

**APPLICATION CHECKLIST**

**To Construct, Alter, or Extend an Aquatic Facility/Water Body**

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**PLEASE TICK EACH BOX BELOW ONCE COMPLETE, OR WRITE N/A WHERE RELEVANT**

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| **1** | **Application Form*** Aquatic facility and administration form completed
* All relevant sections of the application form have been completed
* Application is signed and dated by the Applicant. (**The applicant must be the property occupier only**)
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| **2** | **Compliance Assurance Statements*** Compliance assurance statements have been provided describing how proposed works will comply with all relevant aspects of the Code of Practice.
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| **3** | **Block Plans*** Scaled block plans have been provided showing the location of the water body/bodies on the property relative to boundaries, other property structures, sanitary facilities, first aid facilities, plant rooms, fencing/barriers and gates
 | [ ]  |
| **4** | **Water Body Plans**Scaled plans of each water body have been provided, showing:* Water inlets and outlets
* Plumbing locations
* Pool floor slopes/gradients
* Water depths
* Depth marker locations
* Step & ladder entry/egress locations, handrail, step rise and tread dimensions
* Concourse gradient, slope direction and floor drainage
* Any water features
 | [ ]  |
| **5** | **Water Circulation and Treatment Schematics**Schematics have been provided clearly showing the design of each water body’s water circulation/treatment system, including:* Plumbing design and water circulation system
* Balance tanks
* Water features
* Filtration/disinfection systems and plant rooms/sheds
* Water top-up points
* Filter backwash disposal tanks and sewage disposal points, or filter cartridge wash down areas
* Water heating systems
 | [ ]  |
| **6** | **Lighting Arrangements*** Lighting arrangements over all water body surfaces and 3m beyond have been provided for indoor facilities or facilities intended for night time use
 | [ ]  |
| **7** | **Mechanical Ventilation*** Plans/specifications for mechanical ventilation (air exchange) for indoor facilities have been provided
 | [ ]  |
| **8** | **Plant Equipment Specifications*** Specifications for all pumps, filters, balance tanks, water features and other equipment proposed for installation/works have been provided
 | [ ]  |
|  **9** | **Water Body Filtration and System Performance Data Sheet*** Data sheet prepared and certified by a suitably qualified person for each water body has been provided
 | [ ]  |