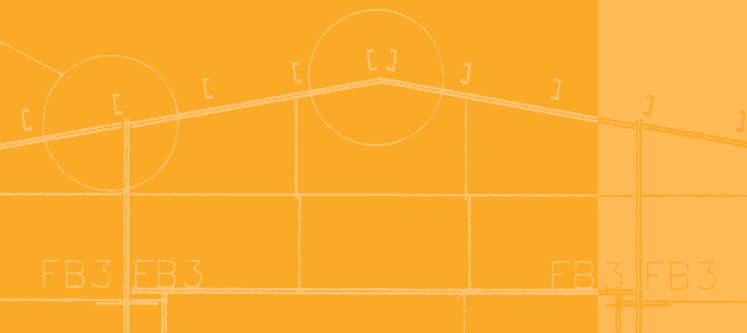


What you need to know about

Registration of cooling tower systems



Why do cooling towers need to be registered?

The *Building (Legionella) Act 2000* requires all cooling tower systems in Victoria to be registered with the Building Commission. The registration system ensures that all cooling tower systems in Victoria are identified to help track potential sources of Legionnaires' disease. The cooling tower system register also keeps owners informed with technical and advisory information and education programs.

Who needs to register?

The owner of the land on which a cooling tower system is located is required to register and renew the registration of that system on an annual basis. Land owners may have more than one cooling tower system on a site.

What is a cooling tower system?

A cooling tower system contains one or more cooling towers and any machinery that is used to operate the tower or towers, and any associated tanks, pipes, valves, pumps or controls. The term "cooling tower system" usually means that one or more self-contained structures are connected to it and they share the same water used for cooling purposes. A brochure titled *What is a Cooling Tower System* can be downloaded from www.buildingcommission.com.au or can be sent to you on request.

What is a cooling tower?

A cooling tower is defined as a device:

- For lowering the temperature of recirculated water by bringing the water into contact with fan forced or fan induced atmospheric air or
- For lowering the temperature of water, a refrigerant or other fluid in a pipe or other container by bringing recirculated water and fan forced, or fan induced, atmospheric air into contact with the pipe or container.

How do I know what type of cooling tower I have?

To determine what type of cooling tower you have, you will need to refer to plant specification manuals, manufacturer delivery and installation documentation or consult your cooling tower system maintenance contractor. A brochure called *What is a Cooling Tower?* can be downloaded at www.legionella.vic.gov.au/downloads/whatisa-coolingtower.pdf or can be sent to you on request.

How do I register?

You can register a cooling tower system by completing and lodging an *Application for Registration of a Cooling Tower System* and paying the registration fee.

The application form can be downloaded from www.buildingcommission.com.au. There is also an *Application Guide* available on the website that should be referred to when completing the application form.

Application forms can be lodged at the Building Commission by mail or fax. They can also be lodged in person between the hours of 9am and 5pm Monday to Friday.

How much does it cost to register?

The initial registration fee for a cooling tower system is \$110 for each cooling tower in the system. The cost to renew a registration is \$85 for each cooling tower in the system. The registration fee must be paid at the time of lodging the application for registration or renewal. Please note, all registration fees are exempt from GST.

A *Certificate of Registration* will be sent to the Owner of the Land at their nominated address when the payment has been processed.

When do I have to renew registration?

Registration is for a period of twelve months and the application for renewal must be lodged before the expiry of the previous registration. The *Application for Renewal of Registration* will be sent to the nominated postal address of the owner of the land before the current registration expires.

Frequently asked questions

What if I have more than one cooling tower system on the same land?

The owner of the land only needs to submit one application for registration or renewal or registration but must give all details of each system in the application. You must also make separate statements regarding Risk Management Plans for each and every system on the application.

What changes do I need to notify?

Notifications must be made to the Building Commission within 30 days of a change in:

- Ownership of land on which a cooling tower system is located
- Addition or removal of a cooling tower to or from the cooling tower system
- Removal or decommissioning of the system and
- Relocation of the system on the lot of land on which it stands.

How do I decommission a cooling tower system?

To decommission a cooling tower system please refer to page 85 of the *Guide to Developing Risk Management Plans for Cooling Tower Systems* in the Site Kit. A *Cooling Tower System Legionella Risk Management Site Kit* is sent to land owners with the initial certificate of registration for a cooling tower system. The Department of Human Services recommends that the cooling tower system be drained and removed. Where removal is impractical, place signs on different parts of the cooling tower system advising that the system has been decommissioned.

Who is responsible for the Risk Management Plan (RMP)?

Land owners are responsible for ensuring that a RMP is prepared and implemented for each cooling tower system on their land.

Refer to the *Guide for Developing a Risk Management Plan for Cooling Tower Systems* in the Site Kit.

How do I get help with the RMP?

For assistance with the RMP, please visit the website www.legionella.vic.gov.au or contact the Department of Human Services on 1800 248 898.

When does the RMP have to be prepared by?

For cooling tower systems that were in operation before 1 March 2001, the RMP should be prepared before the first renewal of registration date. For cooling tower systems that are commissioned on or after 1 March 2001, the RMP should be prepared at the time of first registration.

Is the information on the cooling tower register available for public inspection?

The cooling tower register is available for public inspection during business hours at the Building Commission.

How can I tell if a particular address has a registered cooling tower system?

You may find a cooling tower system through an online search facility titled "Find a CTS" at www.buildingcommission.com.au or by contacting the Building Commission.

What is the Department of Human Services (DHS) role?

DHS investigates cases and outbreaks of Legionnaires' Disease/Legionellosis, provides advice and, enforces legislation relating to Legionella and cooling towers.

Need more information?

To be kept informed and receive the latest information make sure your details are on the Legionella Program mailing list. You can do this by emailing your details to lmrp@dhs.vic.gov.au or telephoning 1800 248 898.

Further information can be obtained from the Legionella Program at the Department of Human Services at www.legionella.vic.gov.au or telephone 1800 248 898.

For any further queries regarding cooling tower registrations, please contact the Registrations Co-ordinator at the Building Commission.

Telephone +61 3 9285 6400 Facsimile +61 3 9285 6464
Level 27, 2 Lonsdale Street, Melbourne, Victoria, 3000

ctreg@buildingcommission.com.au
www.buildingcommission.com.au

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