



APPLICATION FORM

To Construct, Alter, or Extend an Aquatic Facility/Water Body

IMPORTANT INFORMATION TO APPLICANTS

- 1 Works to construct, alter or extend an aquatic facility must not be commenced by any person until the intended works have been approved by the Executive Director, Public Health (EDPH), pursuant to *Regulation 7 of the Health (Aquatic Facilities) Regulations 2007* (the regulations).

- 2 Only the occupier of the property where the aquatic facility works are intended may apply for approval from the EDPH, pursuant to *Regulation 8* of the regulations.

Whilst it is recognised that the application material may be professionally prepared and compiled on the occupier's behalf by a third party (builders, architects, hydraulic designers or others), applications must nevertheless only be made under the signature and authority of the occupier.

- 3 All sections of this application form must be fully completed and be duly signed where required by the occupier of the property before being lodged to seek approval from the EDPH.

The completed application form must also be accompanied by all necessary undertakings, specifications and scaled & schematic drawings to satisfy the EDPH that the proposed works will on completion comply fully with all requirements of the regulations and Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities (the Code).

The application must be presented in a clear manner that is specifically aimed at demonstrating the intended works can and will satisfy the necessary requirements. Superfluous information such as concrete specifications, generic engineer drawings, electrical plans, architectural building design plans and tender documents that do not assist in confirming intended compliance need not be included with the application.

A covering letter may need to be attached to confirm that information and certifications not yet available (such as post-construction electrical certification, pre-construction structural engineering certification, pre-construction engineering certification of intended ventilation for indoor aquatic facilities, pre-final inspection lighting certification and any other matters required under the Code, but which are not available at the time of making application). When such information/certifications are not available the applicant must then provide written undertaking to confirm at what stage of works the necessary certifications will be provided e.g. prior to commencing works, before final inspection etc.

Confirmation that the application for proposed works contains the necessary detail can be confirmed by the occupier (applicant) having ticked yes to all the questions in the checklist on page 2 of this application form.

Once applications have been fully compiled they should be sent by post to:

Executive Director, Public Health
Attention: Applied Environmental Health
PO Box 8172
Perth Business Centre
PERTH WA 6849

- 4 Finished works must not be opened for use until the EDPH has confirmed in writing that the works are authorised and an existing, or new certificate of compliance and permit to operate is in place (as relevant) pertaining to the works as undertaken.

Therefore once EDPH approved works are complete, or nearing completion the applicant/occupier's agent is required to contact the Department of Health's (DOH) Applied Environmental Health Branch, on 9388 4911, or email swimmingpools@health.wa.gov.au to book/coordinate a time to inspect the relevant works. Notice of inspection is generally required 2 weeks prior to completion (however in remote/regional areas further than 5 hours drive from Perth, advice should be received a minimum of 6 weeks in advance).

