

# Application for: Aquatic Facility Permit

Public Health and Wellbeing Act 2008



Lifestyle Capital of Victoria

## Information for Aquatic Facilities

Proprietors of Aquatic Facilities are required to seek the approval of the Council prior to operating a Category 1 Aquatic Facility. The Environmental Health Unit is responsible for the registration of aquatic facilities as required by the *Public Health and Wellbeing Act 2008* and *Public Health and Wellbeing Regulations 2019*.

The information below explains whether you will need to **register** or **notify** Council.

Category 1 Aquatic Facilities must register with Council, and these are defined in the Public Health and Wellbeing Regulations as any **swimming pool, spa pool or interactive water feature that;**

- is used by members of the public, whether free of charge or on payment of a fee; or
- is used in association with a class or program that is offered free of charge or on payment of a fee; or
- is located at the premises of an early childhood service, school or other educational institution; or
- is located at premises at which residential aged care services are provided; or
- is located at any of the following premises -
  - a public hospital
  - a multi-purpose service
  - a denominational hospital
  - a private hospital
  - a privately-operated hospital within the meaning of section 3(1) of the *Health Services Act 1988*.

Category 2 Aquatic Facilities are required to notify Council, and these are defined as a swimming pool or spa pool that is used by members of the public and located at the premises of either a residential apartment complex or a hotel, motel or hostel. Category 2 Aquatic Facilities are still required to comply with all relevant sections of the *Regulations* and have a water quality risk management plan.

**Category 2 Aquatic Facilities** must complete a **notification form** (separate form) and forward to Council along with their water risk management plan.

### Permit Requirements

Council's Environmental Health Unit only assesses the application for registration under the Public Health and Wellbeing Act. Applicants must ensure that they seek out all additional approvals required. It is advised to contact Council on 1300 322 322 regarding statutory planning, building, and compliance and safety requirements.

- You must obtain advice on whether a town planning permit is required for the proposed use.
- You must obtain advice from a registered building surveyor to ascertain whether a building permit is required for any fit out/proposed structural changes to a building & for public and staff toilet requirements.
- You must obtain advice from the Compliance and Safety Unit for signage location and approval.

- The Economic Development Unit can provide new business or change of existing business support.

## The Initial Registration Process

1. Proprietors of businesses listed above must make an application to register with Council in accordance with section 69 of the Public Health and Wellbeing Act.
2. A person wishing to register an aquatic facility with Council must complete an application form, sign the declaration on the form, and pay the appropriate fee.
3. Before the application is submitted for assessment, it is the responsibility of the applicant to ensure that they have spoken to all other relevant Council departments (i.e statutory planning, building, and compliance and safety), to determine whether they are required to obtain additional permits.
4. Complete and submit the application form below, attach a copy of the premise floor plan and provide the requested documents and information.
5. An Environmental Health Officer (EHO) will assess your plans and write to you explaining any required amendments or construction conditions. If amendments are required you will need to re-submit your plans. When the plans are satisfactory council will notify you in writing.
6. Once your plans have been approved you can commence construction or structural alterations of the aquatic premises.
7. A final inspection of the aquatic premises will be conducted and an inspection report provided. All final inspections must be booked at least one week prior to the proposed opening date. An application to register will be issued to you at this time and should be paid prior to the final inspection.

### Registration Fees

|  |          |
|--|----------|
| <b>Annual Registration Swimming Pools &lt; 2 Bodies Of Water</b> | \$331.50 |
| <b>Annual Registration Swimming Pools &gt; 2 Bodies Of Water</b> | \$621    |

## Category 2 Aquatic Facilities

**Category 2 Aquatic Facilities** must complete a **notification form** (separate form) and forward to Council.

## Certificate of Registration

Once all requirements have been completed registration will be granted and you will be issued with a certificate of registration. This certificate must be kept at the premises at all times.

## Premises Plans

Please attach premises floor plans which are to scale of 1:100 (or greater) and clearly show the location of all: bodies of water (indoor and outdoor), plant room, chemical storage areas, toilets, change rooms, equipment storage, floor wastes, drains and other plumbing fixtures.

