



WARM WATER SYSTEM REGISTRATION FORM

INFORMATION TO APPLICANT

About this Application Form

The *Public and Environmental Health Legionella Regulations 2008* 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 *Public and Environmental Health (Legionella) Regulations 2008* 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 Public and Environmental Health (Legionella) Regulations 2008*, as follows:

For registration of 1 warm water system	\$31
For registration of each additional warm water system installed on the same premise	\$20.70
On application to an authority for renewal of registration of a high risk manufactured water system (per system)	\$15.50

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:

- 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 your Local Council Environmental Health Officer at the City of Mitcham on 8372 8816.

Useful References

- Guidelines for the Control of Legionella in Manufactured Water Systems in SA 2008.
- AS/NZS 3666 – Air-handling and Water Systems for Buildings – Microbial Control.
 - AS/NZS 3666.1 : 2002, Part 1 : Design, Installation and Commissioning
 - AS/NZS 3666.2 : 2002, Part 2 : Operation and Maintenance
 - AS 4032: Water supply – Valves for the control of hot water supply temperatures

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 _____

Office Use Only

Fee received: Amount :\$ _____ Receipt Number: _____ Date: ____/____/____

Date Registration received: ____/____/____ Registration expiry date: ____/____/____

Authority Register updated: _____ (Officer Initial)

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 _____

I am /am not able to make statements on behalf of _____ (business name)

Signature _____ Date ____/____/____