CHECKLIST OF APPLICATION PARTICULARS

PLEASE TICK THE BOX FOR EACH OF THE FOLLOWING QUESTIONS IF ANSWER IS YES

1	Have all sections of this application form, as relevant to the intended works been fully completed and duly signed and dated by the Applicant (Occupier)?	
2	Has a covering letter been included to describe all proposed works and to address each section of the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities? *Please Note: A covering letter must address each relevant item within the Code and confirm information that has been detailed in the application, including plans, schematics and certifications (such as intended certifications of electricians, structural engineering, engineer certification of indoor ventilation, lighting illumination, DOCEP chlorine gas storage approval arrangements, and other matters which may not be available at the time of making application). When this information is not available the Applicant must then provide undertakings that all necessary certifications will be provided and when (E.g. prior to commencing works or on completion of works).	
	PLANS and SCHEMATICS. TWO (2) copies of all plans & schematics as detailed in 3, 4, 5 & 6, relevant to the proposed aquatic facility/ water body works must be provided. Furthermore, if any of the intended water bodies will be indoor facilities, schematics for Q6 & 7 below must also be provided.	
3	Have duplicate block plans been included? Block plans must be drawn to scale & show the location of the water body or bodies on the property relative to boundaries and other structures on the property. They also need to show the position of toilets, change rooms for users of the Aquatic Facility, any first aid facilities (as required), plant-room/s and aquatic facility fencing/barriers.	
4	Have duplicate scaled and detailed plans of each water body been provided? Plans must be provided for each water body and detail all inlet/outlet plumbing locations, floor grade profiles, step & ladder entry/egress locations, depth marking positions, depths, concourse drainage, any water features and adjacent structures.	
5	Have duplicate schematic plans that clearly show separately the design of each water body's water circulation/treatment system been provided? Plans must provide full detail of each water body's plumbing design and water circulation system, including all balance tank, water feature, filtration/disinfection, water top-up/filter backwash arrangement and water heating systems.	
6	Have the intended lighting arrangements (isolux plot of overhead lighting) been provided, or will use of the aquatic facility be restricted to daylight hours only? All aquatic facilities intended for use outside of daylight hours must have adequate overhead lighting covering all water body surfaces and each of their surrounds.	
7	Are all water bodies outdoor or if any are located indoors have the schematic plans of the indoor enclosure ventilation (air change) system been provided? Provide schematic plans to show the intended ventilation (air change) point locations within the facility.	
8	Have specifications of all pumps, filters, balance tanks, water features and other equipment proposed for installation/works been provided?	
9	Have specifications of all water body and concourse finishes proposed for work, including their colour, material finish and drainage arrangements been supplied?	
10	Has a water body filtration and system performance data sheet prepared and certified by a suitably qualified person been provided for each water body, if relevant to the proposed works? Please note that water body filtration datasheet templates are available on the following DOH website: http://www.public.health.wa.gov.au/cproot/1321/3/Water_Body_Filtration_System_Design.doc	

I OCCUPIER (APPLICANT) NAME (please print): _____ declare that the above detailed information has been supplied with this application seeking the approval of the EDPH

OCCUPIER (APPLICANT) SIGNATURE: _____ Date: _____

DOH OFFICE USE ONLY: (Date Application Received): _____

Officer Name: _____ Officer Signature: _____

CONTACT & ADMINISTRATION INFORMATION

1. LOCATION OF AQUATIC FACILITY/ PROPOSED AQUATIC FACILITY:

Aquatic Facility STREET Address: _____

Suburb: _____ Post Code: _____

POSTAL Address (if different): _____

Suburb: _____ Post Code: _____

Name of Local Government: _____

2. PROPERTY OCCUPIER:

OCCUPIERS NAME: _____

Business Name (if applicable): _____

Address: _____

Suburb: _____ Post Code: _____

Phone No (Wk): _____ (Mobile): _____ (Fax No): _____

Email Address: _____

3. OCCUPIERS AGENT:

Contact Persons Name: _____

Position/Title: _____

Business Name (if applicable): _____

STREET Address: _____

Suburb: _____ Post Code: _____

POSTAL Address (if different): _____

Suburb: _____ Post Code: _____

Phone No (Wk): _____ (Mobile): _____ (Fax No): _____

Email Address: _____

4. BUILDER:

Contact Persons Name: _____

Position/Title: _____

Business Name (if applicable): _____

STREET Address: _____

Suburb: _____ Post Code: _____

POSTAL Address (if different): _____

Suburb: _____ Post Code: _____

Phone No (Wk): _____ (Mobile): _____ (Fax No): _____

Email Address: _____

DATE: _____

OCCUPIER (APPLICANT) SIGNATURE: _____

AQUATIC FACILITY TYPE, WORKS & CLASSIFICATION

TICK BOX/CIRCLE/DETAIL THE FOLLOWING AS APPROPRIATE:

Aquatic Facility: New or, Existing

Type of Application: Construction , Alteration , or Extension

Type/Proposed Type/ Purpose of Aquatic Facility Establishment (NOTE: Complete Q's Only If New)

Is the Aquatic Facility one that will be controlled by, or used by, or in connection with any club, school, business, association or body corporate? (Circle answer) Yes / No

If yes, please provide relevant details (Please also Note - General Examples in Table 1 of the Code):

Is this aquatic facility intended for communal use by 30 or more residential dwelling units/lots that will be controlled, or operated by a corporate body or a strata company? (Circle answer) Yes / No

