

NOTIFICATION OF INSTALLATION OR CHANGE IN PARTICULARS FOR REGULATED SYSTEMS (COOLING WATER SYSTEMS AND WARM WATER SYSTEMS)

PUBLIC HEALTH ACT 2010 AND PUBLIC HEALTH REGULATION 2022

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

Purpose of This Form

The *Public Health Regulation 2022 (the Regulation)* requires occupiers to ensure that local government authority is notified of the following changes to their cooling water system and warm-water system: notification of installation (within 1 month), change of occupier (within 1 month), and any change in particulars (such as change in occupier, within 7 days). Notification is also required for warm-water systems installed in public hospitals, declared mental health facilities, private health facilities, and nursing homes.

This form must be completed in accordance with section 31 of the *Public Health Act 2010* and clause 20 of the *Public Health Regulation 2022 (the Regulation)*. Further information on the process and timeframe for notification is provided in the *NSW Guidelines for Legionella Control in Cooling Water Systems*, available at www.health.nsw.gov.au/environment/legionellacontrol

UNIQUE IDENTIFICATION NUMBER		(For Office Use Only)	
Please complete all fields on this form, in the relevant sections and place a tick in the appropriate boxes. Please sign the completed form and forward to Wollongong City Council.			
1 TYPE OF NOTIFICATION			
Installation		Change of occupier	Change in particulars/Decommissioning
2 SYSTEM DETAILS			
Cooling water system		Warm-water system	
Details of system (includes number of towers, make and model etc.)			
Location of system within the premises			
Date of Installation			
3 SITE ADDRESS			
Lot		DP	
Street No & Street Name		Suburb	
Postcode			
4 OCCUPIER DETAILS (the person or entity who owns the system)			
Name			
ABN		Lot	DP
Street No & Street Name		Suburb	
Postcode		Phone	
Email			
Cool water systems details (number of cooling towers, & unique identification number for each cooling tower)			
5 BUILDING MANAGER DETAILS (the person who manages the system on behalf of the occupier)			
Name		Phone	
Email			

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FORM

6 PREVIOUS OCCUPIER DETAILS (the person or entity who previously owned the system, if applicable)			
Name		Email	
ABN	Lot	DP	
Street No & Street Name		Suburb	
Postcode		Phone	
7 DULY QUALIFIED PERSON DETAILS (the person who installs, operates or maintains the system)			
Business Name			
Name		ABN	
Street No & Street Name		Suburb	
Postcode		Phone	
Email			
8 CHANGE IN PARTICULARS			
Change in occupier contact details from system	Cooling tower(s) added to system	Cooling tower(s) removed	
Warm water system changed or modified	System has been decommissioned		
9 DECLARATION			
Name of person completing this form			
Street No & Street Name		Suburb	
Suburb		Postcode	
Phone			
Occupation/Position		Employer Name	
Signature		Date	
10 LODGEMENT DETAILS			
You can lodge the completed form by:			
Email (preferred)	council@wollongong.nsw.gov.au		
Post	The General Manager, Wollongong City Council, Locked Bag 8821, Wollongong DC NSW 2500		
In Person	Wollongong City Council Administration Building, 41 Burelli Street, Wollongong		
11 OFFICE USE ONLY			
Receiving Officer (print name)			Date
Occupation/Position			
Notification received within required timeframe	Yes	No	If no, provide details
Action Taken	Date	Time	
Register of cooling water systems updated		_____ am/pm	
Unique identification number(s) issued to occupier		_____ am/pm	
Payment processed		_____ am/pm	
Note: This notification does not constitute development consent or preclude the need for development consent under the Environmental Planning & Assessment Act 1979 or the Local Government Act 1993.			