How to register your pool online

1. Visit hume.vic.gov.au/poolregistration

2. Click on 'Register Your Pool Online'.

3. Place a tick in the box 'I Agree to the Terms and Conditions.'

4. Click on 'Continue'.

5. Select '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 asterix (*). If you do not know the exact date of installation enter an estimated date.

7. Click 'Next'.

8. Enter the 'House Number' and 'Street Name'.

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

10. Click 'Next'.

11. Enter the details of the pool owner.

Address Detail*	1 PARK LANE
Locality Name*	CRAIGIEBURN
Postcode*	3064
Home Phone	
Work Phone	
Fax Phone	
Mobile Phone	
Email Address	

[Add]

Added Names
No Records Added

[< Previous]   [Clear] [Next >]

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
✗ Cancel Application
🛒 Shopping Cart

File Attachments

Click here to become a registered user

Application Summary
Pool Register - Register Swimming Pool and Spa

ℹ 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
◉ Add additional or supporting documents	PDF,DOC,TXT,DOCX,JPG,ZIP

File
[Choose File] No file chosen
File Title
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).

TG8XG9N Please type the text you see in this image.
[TG8XG9]

🔊

[Clear] [Upload]

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'.

19. Click 'Next'.

20. Check that all the information is correct.

File Attachments

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

Amount Due $79.08

Continue

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   [   ]   Search

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	✕	☑
			Remove All	Check All / Uncheck All

Save Cart   Proceed

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   joesmith@abc.com.au
Home Phone   [   ]
Work Phone   [   ]
Mobile Phone   0412345678
Fax   [   ]

Payment Information

Shopping Cart Total $79.08

Credit Card Details

Credit Card Type   [▾]
Credit Card Expiry   [▾] [▾]
Credit Card Number* [   ]
CVV*   [   ]

< Previous   Next

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