



# APPLICATION FORM

## To Construct, Alter, or Extend an Aquatic Facility/Water Body IMPORTANT INFORMATION FOR 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 aquatic facility works are planned may apply for approval from the EDPH, pursuant to *Regulation 8* of the regulations. Application materials may be professionally prepared on the occupier's behalf by third parties (e.g. designer or consultants), but must be signed only under the authority of the occupier.
- 3 The form must be completed and signed before lodgement, and is to be accompanied by all relevant undertakings, specifications, scaled drawings and schematics required to demonstrate compliance of proposed works with all requirements of the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities (the Code of Practice).

Tender documents and generic engineering, electrical or design plans that don't support intended compliance are not needed, and simply add to assessment timelines.

Once an application is received, assessment timelines generally range from 4-8 weeks, but may exceed this depending on information provided or other circumstances.

Note: Certain systems will require post installation certification from installers or relevant certifying professionals confirming that the systems in question comply with Code of Practice requirements, including:

- Structural engineering
- Electrical system installation, and equipotential bonding of metallic components
- Water heating systems
- Mechanical ventilation systems
- Lighting systems meeting required lux levels
- Other elements as required

Once the application checklist on page 2 has been completed, scanned applications can be emailed to:

[Swimmingpools@health.wa.gov.au](mailto:Swimmingpools@health.wa.gov.au) (Note: a 10Mb email limit),

Alternatively, hard copies may be posted to:

**Executive Director, Public Health**  
**Attention: Water Unit**  
**PO Box 8172**  
**Perth Business Centre**  
**PERTH WA 6849**

- 4 Once works have been approved and constructed, a compliance inspection is required to be conducted by a Department of Health aquatic facilities officer. The inspection should not be booked until all works are complete, or will be completed by the inspection date so as to prevent the need for follow up inspections and associated delays.

Once all compliance issues are addressed and relevant documentation has been provided, the EDPH may issue a Certificate of Compliance and Permit to Operate. Facilities are not to be opened for use before this has occurred.

## CHECKLIST OF APPLICATION PARTICULARS

**PLEASE TICK EACH BOX BELOW ONCE COMPLETE, OR WRITE N/A WHERE RELEVANT**

<b>1</b>	<b>Application Form</b> <ul style="list-style-type: none"> <li>• Aquatic facility and administration form completed</li> <li>• All relevant sections of the application form have been completed</li> <li>• Application is signed and dated by the Applicant. <b>(The applicant must be the property occupier only)</b></li> </ul>	<input type="checkbox"/>
<b>2</b>	<b>Compliance Assurance Statements</b> <ul style="list-style-type: none"> <li>• Compliance assurance statements have been provided describing how proposed works will comply with all relevant aspects of the Code of Practice.</li> </ul>	<input type="checkbox"/>
<b>3</b>	<b>Block Plans</b> <ul style="list-style-type: none"> <li>• Scaled block plans have been provided showing the location of the water body/bodies on the property relative to boundaries, other property structures, sanitary facilities, first aid facilities, plant rooms, fencing/barriers and gates</li> </ul>	<input type="checkbox"/>
<b>4</b>	<b>Water Body Plans</b> Scaled plans of each water body have been provided, showing: <ul style="list-style-type: none"> <li>• Water inlets and outlets</li> <li>• Plumbing locations</li> <li>• Pool floor slopes/gradients</li> <li>• Water depths</li> <li>• Depth marker locations</li> <li>• Step &amp; ladder entry/egress locations, handrail, step rise and tread dimensions</li> <li>• Concourse gradient, slope direction and floor drainage</li> <li>• Any water features</li> </ul>	<input type="checkbox"/>
<b>5</b>	<b>Water Circulation and Treatment Schematics</b> Schematics have been provided clearly showing the design of each water body's water circulation/treatment system, including: <ul style="list-style-type: none"> <li>• Plumbing design and water circulation system</li> <li>• Balance tanks</li> <li>• Water features</li> <li>• Filtration/disinfection systems and plant rooms/sheds</li> <li>• Water top-up points</li> <li>• Filter backwash disposal tanks and sewage disposal points, or filter cartridge wash down areas</li> <li>• Water heating systems</li> </ul>	<input type="checkbox"/>
<b>6</b>	<b>Lighting Arrangements</b> <ul style="list-style-type: none"> <li>• Lighting arrangements over <u>all water body surfaces and 3m beyond</u> have been provided for indoor facilities or facilities intended for night time use</li> </ul>	<input type="checkbox"/>
<b>7</b>	<b>Mechanical Ventilation</b> <ul style="list-style-type: none"> <li>• Plans/specifications for mechanical ventilation (air exchange) for indoor facilities have been provided</li> </ul>	<input type="checkbox"/>
<b>8</b>	<b>Plant Equipment Specifications</b> <ul style="list-style-type: none"> <li>• Specifications for all pumps, filters, balance tanks, water features and other equipment proposed for installation/works have been provided</li> </ul>	<input type="checkbox"/>
<b>9</b>	<b>Water Body Filtration and System Performance Data Sheet</b> <ul style="list-style-type: none"> <li>• Data sheet prepared and certified by a suitably qualified person for each water body has been provided</li> </ul>	<input type="checkbox"/>

