Regulated Water System - Public Health Act 2010
Notification of Installation or Change in Particulars
Under the Public Health Act 2010 and Public Health Regulation 2012

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 $115. Please refer to the Lodgement details section for further information.

Part 1: System Details
- Cooling Water System*
- Warm Water System*

Site Address*

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

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:** To register a warm water or water cooling system with the City of Sydney Council.

**Intended recipients:** Council staff and approved contractors of the City of Sydney Council.

**Supply:** Voluntary. A Regulated Systems Application is required to register warm water or water cooling systems with the City of Sydney Council, as required by legislation.

**Access/Correction:** Contact the City of Sydney Council Customer Service Team to access or correct this information.

**Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Part 8: Lodgement Details

You can lodge the completed application by:

**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:


**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:

**TELEPHONE:** (02) 9265 9333  **WEBSITE:** www.cityofsydney.nsw.gov.au

Office Use Only

Receiving Officer (print name)  Registration Period  Registration Number  Date