Land Owner, please complete this section.

Enter **Body Corporate / Owner Corporation** details.

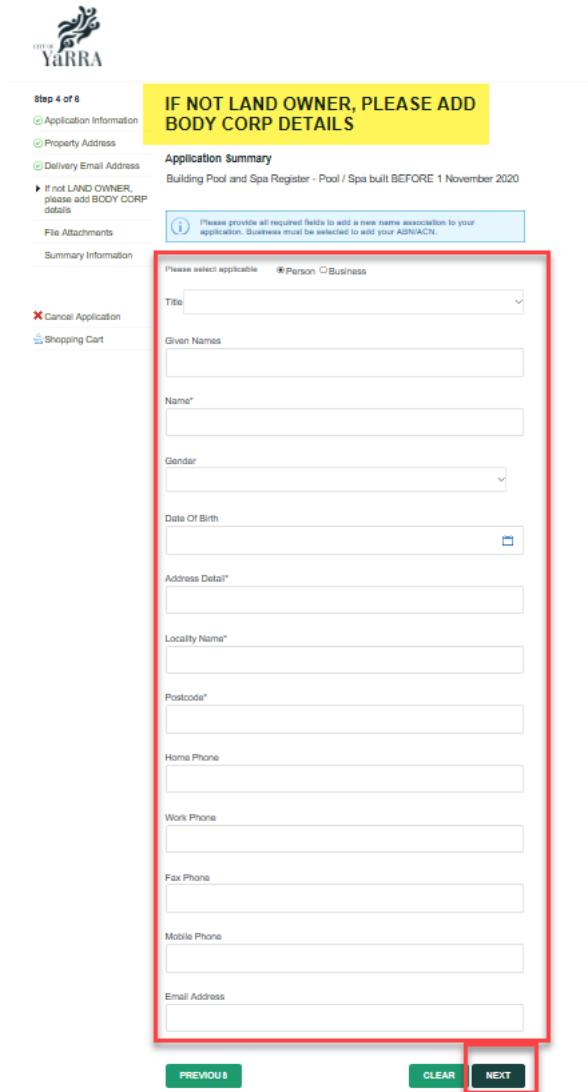
Select **Business** or **Person**.

Enter required information (NB. fields * are mandatory fields).

Enter a Contact Phone number (required).

Click **Next**.

If you **are** the Land Owner, please go to [step 10](#).



Step 4 of 8

- Application Information
- Property Address
- Delivery Email Address
- If not LAND OWNER, please add BODY CORP details
- File Attachments
- Summary Information
- Cancel Application
- Shopping Cart

IF NOT LAND OWNER, PLEASE ADD BODY CORP DETAILS

Application Summary
Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020

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

Title: _____

Given Names: _____

Name*: _____

Gender: _____

Date Of Birth: _____

Address Detail*: _____

Locality Name*: _____

Postcode*: _____

Home Phone: _____

Work Phone: _____

Fax Phone: _____

Mobile Phone: _____

Email Address: _____

PREVIOUS CLEAR **NEXT**

10 **File Attachments**

Upload listed document(s) if available.

Click on **Attachment Type**.

Browse for document.

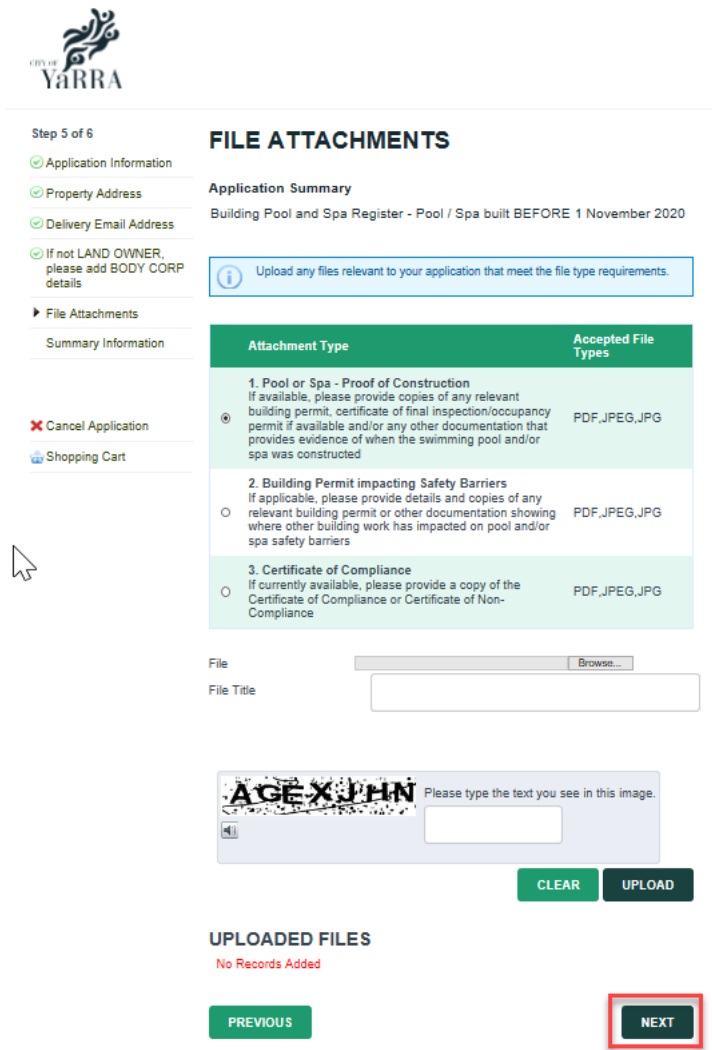
Enter text in image (only required once).

