

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*, as follows:

For registration of 1 warm water system	\$37.75
For registration of each additional warm water system installed on the same premises	\$25.25
On application to an authority for renewal of registration of a high risk manufactured water system (per system)	\$19.00

Please note: These fees do not include inspection fees; testing fees and applications to the minister.

Cheques payable to the City of Port Adelaide Enfield, PO Box 110, Port Adelaide, 5015.

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 premise on which the system is installed must notify the authority of the decommissioning within 1 month after the event.

Where to find more information

Local Council

Should you require assistance with registration or have any questions please contact an Environmental Health Officer within the City of Port Adelaide Enfield on 8405 6832 or email service@cityofpae.sa.gov.au.

Office Use Only

Cahiers receipt registration income to
– RC363



Warm Water System Registration Form

REGISTRATION TYPE

New Application:

New Registration of Warm Water System(s)

Please indicate the total number of systems to be registered with this application _____

Existing Registrations:

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 _____

Contact phone _____ Fax _____

Description of Business Activities _____

Business Operating Hours _____

BUSINESS OWNERSHIP DETAILS

Name of Business Owner(s)

Name of Business Owner(s) _____

Business Address

Street Address _____

Contact phone _____ Fax _____

Name of business contact, representing business owner(s), in regards to this registration.

Name of Contact _____

Position/Title _____

Residential Address

Street Address _____

Contact phone _____ Fax _____

Email _____ Mob _____

Additional after hours contact: Name _____ Phone _____

OPERATION & MAINTENANCE CONTACT DETAILS

Person/company responsible for operation & maintenance In-house Contractor

Name of Business _____

Name of the Contact Person

Name _____

Position/Title _____

Business Address

Street Address _____

Contact phone _____ Fax _____

Email _____ Mob _____

Residential Address

Street Address _____

Contact phone _____ Fax _____

Additional after hours contact: Name _____ Phone _____

PLANT IDENTIFICATION FORM

Please Note: Where there is more than 1 warm water system to be registered, you must photo copy this page and complete it for each system to be registered.

1 Type of water heating device

Make/brand of system _____

Model No. _____

System Common name/Identification No.(e.g. floor 1; warm water system 1)_____

2 Features of System

Source of water heating Gas Electric

Other, please specify _____

Water storage or instantaneous? Storage Instant

Are there any temperature control devices installed with this system? Yes No

3 Location

Location of areas serviced by the warm water system:

4 Decontamination Procedure

Please indicate the decontamination procedure utilised for the warm water system

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: _____

APPLICANT DETAILS

Name of person submitting registration form

First name _____ Surname _____

Position title _____

Signature _____ Date ____/____/____

Office Use Only

Fee received: *(Receipt number and amount [RC363])* _____

Property Identification: _____

Date registered: _____

Registration expiry date: ____/____/____

Completed

____/____/____