

Water Cooling & Warm Water Systems Notification Form



Clause 31 *Public Health Act 2010*

This form

Use this form to apply to notify a water cooling or warm water system. Under Clause 12 of the *Public Health Regulation 2012* you are required by law to provide the information marked with *.

Part 1: Premises details

1. Location and title description of the property*

Unit No House No Street.....
 Suburb.....
 Lot(s) Section.....
 Deposited Plan(s) Strata plan.....
Get these details from rate notices, property deeds, or from Council property maps. If unsure, ask us for assistance.

Part 2: Occupier of Premises

2. Occupier of premises*

(Complete if the part of the premises on which the system(s) is located is occupied to the exclusion of the owner)

Title Mr Mrs Miss Ms Other.....
 Family name (or company)
 Given names (or ABN)
 Business address
Post Code
 Residential address
 (not for companies)Post Code.....
 Contact person Position
 (Only if a company)
 Bus phone(...)..... Mobile(...).....
 E-mail.....

Part 3: Owner of Premises

3. Owner of premises*

(complete if Part 2 is not applicable)

Title Mr Mrs Miss Ms Other.....
 Family name (or company).....
 Given names (or ABN)
 Business address
Post Code
 Residential address
 (not for companies)Post Code
 Contact person Position.....
 (Only if a company)
 Bus Phone(...)..... Mobile (...).....
 E-mail.....

Part 4: Other details

4. Postal Address

(For all invoices & correspondence)

Title Mr Mrs Miss Ms Other.....
Family name (or company).....
Given names (or ACN)
Postal address
.....
.....Post Code

Part 5: System details (see definitions)

5. Type of system*

(if multiple systems on site, attach location, map & make/model details for each system)

Number of cooling towers⁽¹⁾.....
Number of water-cooling system(s)⁽²⁾.....
Number of warm water system(s)⁽³⁾.....
(hospitals & nursing homes only)
Location of system
Make/Model

6. Who is carrying out the prescribed maintenance?

(for water cooling systems)

Name (or company)
Business Phone (...).....
Postal address:.....
.....
Email

Part 6: Signature

8. Owner's/ Occupier's consent

I apply to register a water-cooling and/or warm-water system as described above. I declare that all the information given is true and correct.

Signature Date Capacity¹

1.....

2.....

¹If signing on the owner's/occupier's behalf as the owner's/occupier's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg, power of attorney, executor, trustee, company director).

Protecting your privacy

Newcastle City Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan

Purpose: This information is a requirement under Clause 12 the *Public Health Regulations 2012*

Intended recipients: Regulatory Services and NSW Health (upon request)

Supply: legally required

Consequence of non-provision: An offence under provisions of the *Public Health Act 2010* and the *Public Health Regulations 2012* for the purposes of Legionella Control

Storage and security: Your information will be stored in an electronic database and will only be available to delegated officers of Newcastle City Council and NSW Health (upon request)

Access: Your information can be checked for accuracy by calling 4974 2000.

Definitions

cooling-tower ⁽¹⁾ means a structure in which steam is condensed or water is used as a coolant to lower temperature

water-cooling system ⁽²⁾ means

- (a) a device for lowering the temperature of water or other liquid by evaporative cooling, or
- (b) an evaporative condenser which incorporates a device containing a refrigerant or heat exchanger

A water-cooling system includes a cooling tower and its associated equipment and pipework. Please note two or more interconnected cooling towers equal one water-cooling system

warm-water system ⁽³⁾ means a system designed to heat and deliver water at a temperature of less than 60°C at each outlet point.

How to lodge your application

Application can be lodged either:

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle**. We are open for business from 8.30am to 5.00pm, Monday to Fridays. Payments are only accepted between **8.30am and 4.30pm**.
2. By mail – Postal address 'The General Manager', Newcastle City Council, PO Box 489 Newcastle NSW 2300.
3. By email –
coolingtowerreports@ncc.nsw.gov.au

How to contact us:

Phone: (02) 4974 2000
Fax: (02) 4974 2501
E-mail: mail@ncc.nsw.gov.au

Fees

All of Council's fees and charges are available on Council's webpage: www.newcastle.nsw.gov.au

Annual registration fees apply.

Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of Newcastle City Council Administration Centre, 282 King Street, Newcastle. Disabled access available.

Bus: Alight at Civic.

Parking: Gibson Street Parking Station 300 metres, or on-street parking nearby. Disabled parking in Burwood Street.

We are open for business from 8.30 am to 5.00 pm, Mondays to Fridays. Note: payments accepted between **8.30am and 4.30 pm**.

If you wish to discuss an application with one of our professional officers, it is essential that you arrange an appointment.