## Aquatic Facility & Administration Information

Aquatic Facility Details			
Facility/Development Name			
Street Address			
Suburb			
Local Government			
The local government area for the aquatic facility.			
Name of Local Government			
Applicant Details			
Provide details of the applicant (this must be the <b>property occupier only</b> , it cannot be a contractor or consultant.)			
Occupier Business Name			
Title (Mr/Ms)			
Applicant Name			
Position			
Street Address			
Suburb		Post Code	
Phone (work)		Phone (mobile)	
Email Address			
Postal Address (required)			
Suburb		Post Code	
Aquatic Facility/Pool Builder			
Provide details of the contractor responsible for installation of the aquatic facility structure.			
Name of Business			
Title (Mr/Ms)			
Contact Name			
Position			
Street Address			
Suburb		Post Code	

Phone (work)		Phone (mobile)	
Email Address			
Postal Address (required)			
Suburb		Post Code	
Areas of responsibility:	Water Body Structure <input type="checkbox"/>	Fencing <input type="checkbox"/>	
	Plant & Equipment <input type="checkbox"/>	Concourse <input type="checkbox"/>	
	Lighting <input type="checkbox"/>	First Aid Amenities <input type="checkbox"/>	
	Sanitary Facilities <input type="checkbox"/>	Buildings <input type="checkbox"/>	
<b>Main Contractor/Project Manager (complete if relevant)</b>			
Provide details if a main building contractor/project manager is involved with development of other components associated with the aquatic facility. (e.g. concourses, buildings, sanitary facilities, fencing etc.)			
Name of Business			
Title (Mr/Ms)			
Contact Name			
Position			
Street Address			
Suburb		Post Code	
Phone (work)		Phone (mobile)	
Email Address			
Postal Address (required)			
Suburb		Post Code	
Areas of responsibility:	Buildings <input type="checkbox"/>	Fencing <input type="checkbox"/>	
	Plant & Equipment <input type="checkbox"/>	Concourse <input type="checkbox"/>	
	Lighting <input type="checkbox"/>	First Aid Amenities <input type="checkbox"/>	
	Sanitary Facilities <input type="checkbox"/>		

Facility Type and Classification				
Is the Aquatic facility new or existing:	New <input type="checkbox"/>		Existing <input type="checkbox"/>	
Purpose of application:	Construct <input type="checkbox"/>		Alter <input type="checkbox"/>	Extend <input type="checkbox"/>
Will the aquatic facility be controlled by, used by or connected with any:	Association <input type="checkbox"/>	Body Corporate <input type="checkbox"/>	Business <input type="checkbox"/>	Club <input type="checkbox"/>
For any of the above, please provide details:				
Will the aquatic facility be associated with 30 or more residential units controlled or operated by a body corporate/strata company?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Will the aquatic facility be associated with serviced apartments/short stay accommodation?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Please specify number of units in complex:				
Please indicate the primary purpose of the facility:	Athletic Recovery <input type="checkbox"/>	Health Services <input type="checkbox"/>	Leisure <input type="checkbox"/>	Learn to Swim <input type="checkbox"/>
	Public Aquatic Centre <input type="checkbox"/>	Water Feature <input type="checkbox"/>	Other, please specify:	
Aquatic Facility Classification				
What group (previously referred to as Class) is proposed/ or currently exists for the aquatic facility	Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	Group 3 <input type="checkbox"/>	Group 4 <input type="checkbox"/>

## 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/2.0m<sup>2</sup>.
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		
Float Tank		
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 <sup>2</sup> )	Water Body Volume (m <sup>3</sup> )	Heated Yes/No	Located Indoors Yes/No	Est. No. Bathers /Day	Envisaged Water Body Loading Category (1-8)

## COMPLIANCE ASSURANCE STATEMENTS

The applicant is to provide compliance assurance statements below addressing all code of practice requirements as relevant to the type and group of aquatic facility proposed. Each statement should be descriptive and provide specifications where relevant as to how the proposal complies. If a particular section is not relevant to the aquatic facility, write NA.

