



Regulated Systems Registration Form

116 Adelaide Street,
Raymond Terrace NSW 2324

PO Box 42
Raymond Terrace NSW 2324

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e Enviro@portstephens.nsw.gov.au

ABN 16 744 377 876

For registration of regulated systems, specifically cooling towers and warm water systems (thermostatic mixing valves) as required under the Public Health Regulation, 2012.

PART A

ADDRESS OF PROPERTY SUBJECT TO REGULATED SYSTEM

Company Name

Phone Email

Address Lot DP

Suburb State Postcode

PART B

REGULATED SYSTEM DETAILS

	Manufacturer	Model	Serial Number	System Location	Date of Last Inspection	Date of Last Clean
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Operation manuals available Yes No Maintenance manuals available Yes No

PART C

WARM WATER SUPPLY SYSTEMS

	System Type	Manufacturer	Model	Serial Number	System Location	Date of Last Service
1	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
2	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
3	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
4	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
5	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
6	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
7	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
8	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
9	<input type="checkbox"/> TMV <input type="checkbox"/> Other					
10	<input type="checkbox"/> TMV <input type="checkbox"/> Other					

TMV = Thermostatic Mixing Valve Other = Specifically designed system of a non-blending type

PART D**OCCUPIERS DETAILS**

Company name	<input type="text"/>	ABN	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Contact Name	<input type="text"/>	Phone (mobile)	<input type="text"/>
Phone (business)	<input type="text"/>	Phone (after hours)	<input type="text"/>
Email	<input type="text"/>		

PART E**OWNER DETAILS***If same as above state "as above"*

Company name	<input type="text"/>	Phone (business)	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Contact Name	<input type="text"/>	Phone (after hours)	<input type="text"/>

PART F**MAINTENANCE FIRM DETAILS**

Company name	<input type="text"/>		
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Contact Name	<input type="text"/>		

PART G**DECLARATION & SIGNATURE OF OWNERS OR OCCUPIER**

The undersigned hereby makes application for the registration of the regulated system(s) as advised above.

Print full name	<input type="text"/>		
Owner signature	<input type="text"/>	Date	<input type="text"/>
Occupier signature	<input type="text"/>	Date	<input type="text"/>

IMPORTANT NOTICE

Section 31 *Public Health Act, 2010*
Section 11 *Public Health Regulation, 2012*

A person who is the owner or occupier of a premises where a system is installed in respect of which particulars are required to be kept under this clause is guilty of an offence if the local authority is not provided with the particulars (other than those relating to inspections):

Within 1 month after the person becomes the owner or occupier of the premises, or
If there is an alteration to particulars previously provided – **within 7 days after the alteration.**

Please attach copies of any previous inspection reports.

PART H

SUBMIT

Please return your completed and signed form to:

In person/mail	Port Stephens Council Administration Building 116 Adelaide Street PO Box 42 Raymond Terrace NSW 2324	Fax	(02) 4987 3612
		Email	Enviro@portstephens.nsw.gov.au
		Enquiries	(02) 4988 0255

PRIVACY

Port Stephens Council is committed to protecting your privacy. We take all reasonable steps to comply with relevant legislation and Council policy.

Purpose: Registration of Regulated Systems/ Warm Water Supply Systems in line with the *Public Health Act, 2010*.

Intended recipients: Council staff and any persons wishing to inspect the application in accordance with the *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

Supply: Involuntary.

Consequence of Non Provision: Maximum penalty = 10 penalty units.

Storage and security: This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

Access: Please contact Council on 02 4988 0255 to enquire how you can access information.