



# Warm water system registration form

## INFORMATION TO APPLICANT

### About this application form

The South Australian Public Health (Legionella) Regulations 2013 require the owner of premises on which a warm 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 system(s) under the South Australian Public Health (Legionella) Regulations 2013 and must be completed in its entirety.

### Registration/Registration renewal fees

Registration/registration renewal fees payable to the Local Council are prescribed in Schedule 1 of the South Australian Public Health (Legionella) Regulations 2013.

### Changes requiring notification to the Local Council

There are a number of mandatory requirements related to the registration of warm water system(s), including the following:

- Registration remains in force for a period of 12 months, after which the applicant must renew the registration to the authority.
- The owner of premises on which a high risk manufactured water system registered with the Local Council is installed must, within 1 month after any change in the particulars registered in relation to the system, notify the authority of the change.
- If a high risk manufactured water system registered with the authority is decommissioned, the owner of the premises on which the system is installed must notify the authority of the decommissioning within 1 month after the event.

### Where to find more information

If you require assistance with registration or have any questions, please contact an Environmental Health Officer at the City of Holdfast Bay on **healthinbox@holdfast.sa.gov.au** or **8229 9999**.

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## REGISTRATION TYPE

### New application

New registration of Warm Water System(s)

Please indicate total number of systems to be registered with this system: \_\_\_\_\_

### Existing applications

Renew registration of Warm Water System(s)

Modify business ownership details and/or maintenance and operation contact details of existing registration(s) of Warm Water System(s)

Please indicate the total number of systems already registered: \_\_\_\_\_

## Site details

Registered business name		
ABN		
Address		
Trading name of premises		
Site (street) address		
Postal address		
Phone number		Email
Description of business activities		
Business operating hours		

## Business ownership details

Name of business owner(s)		
Business street address		
Business phone number		Email

## Business contact details

Please provide details of the contact representing the business owner(s) in regards to this registration.

Name of contact		
Position/title		
Residential address:*		
Contact phone number		Email
Mobile phone number		
Additional after hours contact name		
Phone number		

\* It is a requirement under Regulation 6 that a residential address is provided, otherwise, this registration will be deemed invalid and penalties apply.

## Operation and maintenance contact details

Person/company responsible for operation and maintenance

In-house

Contractor

Name of business

Name of contact person

Position/title

### Business address

Street address

Phone number

Email

### Residential address\*

Street address

Phone number

Email

### Additional after hours contact

Name

Email

\* It is a requirement under Regulation 6 that a residential address is provided, otherwise, this registration will be deemed invalid and penalties apply.

# Plant identification

Please note: Where there is more than one warm water system to be registered, you must complete a copy of this page for each system to be registered.

## Type of Water Heating Device

Make/brand of system

Model no.

System common name/Identification number (e.g. system 1, cooling tower 1)

## Type of water heating device

Gas  Electric  Other (please specify)

## Water storage or instantaneous?

Storage  Instantaneous

## Are there any temperature control devices installed with this system?

Yes  No

## Location of areas serviced by the warm water system

## Decontamination procedure

Please indicate the decontamination procedure utilised for the warm water system.

### Either:

Prescribed decontamination procedure set out in Schedule 3 Part 2 of the *Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia*, namely:

- Pasteurisation method, or
- Chlorination method

### Or:

- Alternative decontamination procedure approved by the Minister for Health

# Registration form checklist

To assist processing your application, please ensure that the following items have been completed and attached:

- Application type indicated
- Site details
- Business ownership details
- Operation/maintenance contacts
- Warm water system Plant Identification form(s)

Please indicate number of forms: \_\_\_\_\_

**Please return form to:**

Environmental Health Service  
City of Holdfast Bay  
PO Box 19, Brighton, SA 5048  
mail@holdfast.sa.gov.au