If yes, please indicate the number of dwelling units and provide any other relevant details: _____

Please indicate the primary/proposed purpose of this aquatic facility (if known): _____

Indicate the Proposed Area/s of Work:

Water Bodies (if applicable, complete next page: Water Body Type, Number & Parameters),

Plant & Equipment , Lighting , Fencing , Concourse ,

First Aid Amenities , Sanitary Facilities/Change-rooms , All Afore-mentioned Areas ,

Other (Indicate): _____

Aquatic Facility Classification

Nominate the envisaged/proposed aquatic facility/water body classification:

Class 1 Class 2 Class 3 Class 4

Or indicate the Certificate of Compliance classification (if EXISTING), relevant to the proposed aquatic facility/water body works:

Class 1 Class 2 Class 3 Class 4

Indicate the Permit to Operate classification (if EXISTING), relevant to the proposed aquatic facility/water body works:

Class 1 Class 2 Class 3 Class 4

OCCUPIER (APPLICANT) NAME: (please print) _____
DATE: _____
OCCUPIER (APPLICANT) SIGNATURE: _____

WATER BODY TYPE, NUMBER & PARAMETERS

The following notes explain the information requested in relation to aquatic facility water body/bodies proposed for work (detailed below). This information is necessary to determine the water body loading category in accordance with Table 4 - Water Body Loading Category Chart of the Code:

Note 1: For water body definitions refer to Section 1 Administrative Provisions of the Code.

Note 2: For general purposes, the following rules are used to determine water body loading category:

1. Identify the type of water body e.g. leisure pool
2. Maximum bather number parameters for type of water body is determined (see Table 10 - Maximum Bather Numbers under Section 7.14 Maximum Bather Numbers of the Code)
E.g. leisure pool = 1 person/2.0m².
3. The maximum bather number parameters can then be used to determine the potential water body loading categories by referring to the second column of Table 5 - Water Body Parameters by Category Chart under Section 3.3.2 Filtration Rates and Turnover Times of the Code.
E.g. possible categories = 2 or 3
4. Table 4 - Water Body Loading Category Chart is then referred to distinguish between the short-list of possible categories using the suggested list of parameters.

COMPLETE THE FOLLOWING TABLES RELEVANT TO EACH WATER BODY PROPOSED FOR WORK

Water body Type	No.	Specify Detail (as required)
Swimming Pool (General)		
Leisure Pool		
Wading Pool (Depth < 300mm)		
Toddler Pool		
50m/25m Lap Pool (specify)		
Diving Pool		
Spa Pool		
Hydrotherapy Pool		
Wave Pool		
River Ride		
Waterslide Landing Pool/Watershed Area (specify)		
Water Playground		
Other Water Body Type (specify)		

Water Body Type	Water Depth Shallow (m)	Water Depth Deep (m)	Water Body Surface Area (m ²)	Water Body Volume (m ³)	Heated Yes/No	Located Indoors Yes/No	Est. No. Bathers /Day	Envisaged Water Body Loading Category (1-8)

OCCUPIER (APPLICANT) NAME: (please print) _____

DATE: _____

OCCUPIER (APPLICANT) SIGNATURE: _____

IMPORTANT REGULATORY INFORMATION

Regulation 7 Approval required to construct, alter or extend an aquatic facility

7. A person must not construct, alter or extend an aquatic facility other than in accordance with the approval of the EDPH under this Division.

Regulation 8 Applying for approval to construct, alter or extend an aquatic facility

8. (1) The occupier of the land or premises on or in which it is proposed to construct an aquatic facility may apply to the EDPH for approval to construct the facility.
- (2) The occupier of the land or premises on or in which an aquatic facility is located may apply to the EDPH for approval to alter or extend the facility.
- (3) The application must be in an approved form and must be accompanied by -
- (a) 2 copies of plans & specifications for, and a description of, the proposed aquatic facility alteration or extension which, for the construction or extension of a water body, must include how the water body is to be drained, ventilated and lit, the quantity of water to be held and the capacity of the filtration & other water treatment units; and
 - (b) a block plan showing the position of the water body or bodies in relation to the position and distribution of toilets, change rooms and other similar facilities, and the lands to which the aquatic facility abuts and the purposes for which those lands are used; and
 - (c) all other information necessary for the EDPH to assess the application.

