

APPLICATION FORM

OPERATION OF A PUBLIC SWIMMING POOL

PURPOSE OF FORM: This form will be used to process your application for Operation of a Public Swimming Pool.

IMPORTANT INFORMATION

- Operators of public swimming pools are required to register their swimming pool on the QBCC pool safety register and ensure they have a current Pool Safety Certificate. Council will review the Queensland Building and Construction Commission (QBCC) pool safety register annually to ensure that (a) the pool is registered; and (b) that the Pool Safety Certificate is current. Council will inform QBCC of any non-compliance.

Application for: **New Application** **Transfer of Licence** **Amendment of Licence**

For applicable fees and charges, please refer to page 3 of this Application Form.

Section 1 – Applicant’s Details

Applicant’s Name: <i>(Person/s or Registered Entity/Company only)</i>	
Contact Name:	ABN/ACN:
Position in Company:	Phone:
Postal Address:	Mobile:
Email:	Fax:

Section 2 – Premises Details

Name of Owner:	Business Phone:
Trading Name of Premises:	Business Mobile:
Lot Number: RP Number:	Business Email:
Street Address of premises:	

Section 3 – Approval Details

Existing Approval Number: *(If applicable)* _____

Section 4 – Swimming Pool Details and Certification

	Dimensions (Metres)				Capacity (Litres)	Scum gutters (Quantity)	Surface skimmers (Quantity)
	Length	Width	Depth (Shallow End)	Depth (Deep End)			
Pool 1							
Pool 2							
Pool 3							
Spa							

Water is supplied to the pool from: Council’s reticulated supply Private supply

Pool filtration unit details: *(please provide details of units and attach a drawing if available)*

Swimming pool pump details:

Number of inlets for filtered water to be provided in pool:

Pool chlorination equipment details:

Backwash water discharged to:

Overflow discharged to (where fitted):

Section 5 – Builder Details *(New applications only)*

Name of Builder:

Address of Builder:

Business Telephone:

Business Mobile:

Section 6 – Ablution Facilities

Number of W.C's:

Number of Wash Basins:

Number of Urinals:

Number of Showers:

Section 7 – Attachments *(Please tick as appropriate)*

Please provide:

- Plans of the site showing the immediately adjoining properties and also the position, width and name of the street or roads from which the property has access and upon which it abuts and indicate siting of:
 - Resuscitation signs
 - Skimmer box/s
 - Returns
 - Location of pump/s
 - Sound Power Level of pump
 - Sound Pressure Level at nearest boundary of property
 - Certification from a suitably qualified and competent person (engineer/pool designer) to demonstrate that the equipment for chlorination, filtration and recirculation of the swimming pool water complies with the *Queensland Health Swimming and Spa Pool Water Quality and Operational Guidelines* (current version at the time of application)
 - Resuscitation notice details
 - Spa warning sign details (if applicable)
 - Current Swimming Pool Safety Fence Certificate
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Section 8 – Declaration

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth Department in regards to any matters relevant to this application.

Signature of Applicant: _____

Date: _____

Applicable Fees and Charges:

The following fees apply to a new Application for an Operation of a Public Swimming Pool Approval:

- **Application Fee-** this fee applies to the lodgement and assessment of the Application and one inspection* prior to opening (Final Inspection); and
- **Annual Approval and Inspection Fee-** this fee applies to the issuing of a licence/approval for the stated term and all routine inspections* to be undertaken during the period for which the licence/approval is valid.
(An Application for a new Operation of a Public Swimming Pool Approval must be accompanied by the Application Fee AND the Annual Approval and Inspection Fee).

The following fees apply for a Transfer/Amendment of an existing Operation of a Public Swimming Pool Approval:

- **Application for Transfer/Amendment of Approval-** this fee includes lodgement of the application, all administrative processes, and up to one inspection* prior to an approval being transferred, where applicable.

**Please note: any additional follow-up inspections to verify compliance may incur an additional inspection fee.*

Please refer to the Fees and Charges Schedule in place at the time of making this Application for fee amounts.

OFFICE USE	Fee Paid	Date	Receipt Number	Application Number
CSO:	\$			POOL-

Conditions of approval
Operation of Public Swimming Pools
Schedule 14 of Subordinate Local Law No.1 (Administration) 2011

The conditions that will ordinarily be imposed on an approval are that the approval holder must -

- (a) must allow access by authorised persons to carry out inspections and monitor the water quality of the swimming pools/spas when open to the public; and
- (b) must keep a log of all chemical test records and have it readily available for examination by an authorised person on demand; and
- (c) provide separate dressing rooms for male and female users of the pool that are –
 - (i) of a size sufficient to accommodate the likely maximum number of users (at any one time) of the pool; and
 - (ii) situated and constructed so that they totally conceal persons within the dressing rooms from persons who may be outside the dressing rooms; and
- (d) provide for proper and sufficient male and female sanitary conveniences at the pool; and
- (e) not allow persons suffering, or appearing to suffer from an infectious, contagious or offensive disease or skin complaint to be at, or use, the public pool; and
- (f) maintain water quality in the manner recommended by the Queensland Health Swimming and Spa Pool Water Quality and Operational Guidelines (October 2004); and
- (g) undertake chemical water quality testing in accordance with the following schedule –
 - (i) Condition A (300+ beds) – high risk hotel, motel, resorts, learn to swim centres, aquatic centres and public pools –
 - (A) pool/spa water chemical tests should be carried out three (3) times per day and the results recorded in the log; or
 - (note: an automatic system is recommended for these premises)
 - (ii) Condition B (101 – 299 beds) – medium risk hotel, motel, resort and schools and caravan parks in excess of 100 sites -
 - (A) pool/spa water chemical tests should be carried out one (1) time per day and the results recorded in the log; and
 - (B) supervision should be provided during peak bathing periods; or
 - (iii) Condition C (100 beds or less) – low risk –
 - (A) daily chemical tests are carried out during the months of November to March (5 months); and
 - (B) outside of these times a minimum of one (1) chemical test per week must be recorded in the pool/spa log; and
 - (C) minimal daily supervision is provided and records kept; and
- (h) keep the pool at all times free from extraneous matter; and
- (i) display a notice explaining mouth to mouth resuscitation in a position that is visible from within any point of the swimming pool or spa; and
- (j) prominently display a sign at any spa pool containing the following warning: “IMMERSION FOR PERIODS LONGER THAN 20 MINUTES IN WATER HEATED UP TO 35°C IS CONSIDERED DANGEROUS”.

Term of approval

The term of an approval commences on the date the approval is granted and is valid for the term specified in the approval.

Term of renewal of approval

The term of a renewal of the approval shall be the term stated in the renewal.