

How to register your pool online



1. Visit hume.vic.gov.au/poolregistration
2. Click on 'Register Your Pool Online'.

Home / Building and Planning / Building, Renovations and Extensions / Register Your Pool

Register Your Pool

All swimming pools and spas capable of containing water greater than 300mm (30cm), excluding indoor spa baths, must be registered with Council and have a compliant safety barrier to restrict access to the pool area by children under the age of five.

By 1 November 2020 all property owners and landlords are required to register a property's pool or spa with Council, advising construction date and any alterations to the safety barrier. A registration fee of \$79.08 applies.

[Register your pool online](#)

Alternatively, download and print the [application form to register your swimming pool and/or spa](#) (PDF, 550KB) and submit it to Council.

If you have more than one swimming pool or spa (e.g. an inground swimming pool,

Related Information

[ehume_-_terms_and_conditions_of_use.pdf](#) (PDF, 241KB)

3. Place a tick in the box 'I Agree to the Terms and Conditions.'
4. Click on 'Continue'.

Return To Online Services Homepage

Home Page

User Information

Forgotten Password

Register

Terms and Conditions

eHume Terms and Conditions of Use

[Click here for a full Terms and Conditions](#)

I Agree to the Terms and Conditions

[Click here to become a registered user](#)

[Continue](#)

5. Select 'Register Swimming Pool and Spa'.

Register

Online Payments

Animal Payment

Application Payment

Debtor Payment

Building Copy of Plans Request: Large files will be uploaded to Council OneDrive (Cloud) server. Small files will be emailed. An application for Copy of Plans can only be made by the registered owner of the property with proof of identity.

Pool Register

- [Register Swimming Pool and Spa](#)

6. Enter the details of the pool or spa. You must put a response in all fields marked with an asterisk (*). If you do not know the exact date of installation enter an estimated date.

Application Information

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

Any alterations to barrier since construction?* Not Selected

Detail of Barrier alteration since construction

Type for 1st Pool or Spa* Not Selected

Installation Date Pool 1*

Standard for 1st Pool or Spa barrier* Not Selected

Type for 2nd Pool or Spa Not Selected

Installation Date Pool 2

7. Click 'Next'.
8. Enter the 'House Number' and 'Street Name'.

Summary Information

[Cancel Application](#)

[Shopping Cart](#)

Address **Land**

Fast Search Search

Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

Clear Search

Address	Legal Description
<input checked="" type="radio"/> 1 PARK LANE CRAIGIEBURN VIC 3064	Lot 33 PS 425221 Vol 10452 Fol 293
<input type="radio"/> 1 PARKES CT SUNBURY VIC 3429	Lot 2 LP 114950 Vol 9113 Fol 281

9. Click 'Search' and select the address of the pool you are registering.
10. Click 'Next'.

STEP 3 OF 5

[Application Information](#)

[Primary Property](#)

Owner

[File Attachments](#)

[Summary Information](#)

[Cancel Application](#)

[Shopping Cart](#)

Owner

Application Summary

Pool Register - Register Swimming Pool and Spa

Please provide all required fields to add a new name association to your application.

Please select applicable Person Business

Title

Given Names

Name*

Gender

[Click here to become a registered user](#)

11. Enter the details of the pool owner.

Address Detail*	<input type="text" value="1 PARK LANE"/>
Locality Name*	<input type="text" value="CRAIGIEBURN"/>
Postcode*	<input type="text" value="3064"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Fax Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Email Address	<input type="text"/>

Added Names
No Records Added

12. Click 'Add' (If there is more than one owner, select 'Add' after entering each name).

13. Once all names have been added click 'Next'.

14. The next step will ask you for supporting documents. If you do not have any supporting documents, click 'Skip'. If you do have supporting documents click 'Choose File'.

