

WARM WATER AND WATER COOLING SYSTEM REGISTRATION

Public Health Act 2010 and the Public Health Regulation 2022

*The Public Health Act 2010 (the Act) and the Public Health Regulation 2022 (the Regulation) require the owner of premises on which a water system is installed to ensure the system is registered with the Local Council for the area in which the premises are situated. **This form is designed for the mandatory registration of warm water and water cooling system(s) and must be completed in its entirety.***

Date:

Authority No:

Section 1 Registration type – Notification to Council must be made within one month after commissioning or decommissioning or if there are any changes to ownership or contact details

New application

New registration

Existing registrations:

- Modify business ownership (occupier) details.
- Modify contact details of existing registrations
- DECOMMISSIONED
- Other:

Section 2 Site details – Address of premises on which the system is installed

Complex Name:

Site Address:

Suburb State P/Code

Section 3 Property (building) owner details

Contact name(s)

Business Name:

Postal Address:

Residential:

Suburb: State: P/Code:

Contact Nos: Phone:

A/Hours:

Email address:

ABN No:

ACN No:

Section 4 Occupier details (if same as property owner please write 'as above')

Contact name(s)

Business Name:

Postal Address:

Residential:

Suburb: State: P/Code:

Contact Nos: Phone:

A/Hours:

Email address:

ABN No:

ACN No:

Business operating hours:

Section 5 Emergency contact details

Name of EMERGENCY contact representing business in regard to this registration

Name of contact:

Position/title

Contact Nos: Bus: Home: Mobile:

Email address:

Additional after hours contact name and number

Secondary Contact Name (s):.....

Position/title:

Contact Nos: Bus: Home: Mobile:

Email address:

Section 6 Maintenance

All operating and maintenance manuals and records of servicing available.

Yes No

Maintenance Contractor

Name:

Contact Nos: Phone: A/Hours:

Postal Address:

Suburb State P/Code

Section 7	System identification
Please indicate total number of systems to be registered:	
PLEASE COMPLETE FOLLOWING PAGE(S) – THERE IS A SHEET FOR	
(a) Water cooling systems (Section 8); and	
(b) Warm water systems (Section 8A)	
Photocopies of the following page are acceptable if there is more than one system	
A site plan is to accompany this form.	

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

OFFICE USE ONLY		
Fee	Receipt type	Amount
Application for approval of warm-water system installation in hospital		\$190.00
Notification of installation of warm-water system		\$120.00
Notification of installation of cooling water system		\$120.00
TOTAL		

Section 8 System identification – Water cooling units. *Where there is more than one system please photocopy this page and complete for each system*

WATER COOLING

Type of water cooling system

- Air conditioning
 Air handling
 Cooling tower
 Evaporative cooling
 Humidifying
 Refrigerated
 Water cooling
 Other

Location of system *Please include site plan (if applicable)*

- Roof
 Ground
 Plant room
 Other

Frequency of operation

- Annual
 Seasonal (please specify months)

Plant identification

Make/brand:
 Model No:
 Serial No:
 Site location:
 System common name/identification number (eg system 1; cooling tower 1)

Checklist

- A risk assessment has been prepared for this system and notified to Council
 YES
 NO
 A certificate of audit completion has been provided to Council by the occupier
 (in accordance with clause 130(7) of the regulation) for each system
 YES
 NO

Section 8A System identification – Warm water units *Where there is more than one system please photocopy this page and complete for each system*

WARM WATER

Type of warm water system

- Hot water / Thermostatic Mixing Valve Tempering valve
- Other

Features of system

- Source of heating Gas Electric Other
- Water storage or instantaneous? Storage Instant
- Are there any temperature control devices installed with this system: YES NO

Location

Location of areas serviced by the warm water system
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Plant identification

Make/brand:

Model No:

Serial No:

Site location:

System common name/identification number (eg system 1; cooling tower 1)

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