Click **Upload**.

Repeat for each attachment type, if applicable.

Click **Next**.

NB. If you do not have file(s) to upload, this step can be skipped by clicking **Next**.



Step 5 of 6

- Application Information
- Property Address
- Delivery Email Address
- If not LAND OWNER, please add BODY CORP details
- File Attachments**
- Summary Information

Cancel Application

Shopping Cart

FILE ATTACHMENTS

Application Summary
Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020

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

Attachment Type	Accepted File Types
<input checked="" type="radio"/> 1. Pool or Spa - Proof of Construction If available, please provide copies of any relevant building permit, certificate of final inspection/occupancy permit if available and/or any other documentation that provides evidence of when the swimming pool and/or spa was constructed	PDF, JPEG, JPG
<input type="radio"/> 2. Building Permit impacting Safety Barriers If applicable, please provide details and copies of any relevant building permit or other documentation showing where other building work has impacted on pool and/or spa safety barriers	PDF, JPEG, JPG
<input type="radio"/> 3. Certificate of Compliance If currently available, please provide a copy of the Certificate of Compliance or Certificate of Non-Compliance	PDF, JPEG, JPG

File

File Title

AGE XJHN Please type the text you see in this image.

CLEAR UPLOAD

UPLOADED FILES
No Records Added

PREVIOUS **NEXT**

11 **Summary Information**

Check the information to ensure it is correct.

If any of the information is incorrect, click **Step** number to return to the page and correct the information.

Click required Step number to amend any incorrect information

- Step 6 of 6
- Application Information
 - Property Address
 - Delivery Email Address
 - If not LAND OWNER, please add BODY CORP details
 - File Attachments
 - Summary Information

Click **Continue**.



Step 6 of 6

- Application Information
- Property Address
- Delivery Email Address
- If not LAND OWNER, please add BODY CORP details
- File Attachments
- Summary Information
- Cancel Application
- Shopping Cart

SUMMARY INFORMATION

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

Application Information

Please enter further information if applicable.

Permanent Pool Constructed	1/11/2015
Permanent Spa Constructed	
Relocatable Pool Erected	
Relocatable Spa Erected	
Type of Pool / Spa?*	Permanent Pool
Are you the Land Owner?*	Yes
Work that altered barriers?	
Further details if YES	

Property Address

Address 140 Hoddle St Abbotsford VIC 3067

Delivery Email Address

Email Address testing@testing123.com.au

If not LAND OWNER, please add BODY CORP details

No Information Supplied

File Attachments

No Information Supplied

Amount Due

\$79.00

CONTINUE

12 **Shopping Cart**

Displays the amount due.

Ensure the **Take to Checkout** box is checked.

Click **Proceed**.

*If further registrations are required, click on **Submit an Application** and repeat steps 6 to 11.*

*If you wish to pay at a later date, click **Save Cart**. You can return to your **Shopping Cart** later when required.*



Online Applications

- Shopping Cart
- Submit an Application

Online Payments

- Animal Payment
- Application Payment
- Debtor Payment
- Infringement Payment

User Information

- Forgotten Password

SHOPPING CART

PLEASE NOTE: There is currently an issue with the updated versions of Chrome and Microsoft Edge. Users with the updated version may experience timing out issues in relation to making payments. Other browsers are not affected.