STEP 4 OF 5

- Application Information
- Primary Property
- Owner
- File Attachments**
- Summary Information

File Attachments

[Click here to become a registered user](#)

Application Summary:
Pool Register - Register Swimming Pool and Spa

Upload any files relevant to your application that meet the file type requirements.
For the files that are not mandatory can be uploaded in a zipped file.

Attachment Type	Accepted File Types
<input checked="" type="radio"/> Add additional or supporting documents	PDF,DOC,TXT,DOCX,JPG,ZIP

File
 No file chosen

File Name:

File Description:

(Go to instruction 21 in this document if you have no supporting documentation).

15. Select the file on your device ensuring it is one of the accepted file types. Accepted file types include PDF, DOC and DOCX (Microsoft Word documents), TXT (plain text files), JPG (an image file) and ZIP (zipped files).



Please type the text you see in this image.

16. Type the text you see in the image and click 'Upload'.

17. Repeat steps 15–17 for each supporting document that you want to upload.

18. Check that all documents are listed under 'Uploaded Files'.

[Clear](#) [Upload](#)

Uploaded Files

File Name (Title)	Attachment Type	Remove
Pool Test.pdf	Add additional or supporting documents	✕

[< Previous](#) [Skip](#) [Next >](#)


19. Click 'Next'.

STEP 5 OF 5

- [Application Information](#)
- [Primary Property](#)
- [Owner](#)
- [File Attachments](#)
- [Summary Information](#)**
- [Cancel Application](#)
- [Shopping Cart](#)

Summary Information

[Click here to become a registered user](#)

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

[Application Information](#)

Enter any additional information about your Pool not captured below

Any alterations to barrier since construction?* No

Detail of Barrier alteration since construction

Type for 1st Pool or Spa* Permanent Swimming Pool

Installation Date Pool 1* 1/01/2001

Standard for 1st Pool or Spa barrier* Pool/Spa installed between 1/07/2000 & 30/04/2010

Type for 2nd Pool or Spa

Installation Date Pool 2

Standard for 2nd Pool or Spa barrier

Type for 3rd Pool or Spa

Installation Date Pool 3

Standard for 3rd Pool or Spa barrier

Type for 4th Pool or Spa

Installation Date Pool 4

Standard for 4th Pool or Spa barrier

Type for 5th Pool or Spa

Installation Date Pool 5

Standard for 5th Pool or Spa barrier

[Primary Property](#)

Address 1 PARK LANE CRAIGIEBURN VIC 3064

[Primary Land](#)

Legal Description Lot 33 PS 425221 Vol 10452 Fol 293

[Owner](#)

Given Names JOE
Name SMITH
Address Detail 1 PARK LANE
Locality Name CRAIGIEBURN
Postcode 3064

20. Check that all the information is correct.

[File Attachments](#)

File Name Pool Test.pdf
Attachment Type Add additional or supporting documents

Amount Due

21. Click 'Continue'.

22. Place a tick in the 'Take to Checkout' box next to the application.

Register

Online Payments

Animal Payment

Application Payment

Debtor Payment

Health Registration Payment

Infringement Payment

Pre-School/Activity Group Payments

Rates Payment

Shopping Cart Retrieval

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

Reference No

Shopping Cart

Type	Description	Amount	Remove	Take to Checkout
Application	Pool Register - Register Swimming Pool and Spa 1 PARK LANE CRAIGIEBURN VIC 3064	\$79.08	<input type="checkbox"/>	<input checked="" type="checkbox"/>

23. Click 'Proceed'.

24. Enter your details as the applicant.

25. Enter your credit card details

Payments

Rates Payment

Planning Register

Application Search

Application Tracking

Application Search

Applications with Variations

Online Applications

Shopping Cart

Submit an Application

Contact Details

Email Address

Home Phone

Work Phone

Mobile Phone

Fax

Payment Information

Shopping Cart Total \$79.08

Credit Card Details

Credit Card Type

Credit Card Expiry

Credit Card Number*

CVV*

26. Click 'Next', and your application is complete.