

Adelaide Hills Council
WARM WATER SYSTEM
REGISTRATION FORM

INFORMATION TO APPLICANT

About this Application Form

The SA 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 SA Public Health (Legionella) Regulations 2013 and must be completed in its entirety.

Registration Process

The business owner must complete and submit the Registration form to the Adelaide Hills Council. Once this has been received a Council officer will review the form. If the form has been completed in its entirety an invoice will be issued. Incomplete or incorrect forms will be returned to the business owner requesting further information. Upon receipt of payment a Registration Certificate (valid for 12 months) will be issued.

Please note that the registration form must be completed in its entirety and payment received before the system can be officially registered in accordance with these Regulations

Registration Fees

The following fees relate to high risk manufactured water systems from 1 July 2014:

Warm Water Registration Description		Fee per annum
New Registration	Initial Registration of 1 st system	\$35
New Registration	Initial Registration of each additional system on site	\$23.30

Please note: These fees do not include inspection or sampling fees which shall be invoiced to the business owner after each inspection is conducted by an Authorised Officer of the Council.

For further information contact us

Should you require assistance with registration or have any questions please contact your Local Council Environmental Health Officer on 8408 0400

Adelaide Hills Council

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 Person 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 _____

Postal Address (if different) _____

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 _____

Contact Person

Name _____

Position/Title _____

Business Address

Street Address _____

Postal Address _____

Contact phone _____ Fax: _____

Email _____ Mob _____

Residential Address

Street Address _____

Contact phone _____ Fax _____

Additional after hours contact:

Name _____ Phone _____

WARM WATER SYSTEM (WWS) System Details

Please complete this form for each individual system you have on the premises. If required please photocopy this template or contact the Adelaide Hills Council to request additional forms to be sent to you.

Make/Brand

Model Number

Your Identification Number/Name used for this system (if applicable)

1 Location

Name of Building WWS is located: _____

- Roof
- Ground
- Plant Room (please specify which floor) _____
- Other, please specify _____

2 Frequency of Operation

- Ongoing
- Intermittent – once a week/fortnight, please specify _____
- Seasonal (*please specify months*) _____

3 Features of System

Source of water heating:

- Gas
- Electric
- Other, please specify _____

Water storage or instantaneous?

Storage Instant

Are temperature control devices installed with this system?

Yes No

4 Decontamination Procedures

Please indicate the decontamination procedure utilised for the WWS

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.

Alternative decontamination procedure approved by the Minister (please attach the approval as an appendix to this registration)

Site Plan

Please provide the following details on a site map (on A4 or A3 paper) and attach it to the completed Registration Form;

1. The location of the building where the system/s are installed including relevant surrounding streets/buildings.
2. The location of the system installation inside the building
3. The location of other required areas during the inspection (i.e. maintenance office, plant room or head office to report to for inspection)
4. A directional reference of North.

If multiple systems are installed at the premises, ensure the different systems are able to be easily identified on the site plan.

REGISTRATION FORM CHECKLIST

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

Application type indicated Yes

Site details Yes

Business ownership details Yes

Operation/Maintenance Contacts Yes

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)* _____

Property Identification: _____

Date registered: _____

Registration expiry date: ____/____/____

Completed

____/____/____