PLEASE PROCESS PAYMENT ONCE. In the event that you do not make it to the 'confirmation' screen, please contact the relevant Council office before making a 2nd attempt or check your bank statement to confirm your payment has been processed.

Sincere apologies for any inconvenience caused.

To process an item in your shopping cart select it using the Take to Checkout box and click the Proceed button. Items can be removed or edited before proceeding.

SHOPPING CART RETRIEVAL

To retrieve existing shopping cart items, enter the unique reference number that you received and click the Search button.

Reference No

SEARCH

SHOPPING CART

Type	Description	Amount	Remove	Take to Checkout
Application	Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020 140 Hoddle St Abbotsford VIC 3067	\$79.00	X	<input type="checkbox"/>
			Remove All	Check All / Uncheck All

SAVE CART **PROCEED**

13 **Payment Summary**

If you are a first-time user, you are now required to **Create an Account**.

Create an Account

Enter **Email Address**
(this will be used as your **Log In User ID**).

Enter a **Password**.

Verify **Password**.

Name Details

Select if Applicant if a **Person** or a **Business**.

Enter **Business Name** (*Business*) or **Given Names** and **Surname** (*Person*).

Enter **Address**.

Contact Details

Enter **Contact Details** (*at least one contact number is required*).

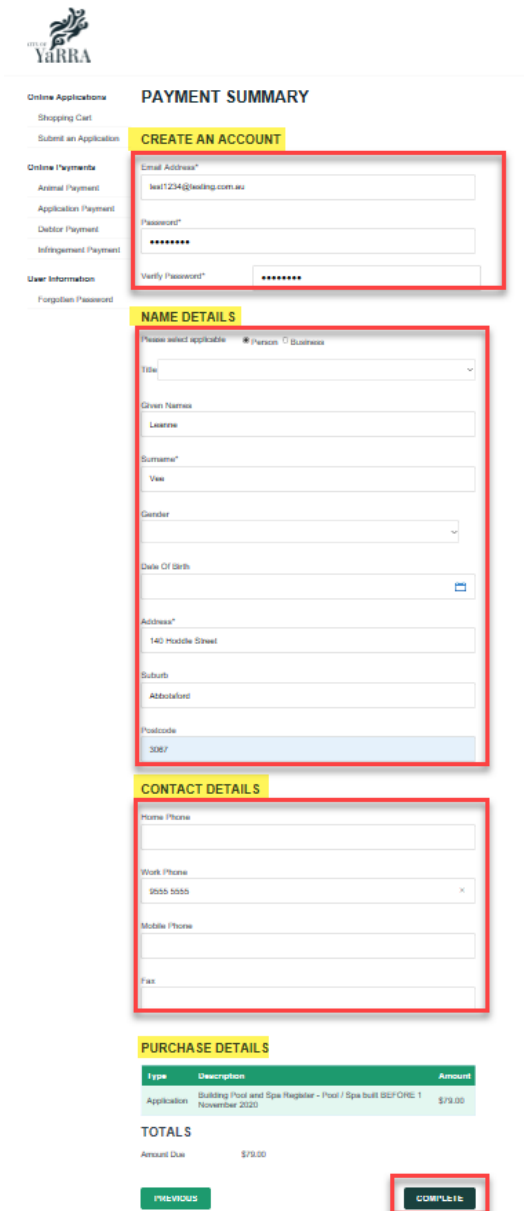
If all information is correct, click **Complete**.

(NB. fields * are mandatory fields).

Purchase Details

Shows Application Type and Amount Due.

Click **Complete**.



PAYMENT SUMMARY

CREATE AN ACCOUNT

Email Address*
test1234@testing.com.au

Password*

Verify Password*

NAME DETAILS

Please select applicable Person Business

Title

Given Names

Surname*

Address*
140 Middle Street

Suburb
Abbotsford

Postcode
3067

CONTACT DETAILS

Home Phone

Work Phone
9000 0000

Mobile Phone

Fax

PURCHASE DETAILS

Type	Description	Amount
Application	Building Pool and Spa Register - Pool / Spa built BEFORE 1 November 2020	\$79.00

TOTALS

Amount Due \$79.00

[PREVIOUS](#) [COMPLETE](#)

- 14 Enter payment details.
Click **Pay**.