Regulation 9 Approval of construction, alteration or extension of an aquatic facility

9. (1) The EDPH may grant the occupier approval to construct, alter, or extend the aquatic facility if satisfied that the facility to be constructed, the part of the facility to be altered or the extension would comply with the requirements of the Code as in force at the time of the application.
- (2) The EDPH may grant the occupier approval to construct, alter or extend the aquatic facility even though not satisfied as required by subregulation (1) if satisfied that the health and safety of persons using the facility will not be compromised and that either -
- (a) The function and performance of those parts of the facility to be constructed or altered or of the extension that do not comply with the requirements of the Code as required by subregulation (1) is the same as, or better than, that which is required by the Code for that part or aspect; or
 - (b) There is a public interest in approving the construction, alteration or extension.

Regulation 10 Approval of construction etc. - variations after approval granted

10. (1) The EDPH may, after granting approval under regulation 9 for the construction, alteration or extension of an aquatic facility (the "original approval"), approve of a variation in the plans and specifications for the construction, alteration or extension if satisfied that the facility to be constructed, the part of the facility to be altered or the extension, as varied, would -
- (a) comply with the requirements of the Code as in force at the time of the application for the original application; or
 - (b) meet the requirements of regulation 9(2).
- (2) The occupier granted the original approval may apply for an approval of a variation under this regulation which must be in the approved form and must be accompanied by 2 copies of the plans and specifications for the proposed aquatic facility, alteration or extension as varied.
- (3) For the purposes of Division 2, the approval of the variation is to be treated as part of the original approval.



Regulation 11 Approval of construction etc. - staged construction

- 11. (1) The EDPH may, under regulation 9, grant approval for one or more stages of construction, alteration or extension of an aquatic facility and, for that purpose, need only be satisfied that the stage or those stages of the construction, alteration or extension would comply with the requirements of the Code (to the extent to which they are relevant) as in force at the time of application.
- (2) For the purposes of Division 2, the approvals granted in relation to a particular aquatic facility in accordance with this regulation are to be treated as a single approval.

Regulation 27(a) Reasons for certain decisions

- 27. If the EDPH -
 - (a) refuses to grant approval under regulation 9; the EDPH must give the reasons for so doing to the applicant.

Regulation 28 Review of certain decisions

- 28. (1) A person listed in the Table to subregulation (2) as a person affected by a reviewable decision of the EDPH or of an environmental health officer may apply to the State Administrative Tribunal for a review of the decision.
- (2) The Table to this subregulation sets out each reviewable decision and the person affected by it.

Table

person affected	reviewable decision - a decision of the EDPH
applicant	to refuse to grant an approval (to construct, alter or extend an aquatic facility) under regulation 9
applicant	to refuse to grant an approval (to construct, alter or extend an aquatic facility) in stages under regulation 9
applicant	to refuse to approve of a variation (in plans and specifications) under regulation 10

Regulation 29 Informing local governments

- 29. (1) If the EDPH makes one of the decisions set out in subregulation (2), the EDPH must inform the local government of the district in which the aquatic facility is located of the making of the decision and, where relevant, give the local government a copy of the approval, certificate, permit, variation, exemption or order.
- (2) The decisions are -
 - (a) a decision under regulation 9 to grant or refuse to grant an approval to construct, alter or extend an aquatic facility;
 - (b) a decision under regulation 10 to approve of a variation in plans and specification for an aquatic facility;

Regulation 30 Approved forms

- 30. An application, order or other document is in the "approved form" if -
 - (a) it is in the form approved in writing by the EDPH in relation to that kind of application, order or other document; and
 - (b) it contains the information that the form requires, and is accompanied by such further information or documents as the form requires.

Regulation 32 Availability of the Code

- 32. The CEO must make copies of the Code available to the public by -
 - (a) publishing the Code on the Department's internet website; and
 - (b) having copies available for inspection at the Department's offices at 227 Stubbs Terrace, Shenton Park, Western Australia.
 - (c) document2

