

Purpose of the approved form

The *Public Health Regulation 2012* (the Regulation) requires occupiers to ensure that local government authority is notified of the following changes to their cooling water system and warm water system: notification of installation (within 1 month), change of occupier (within 1 month), and any change in particulars (such as change in occupier, within 7 days). Notification is also required for warm water systems installed in public hospitals, declared mental health facilities, private health facilities, and nursing homes.

This approved form must be completed in accordance with section 31 of the *Public Health Act 2010* and clause 13G, 13T, and 13Y of the *Public Health Regulation 2012* (the Regulation). Further information on the process and timeframe for notification is provided in the *NSW Guidelines for Legionella Control in Cooling Water Systems*, available at www.health.nsw.gov.au/environment/legionellacontrol

Notification of installation or change in particulars

This notification relates to:		Installation		Change of occupier		Change in particulars
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Notification of installation (complete if relevant)

Record	Details
Cooling water system or warm water system	
Site address	
Local government authority (where this system is located)	
Occupier name and contact details (the person or entity who owns the system)	
Building manager name and contact details (the person who manages the system on behalf of the occupier)	
Date of system installation	
Location of system within premises	
Cooling water system details (number of cooling towers, and unique identification number for each cooling tower)	

Notification of change of occupier (complete if relevant)

Record	Details
Cooling water system or warm water system	
Site address	
Local government authority (where this system is located)	
Previous occupier name and contact details (the person or entity who previously owned the system)	
New occupier name and contact details (the person or entity who will now own the system)	
Cooling water system details (number of cooling towers, and unique identification number for each cooling tower)	

Notification of change in particulars (complete if relevant)

Record	Details
Cooling water system or warm water system	
Site address	
Local government authority (where this system is located)	
Cooling water system details (number of cooling towers, and unique identification number for each cooling tower)	
Change in particulars: <ul style="list-style-type: none">• Change in occupier contact details• Cooling tower(s) added to system• Cooling towers(s) removed from system• Warm water system type changed or modified• System has been decommissioned	

Details of person completing the form

Name of person completing the form	Contact details (phone number, email, postal address)
Signature of person completing the form	Date
Role of person completing the form	Employer (name of company or organisation)

Local government authority use

Record	Details
Date received	
Name and position of receiving officer	
Notification received within required timeframe	

Action taken (date and time):	
	Register of cooling water systems updated
	Unique identification number(s) issued to occupier
	Payment processed