

# Regulated Water System Public Health Act 2010 Notification of Installation or Change in Particulars

Under the Public Health Act 2010 and Public Health Regulation 2022

## About this form

You may use this form to apply for registration of a regulated water system such as a water cooling or warm water system. Warm water systems other than in hospitals (which includes nursing homes, declared mental health facilities, private facilities) are exempt from notifying. Evaporative cooling systems are not required to be registered.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by mail and in person together with payment of the prescribed fee of \$120. Please refer to the Lodgement details section for further information.

### Part 1: System Details

Cooling Water System\*  Warm Water System\*

Site Address\*

Site Phone Number

Occupier Name \*

Occupier Mobile/Business Number

Occupier Postal Address \*

Occupier Email

Occupier ABN/ACN\*

Occupier Residential and Business Address

Building Manager Name

Building Manager Mobile Number \*

Building Manager Email Address

Location of System within premise \*

Cooling System Details (no. of towers, make and model) \*

Water Treatment Company

### Part 2: Type of Notification \*

Installation ► Go to part 3  Change of Occupier ► Go to part 4  Change of Particulars/Decommissioning ► Go to part 5

### Part 3: Installation \*

Date System Installed\*

### Part 4: Change of Occupier \*

New Occupier Name

New Occupier Email Address

Occupier Phone Number

#### Part 4: Change of Occupier...Cont...\*

New Occupier Residential Address

New Occupier ABN/ACN

Date Change of Occupier occurred

#### Part 5: Change in Particulars\* (please select relevant changes and specify details in the spaces)

Change in Occupier contact details

Change in Building Manager's contact details

Cooling tower/s added to system

Cooling tower/s removed from system

Warm water system type changed/modified

Existing Cooling Tower Unique ID

System has been decommissioned  
(please attach written confirmation of decommissioning from the duly qualified person)

#### Part 6: Declaration\*

Name of person completing the form\*

Email\*

Postal Address\*

Role of person completing form\*

Employer\*

Signature\*

Date\*

Authorised person from the company\*  Yes  No

#### Part 7: Privacy & Personal Information Protection Notice

**Purpose of collection:** This information is being collected for the purpose of registering a warm water or water cooling system.

**Intended recipients:** City of Sydney employees, NSW Health are intended recipients. Any approved contractors required to provide this service.

**Supply:** The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

**Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.

**Storage:** The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

**Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Part 8: Lodgement Details

You can lodge the completed application by:

**EMAIL:** [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au)

**MAIL:** GPO Box 1591 Sydney NSW 2001

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
**See our website for details of all customer service centres and opening hours:**  
[cityofsydney.nsw.gov.au/customer-service-centres](http://cityofsydney.nsw.gov.au/customer-service-centres)

**WHAT NOW:** Once your application is received a Council Officer will contact you if further information is required.

For further information regarding your application please contact us by visiting [cityofsydney.nsw.gov.au/contact-us](http://cityofsydney.nsw.gov.au/contact-us)

### Office Use Only

Receiving Officer (print name)

Registration Period

Registration Number

Date