

# 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 2012

## Purpose of This Form

The *Public Health Regulation 2012 (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 13G, 13T, and 13Y of the *Public Health Regulation 2012 (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](http://www.health.nsw.gov.au/environment/legionellacontrol)

<b>UNIQUE IDENTIFICATION NUMBER</b> (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.		
<b>1 TYPE OF NOTIFICATION</b>		
<input type="checkbox"/> Installation	<input type="checkbox"/> Change of occupier	<input type="checkbox"/> Change in particulars/Decommissioning
<b>2 SYSTEM DETAILS</b>		
<input type="checkbox"/> Cooling water system	<input type="checkbox"/> Warm-water system	
Details of system (includes number of towers, make and model etc.)		
Location of system within the premises		
Date of Installation		
<b>3 SITE ADDRESS</b>		
Lot		DP
Street No & Street Name		Suburb
Postcode		
<b>4 OCCUPIER DETAILS (the person or entity who owns the system)</b>		
Name		
ABN		DP
Street No & Street Name		Suburb
Postcode		Phone
Email		
Cool water systems details (number of cooling towers, & unique identification number for each cooling tower)		
<b>5 BUILDING MANAGER DETAILS (the person who manages the system on behalf of the occupier)</b>		
Name		Phone
Email		

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FORM

<b>6 PREVIOUS OCCUPIER DETAILS (the person or entity who previously owned the system, if applicable)</b>			
Name		Email	
<b>ABN</b>	Lot		DP
Street No & Street Name		Suburb	
Postcode		Phone	
<b>7 DULY QUALIFIED PERSON DETAILS (the person who installs, operates or maintains the system)</b>			
Business Name			
Name		<b>ABN</b>	
Street No & Street Name		Suburb	
Postcode		Phone	
Email			
<b>8 CHANGE IN PARTICULARS</b>			
<input type="checkbox"/> Change in occupier contact details from system		<input type="checkbox"/> Cooling towers (s) added to system	
<input type="checkbox"/> Warm water system changed or modified		<input type="checkbox"/> Cooling towers (s) removed	
		<input type="checkbox"/> System has been decommissioned	
<b>9 DECLARATION</b>			
Name of person completing this form			
Street No & Street Name		Suburb	
Suburb		Postcode	
Phone			
Occupation/Position		Employer Name	
Signature & Date			
<b>10 OFFICE USE ONLY</b>			
Receiving Officer (print name)		Date	
Occupation/Position			
Notification received within required timeframe		If no, provide details	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Action Taken</b>	<b>Date</b>	<b>Time</b>	
Register of cooling water systems updated	____/____/____	____ am/pm	
Unique identification number(s) issued to occupier	____/____/____	____ am/pm	
Payment processed	____/____/____	____ am/pm	
<b>Note: This notification does not constitute development consent or preclude the need for development consent under the Environmental Planning &amp; Assessment Act 1979 or the Local Government Act 1993.</b>			

**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the 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 the legislation. Council is to be regarded as the agency that holds the information. Please complete all relevant sections of this form and forward the completed form to Wollongong City Council. All enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.