## Water Quality Risk Management Plan

Please attach a current water quality risk management plan for each aquatic facility located at the premises. Refer to the water quality guidelines for specific information required for public aquatic facilities and <https://www2.health.vic.gov.au/public-health/water/aquatic-facilities/developing-water-quality-risk-mgmt-plan> for information and templates to create your plan.

## Privacy Statement

The personal information requested on this form is being collected by Council for the food premises permit application. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.

# Application for: Aquatic Facility Permit

Public Health and Wellbeing Act 2008



Lifestyle Capital of Victoria

## Please return this application form to:

To: Email: [health@frankston.vic.gov.au](mailto:health@frankston.vic.gov.au)

Environmental Health Unit  
Frankston City Council

Please send all applications and correspondence  
regarding your application to the above email address

30 Davey Street  
Frankston 3199 Phone: (03) 9784 1915

| Applicant Details   |  |       |
|---|--|-------|
| Name:   |  |       |
| Postal Address:   |  |       |
| Phone:  | Bus.:  | Mob.: |
| Email:  |  |       |
| Date:   | Applicant Signature:   |       |
| Applicants Involvement: Proprietor <input type="checkbox"/> Builder <input type="checkbox"/> Architect <input type="checkbox"/> Other <input type="checkbox"/>                        |  |       |
| Business Details  |  |       |
| Proprietor (sole trader or Pty Ltd):<br><b>Note:</b><br><b>A Trust is not a legal entity for the purpose of the PHW Act. The proprietor for a Trust is the Trustee/s - individual</b> |  |       |
| Proprietor Residential Address:   |  |       |
| Proprietor Postal Address(if different from above):   |  |       |
| ABN No.:  | Centre Manager:  |       |
| Operations Coordinator:   | Business Phone:  |       |
| Email:  | Mob.:  |       |
| Aquatic Facility Details  |  |       |
| Trading Name of Aquatic Facility:   |  |       |
| Address of Aquatic Facility:  |  |       |
| Aquatic Facility is new and has not been built <input type="checkbox"/>   | Aquatic Facility has already been built <input type="checkbox"/> |       |

|   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Trading Days:   |                          | Trading Hours:   |                          |
| Street/Postal Address:  |                          |  |                          |
| Suburb:   |                          | Post Code:   |                          |
| <b>Premises Type</b>  |                          |  |                          |
| Public Pool   | <input type="checkbox"/> | Public Spa   | <input type="checkbox"/> |
| Public Interactive water feature  | <input type="checkbox"/> | Early childhood/school/educational institution   | <input type="checkbox"/> |
| Residential aged care   | <input type="checkbox"/> | Public Hospital  | <input type="checkbox"/> |
| Multi-purpose service   | <input type="checkbox"/> | Denominational Hospital  | <input type="checkbox"/> |
| Private Hospital  | <input type="checkbox"/> | Privately operated Hospital  | <input type="checkbox"/> |
| <b>Number of swimming pools and spa pools on site</b>   |                          |  |                          |
| Number of Pools (Outdoor)   |                          | Number of Pools (Indoor)   |                          |
| Length  |                          | Length   |                          |
| Description (ie learn to swim, water park, hydrotherapy etc)  |                          | Description (ie learn to swim, water park, hydrotherapy etc)   |                          |
| Number of Spas (Outdoor)  |                          | Number of Spas (Indoor)  |                          |
| <b>Required Documents</b>   |                          |  |                          |
| <b>Detailed premises floor plans showing:</b> <ul style="list-style-type: none"> <li>- Bodies of water (indoor and outdoor)</li> <li>- Toilets</li> <li>- Change rooms</li> <li>- Hand wash basin/s</li> <li>- Equipment storage</li> </ul> |                          | <ul style="list-style-type: none"> <li>- Chemical storage</li> <li>- Plant room</li> <li>- Rear/outside storage area</li> <li>- Floor waste</li> <li>- All other equipment used</li> </ul> |                          |
| <b>Aquatic Facility programs (ie Learn to Swim, Hydrotherapy, Water aerobics etc):</b><br><hr/> <hr/> <hr/> <hr/>   |                          |  |                          |
| <b>Water quality risk management plan attached</b>  |                          | <input type="checkbox"/> <b>Yes</b>  |                          |
| <b>Please allow 10 business days for the application to be processed</b>  |                          |  |                          |