

Public Swimming Pool and Spa Pool Notification Form

Please complete this form to notify City of Newcastle (CN) of a public swimming pool and/or a public spa pool as required under Clause 30 and 31 of the Public Health Regulation 2022.

You are required by law to provide the information marked with *.

Part 1: Premises Details

1. Type of swimming pool/spa pool

<input type="checkbox"/> Outdoor		<input type="checkbox"/> Indoor	
Number of outdoor pools		Number of indoor pools	
Number of outdoor spas		Number of indoor spas	

2. Premises details and location*

Unit No		House No		Street Name	
Suburb				Post Code	
Business Name					
Business Phone					

Part 2: Occupier Details

3. Occupier of the premises*

Name or Company			
ABN			
Postal Address			
Email			
Phone			
Contact Person (if company)		Position	

Will correspondence and invoices be 'care of 'another company? Yes No

Name or Company			
ABN			
Postal Address			
Email			
Phone			

Part 4: Signature

I declare that all information given is true and correct.

Name of person signing

Position

Signature

Date

How to lodge this form

Lodgement Methods

Email

Enter the address of the property and the type of form you are submitting (i.e. Public Swimming Pool and Spa Pool Notification Form) in the subject line of the email. Emails are to be sent to regulation@ncc.nsw.gov.au.

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At the Customer Service Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

There is no fee for the submission of the Public Swimming Pool and Spa Pool Notification Form. Please refer to CN's [Fees and charges](#) for details on inspection fees.

Protecting Your Privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	The information you provide for your application will be recorded by CN and used for the purposes of assessing your proposal.
Intended recipients:	CN staff and any other relevant government agency who may be required to assess the proposal.
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted, nor processed or rejected for lack of information.
Storage and Security:	Details of the application and any subsequent decision will also be kept in a register by the Council that can be viewed by the public at any time.
Access:	Your information can be checked for accuracy by calling (02)4974 2000 or by attending the Customer Service Centre.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302