

Adelaide Hills Council
WARM WATER SYSTEM
REGISTRATION RENEWAL 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

Registration renewal fees payable to the Local Council are prescribed in *Schedule 1 of the SA Public Health (Legionella) Regulations 2013*, as follows:

Renewal application for the registration of a high risk manufactured water system (per system) is **\$17.50**

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

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:

- The owner of premises on which a warm water system registered with the Local Council is installed, must notify the Council within 1 month of any change in the registration details in relation to the system.
- If a warm water system registered with the authority is decommissioned, the owner of the premises must notify the authority of the decommissioning within 1 month after the event.

Submitting the Registration Renewal Form

Please return the completed Renewal form via:

By Post

Adelaide Hills Council
Health & Regulatory Services
PO Box 44
WOODSIDE SA 5244

In Person

At any of our Customer Service Centres listed below
Stirling Service Centre
63 Mt Barker Road
STIRLING SA 5152
Woodside Service Centre
28 Onkaparinga Valley Road
WOODSIDE SA 5244
Gumeracha Service Centre
Albert Street
GUMERACHA SA 5233

For further information contact us

Should you require assistance with registration or have any questions please contact an Environmental Health Officer on 8408 0400 at the Council.

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WARM WATER SYSTEM
REGISTRATION RENEWAL FORM

REGISTRATION TYPE

- 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: One

SITE DETAILS

Registered Business Name:

ABN:

Address:

Trading name of premises:

Site (Street) Address:

Postal Address :

Contact Person Phone:

Contact Person 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:

Contact Fax:

Name of business contact and representing business owner(s) in regard to this registration.

Name of Contact:

Position/Title

Residential Address

Street Address:

Contact Phone:

Contact Fax:

Email:

Mobile:

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:

Mobile:

Residential Address

Street Address:

Contact Phone:

Contact 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.

Site Plan Attached

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

____/____/____