Online Applications **ENTER PAYMENT DETAILS**

- Shopping Cart
- Submit an Application
- Online Payments
 - Animal Payment
 - Application Payment
 - Debtor Payment
 - Infringement Payment
- User Information
 - Forgotten Password

Payment Total: **79.00 AUD**

Merchant Reference: **95977**

Card Holder Name:

Card Number:

Card Type:

Expiry Date:

CVV/Card Security Code:

PLEASE NOTE: There is currently an issue with the updated versions of Chrome and Microsoft Edge. Users with the updated version may experience timing out issues in relation to making payments. Other browsers are not affected.

PLEASE PROCESS PAYMENT ONCE. In the event that you do not make it to the 'confirmation' screen, please contact the relevant Council office before making a 2nd attempt or check your bank statement to confirm your payment has been processed.

Sincere apologies for any inconvenience caused.

- 16 **Application and Payment Confirmation.**

The following confirmation details are listed:

- Transaction Date**
- Payment Reference**
- Transaction Amount**
- Application Number**

You will receive a confirmation email with your application details.

Payment Confirmation

i You have successfully completed the checkout process. Please print or email a copy of the information on this page for future reference or enquiries. If you registered as a user during the checkout process your account has been created.

Applicant Details

Title

Given Names

Name

Gender

Date Of Birth

Address Detail

Locality Name

Postcode

Home Phone

Work Phone

Fax Phone

Mobile Phone

Email Address

Transaction Details

Transaction Date: **27-May-2020**

Payment Reference: 2633

Transaction Amount: \$100.00

Charge Details

Reference	Application	Charge Description	Charge	Charge Tax	Charge Total
	Offices	140 Hoddle St			\$100.00
		Abbotsford VIC 3067			
		Sub Total			\$100.00
		Credit Card Surcharge	\$0.00	\$0.00	\$0.00
		Total			\$100.00

Email Address Details

Email Address*

17

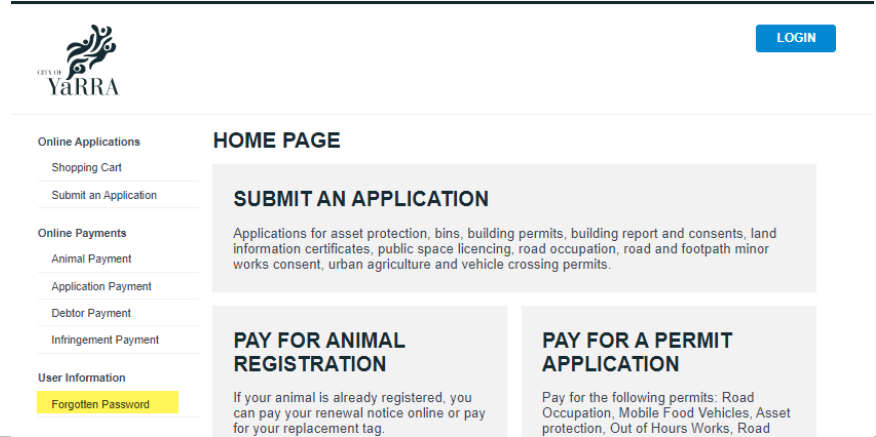
If required, please do not forget to Logout when you have completed your application(s).

Please call 9205 5555 if you need to speak to us about lodging your application or visit our website:

<https://www.yarracity.vic.gov.au/services/building-in-yarra/around-the-home/pool-and-spa-registration#register>