<u>Subject</u>	<u>Applicant Statement</u>	<u>Supporting Reference Doc</u>
General Description of Facility		
2.4 Construction Materials		
2.5 Surface Finishes		
2.6 Use of Sand and Earth Material		
2.7 Obstruction and Entrapment		
2.8 Wall Slopes, Projections, Steps & benches		
2.9 Radius of Wall and Floor Junctions		
2.10 Floor Gradients		

2.11 Minimum Water Depths		
2.12 Depth Marking Contrast, Location and Dimensions		
2.13 Access and Egress (Steps & Handrails, Seats, Ramps and Ladders)		
2.14 Starting Platforms		
2.15 Mechanical Ventilation		
2.16 Lighting		
2.17 Concourses and Walkways		
2.18 Fencing and Security		
2.19 Separation Distances		
2.20 Sanitary Amenities		



2.21 Backwash Water		
2.22 First Aid Facilities and Signage		
2.23 First Aid Equipment		
2.24 Rescue Equipment		
2.25 Safety Signage		
2.26 Spectator Stands and Seating Amenities		
2.27 Shade Protection		
2.28 Electrical Safety and Equipotential Bonding		
3.2.1 Circulation		
3.2.2 Wall Inlets		
3.2.3 Floor		

Inlets		
3.2.4 Surface Skimmers		
3.2.5 Perimeter Overflow Systems		
3.2.5 Entrapment Prevention		
3.3.1 Filtration		
3.3.6 Water Supply and Top Up		
3.4 Disinfection System		
3.6 Salt Chlorination and Hydrogen Gas		
3.7 Ozone Disinfection		
3.8 Water Heating Systems		
4.1 Chemical Safety and Storage		
8.1 Diving		

Facilities		
8.2 Moveable Booms		
8.3 Child Amusement Devices		
8.4 Wave Pools		
8.5 River Rides		
9 Spa Pools		
10 Water Slides		
11 Hydrotherapy Pools		
12 Water Spray Grounds		

**I, the Site Occupier do declare that all information provided in this application is true and correct:**

<b>Organisation:</b>	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

# Water Body Filtration and System Performance Data Sheet

## Health (Aquatic Facilities) Regulations 2007

**BASIC WATER BODY FILTRATION AND SYSTEM DESIGN PERFORMANCE INFORMATION**  
(To be completed for each independent plumbing system)

LOCATION			
DESCRIPTION (Swim, Spa, etc.)			
WATER BODY VOLUME (m <sup>3</sup> )			
PUMP MAKE & MODEL			
NUMBER OF PUMPS IN USE SIMULTANEOUSLY			
FILTER MAKE & MODEL			
NUMBER OF FILTERS IN USE SIMULTANEOUSLY			

TOTAL SYSTEM PERFORMANCE DATA		FILTERS (Clean Condition)	
		Figure	Units
Filter Resistance (See note 2)			Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Plumbing Resistance (resistance in pipes)	+		Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Head (Kpa or Metres) (See Note 5)	±		Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Total System Resistance (Combined total of above at total system flow rate) (See note 3)	=		Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Flow Rate (per pump)			L/min
Total System Flow Rate (See notes 1 and 2)	=		L/min
Total Pool Volume			L <input type="checkbox"/> / m <sup>3</sup> <input type="checkbox"/>
POOL TURNOVER RATE	=		Mins <input type="checkbox"/> / Hrs <input type="checkbox"/>

NOTES:	
1.	Pump manufacturers performance curves with the duty points under clean filter conditions clearly marked thereon must accompany this statement.
2.	Data from the filter manufacturer stating filter area and maximum allowable flow rate must accompany this statement.
3.	The "total system flow rate" is the flow to be circulated to and from the water body with all pumps operating simultaneously. It must not count stand-by pumps.
4.	System schematic diagram showing the point of chlorination and distances between water body inlets and outlets must accompany this statement
5.	Pressure loss or gain due to vertical separation of pump and water level

Name: \_\_\_\_\_ Qualifications: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 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) document1