

# Application for Category 1 Aquatic Facility Registration

Public Health and Wellbeing Act 2008 (Vic)



## Proprietor Details

|                                                                                                                                        |               |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Proprietor name: (full name or Company/Pty Ltd - a Trust is not a legal entity for the purpose of the Public Health and Wellbeing Act) |               |
| Proprietor Address:                                                                                                                    |               |
| Postal Address: (if different from above)                                                                                              |               |
| Email:                                                                                                                                 | Phone number: |
| ABN:                                                                                                                                   | ACN:          |

## Business Operator and Premises Details

|                                    |                                                                                                                             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Trading name of business:          |                                                                                                                             |
| Premises address:                  |                                                                                                                             |
| Primary contact name:              | Primary contact number:                                                                                                     |
| Aquatic facility operator name:    |                                                                                                                             |
| Aquatic facility operator email:   | Aquatic facility operator number:                                                                                           |
| Aquatic facility operator ABN/ACN: | <input type="checkbox"/> Premises is new and has not been built<br><input type="checkbox"/> Premises has already been built |

## Aquatic Facility Information

**Type and location of aquatic facility:**

- ☐ Public Swimming Pool      ☐ Multi-purpose Service      ☐ Privately-operated Hospital
- ☐ Public Spa Pool      ☐ Public/Private Hospital
- ☐ Residential Aged Care      ☐ Denominational Hospital

**Provide a brief description of each aquatic facility and any associated programs (learn to swim, hydrotherapy etc):**

☐ **Confirm a Water Quality Risk Management Plan exists for each aquatic facility and attach a copy of the plan.**

☐ **Attach a detailed floor plan of the aquatic facility premises.**

Your aquatic facility premises plans should include the following:

- Show the layout of all indoor/outdoor aquatic facilities.
- Indicate the location of all toilets, showers, change rooms, hand wash basins, equipment storage, chemical storage, plant room and any other amenity located at the premises.

## Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application forms a legal document and penalties exist for providing false or misleading information
- If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).
- If the business is owned by a company or association – the applicant on behalf of that body must sign and print their name.

## To be completed by the proprietor

Name of Proprietor

Signature of Proprietor

Date

*Where the proprietor is a company, the signature(s) must be of an authorised officer of that company.*

*We may contact you to verify any information you have provided.*

## Renewal of Aquatic Facility Business Registration

All aquatic facility registrations expire on 31 December of each year, and are required to be renewed on an annual basis. We will issue you a renewal of registration application for completion either via email or post in November for payment for the following year.

## Are you buying an existing aquatic facility business?

If you are buying an existing aquatic facility business, please contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to request a transfer of prescribed accommodation business registration. A transfer inspection is required to be completed and approved prior to commencement of operations.

We strongly recommend you to apply for a Pre-Purchase inspection, this report will detail any outstanding requirements and/or Orders for an existing business. Please contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to request a Pre-Purchase inspection.

## Online Payments and Registration

Upon submission of your completed application and supporting documentation, you will receive an invoice via email for payment. Payment can then be made online by credit card. Once payment is received your application will progress. We aim to assess all applications within 10 business days.

## How to Apply

- In Person** Frankston City Council Civic Centre, 30 Davey Street, Frankston  
Seaford Community Centre, Shop 1, 6 Broughton Street, Seaford  
Langwarrin Service Centre, Shop 6, Gateway Shopping Centre, Langwarrin
- By Mail** Frankston City Council, Environmental Health, PO Box 490, Frankston VIC 3199
- Online** Send applications with supporting documentation to [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Environmental Health Plan Assessment

If you are constructing a new aquatic facility premises or your existing premises requires structural alterations, we offer a plan assessment service that provides written advice prior to the construction commencing or finalising. This will ensure the premises complies with the relevant structural requirements and reduce costly mistakes before the construction finalises or starts. Please contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to apply for plan assessment.

## Fees for Health Business Registration

| Aquatic Facility Premises                  | Initial Registration Fee<br>2026/2027 | Annual Registration Fee<br>2026/2027 |
|--------------------------------------------|---------------------------------------|--------------------------------------|
| Aquatic Facility 2 or Less Bodies of Water | \$755.00                              | \$375.00                             |
| Aquatic Facility > 2 Bodies of Water       | \$755.00                              | \$700.00                             |

## Application Checklist – please tick the following boxes prior to submitting form

- ☐ Completed Business owner's details (Trusts are not accepted)
- ☐ If proprietor is a company, an associated ABN to the proprietor has been provided.
- ☐ Attached copy of the Water Quality Risk Management Plan for each aquatic facility
- ☐ Detailed floor plans of aquatic facility premises

## Further Information

Environmental Health  
Phone: (03) 9784 1915  
Email: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

### Disclaimer

A Public Health and Wellbeing Act 2008 Registration does not constitute a Planning or Building approval, and further approvals and considerations are required under the Building Act and Planning and Environment Act for the proposed food premises to be both constructed and used. You must obtain this formal confirmation regarding any Planning and Building requirements from the relevant Council departments. Please contact each respective department on 1300 322 322.

### Privacy Statement

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.