Forgotten Password – how to use

1 Click on **Forgotten Password**

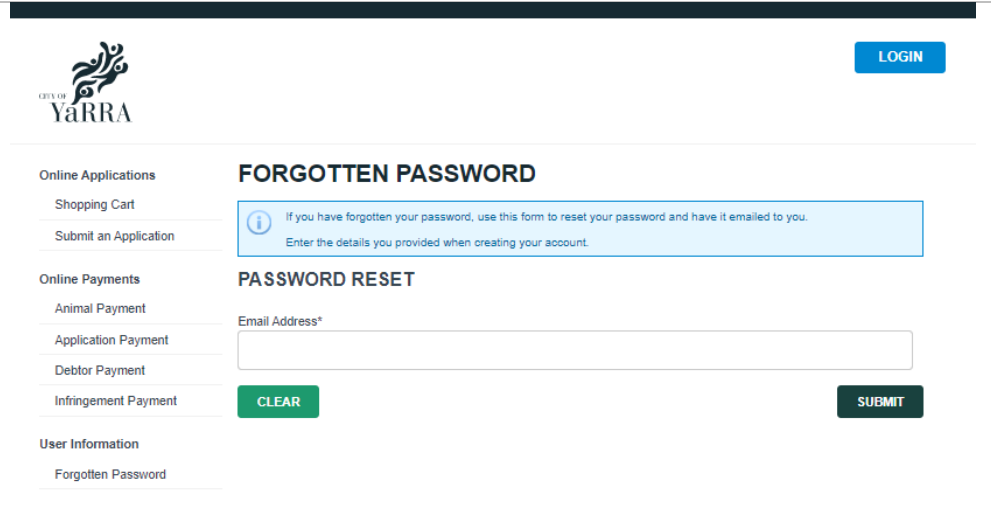


The screenshot shows the City of Yarra Home Page. On the left is a navigation menu with categories: Online Applications (Shopping Cart, Submit an Application), Online Payments (Animal Payment, Application Payment, Debtor Payment, Infringement Payment), and User Information (Forgotten Password, which is highlighted in yellow). The main content area is titled 'HOME PAGE' and contains three sections: 'SUBMIT AN APPLICATION' (with a list of services like asset protection, bins, building permits, etc.), 'PAY FOR ANIMAL REGISTRATION' (for renewals or replacements), and 'PAY FOR A PERMIT APPLICATION' (for various permits like Road Occupation, Mobile Food Vehicles, etc.). A 'LOGIN' button is in the top right corner.

2 Enter:

- **Email Address**

Click **Submit**



The screenshot shows the 'FORGOTTEN PASSWORD' page. It features a navigation menu on the left, a 'LOGIN' button in the top right, and a central instruction box: 'If you have forgotten your password, use this form to reset your password and have it emailed to you. Enter the details you provided when creating your account.' Below this is a 'PASSWORD RESET' section with an 'Email Address*' input field, a 'CLEAR' button, and a 'SUBMIT' button. The 'Forgotten Password' link in the navigation menu is highlighted.

3 Password is now reset

An email with a temporary new password will be sent to the email address supplied when you initially registered

Forgotten Password

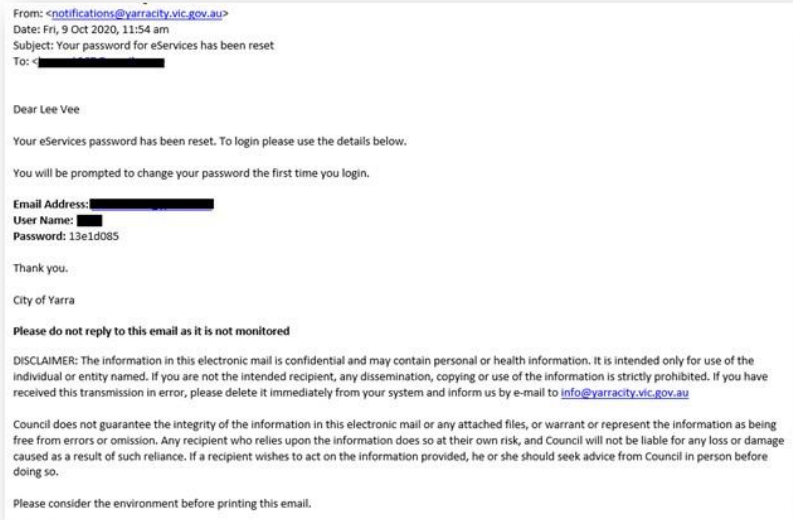


If you have forgotten your password, use this form to reset your password and have it emailed to you.

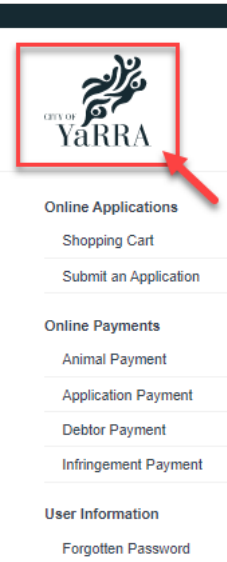
Enter the details you provided when creating your account.

Your password has been successfully changed. An email containing the new password has been sent to you.

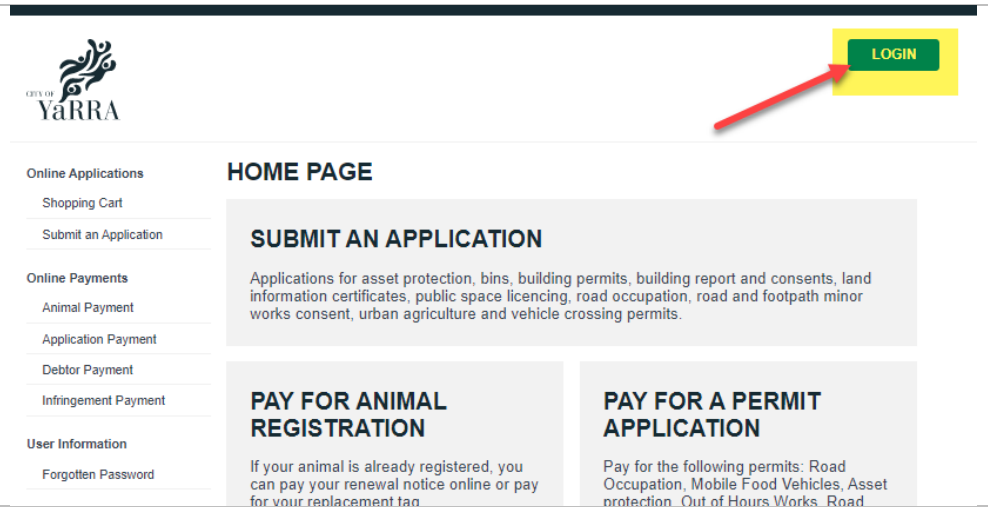
4 Email with new password

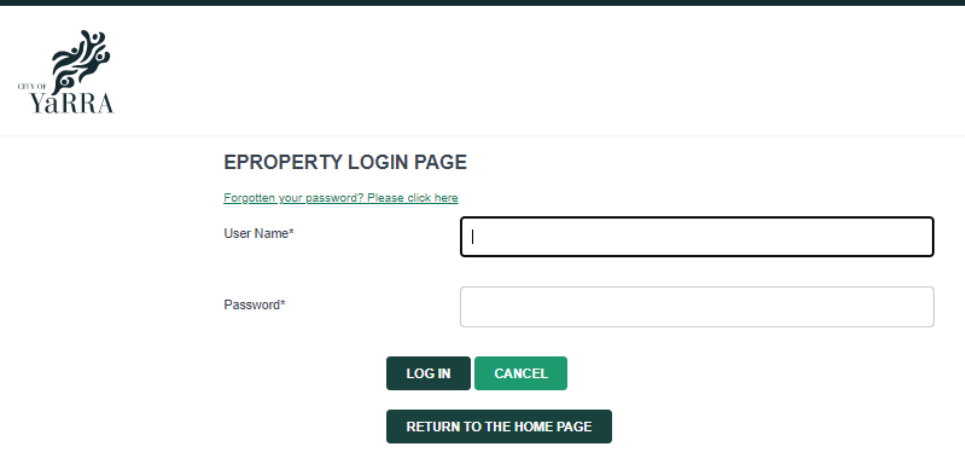
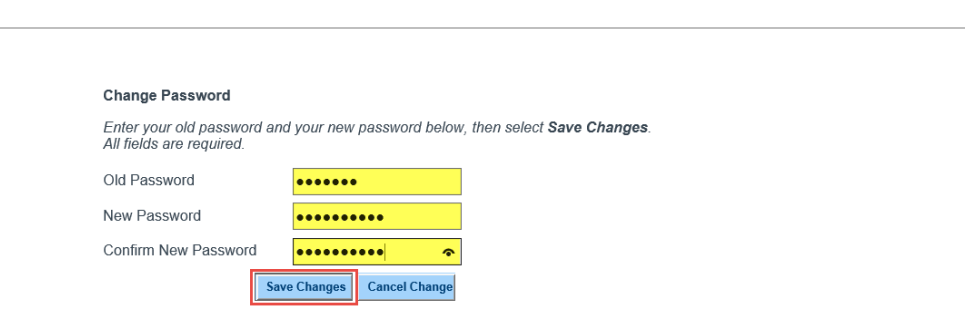
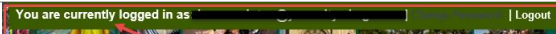


5 Click on **Yarra logo** to return to Home Page



6 Click **Login**



<p>7 Enter:</p> <ul style="list-style-type: none"> • User ID (Alias User ID, ie email address) • Password <p>Click Log In</p>	
<p>8 You will be prompted to Change Password</p> <p>Enter:</p> <ul style="list-style-type: none"> • Old Password (from email) • New Password • Confirm New Password <p>Click Save Changes</p>	
<p>9 You are now logged in</p>	

Changing your password

1 To change your password:

Click on **Change Password**


Enter old password

Enter your new password

Re-enter your new password to confirm

Click on **Save Changes**



You are currently logged in as:  | [Change Password](#) | [Logout](#)