

**The Notification of Cooling Towers and Evaporative Condensers Regulations, 1992**

Please see overleaf for guidance and interpretation of terms.

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| **1.** | **Address where notifiable devices are intended to be situated.** |
|  | Name of premises: |
|  | Address: |
| **2.** | **Person(s) in control of premises.** |
|  | Name and position: |
|  | Company: |
|  | Address: |
|  | Telephone Number: |
| **3.** | **Number of notifiable devices at address shown in item 1.** |
|  |  |
| **4.** | **Location of equipment being notified.** |
|  |  |
| **5.** | **Declaration.** |
|  | This notification accurately informs of the existence, location and control of notifiable devices at the above premises.  This authority is obligated to process information fairly and lawfully. The council will process the information you provide in accordance with the relevant privacy statement available at <https://www.cheltenham.gov.uk/your-data>. |
|  | Signed: |
|  | Name: |
|  | Position: Date: |

Please email this completed form to **envhealth@cheltenham.gov.uk** or post to:Environmental Health, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham GL50 9SA.Phone 01242 264135

**Guidance on the completion of the Notification of Cooling Towers**

**And Evaporative Condensers Form**

1. **Address where notifiable devices are intended to be situated**

* Please indicate the full postal address of the devices including the postcode.
* An ordinance survey map reference of the site is also useful but not essential.
* If units are located at different postal addresses a different form for each address is required.

1. **Person(s) in control of premises.**

* Please provide the full contact details (including phone number and email address) of the person with overall responsibly for the premises.
* Plus any other person who may have day to day management responsibility of the units.
* Indicate who should be contacted to arrange an inspection of the units.
* Ensure those contacts indicated on the form know their responsibilities so another Notification Form can be completed and returned should these people change.
* General Data Protection Information: - Please see our public notice on this.

1. **Number of notifiable devices at address shown in item 1**.

* List the devices.
* Information on the type and age of equipment present is gratefully received but is not essential.

1. **Location of equipment being notified**

* Describe the location of the device as fully as possible. A description may include; on a specific roof; near a specific road; next to certain machinery; located behind a building; on the specific corner of a plot etc.
* A plan of the location of the unit on site with reference to other structures would be of benefit to us but is not essential.

1. **Declaration**

* Signed and dated by the person in control of the premises.

**Useful links**

You can find useful links on our website at **www.cheltenham.gov.uk/environmental-health**.

The following may also be useful however the council does not endorse the work or advice of the following companies:

* Legionella Control Association - [**www.legionellacontrol.com**](http://www.legionellacontrol.com)
* BACS – British Association for chemical Specialities - [**www.bacsnet.org**](http://www.bacsnet.org)
* Water Management Society - [**www.wmsoc.org.uk**](http://www.wmsoc.org.uk)

**Interpretation of Terms**

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| **Term** | **Meaning** |
| Cooling tower | A device whose main purpose is to cool water by direct contact between that water and a stream of air. |
| Evaporative condenser | A device whose main purpose is to cool water of fluid by passing that fluid through a heat exchanger which is itself cooled by contact with water passing through a stream of air. |
| Heat exchanger | A device for transferring heat between fluids which are not in direct contact with one another. |
| Notifiable device | A cooling tower or an evaporative condenser except-   * where it contains no water that is exposed to air: and * where its water supply is not connected: and * where its electrical supply is not connected. |
| Premises | "Premises" means all non-domestic premises used for or in connection with the carrying on of a trade, business or other undertaking (whether for profit or not). |

**Please note**:

There is a duty to **inform** us **in writing** of any **changes to your notification**, within one month of it occurring.

Such changes include; the name, address and telephone number of a person with management responsibility for the unit; the control of the premises of concern; the number of the devices present; or changes to their location *Regulation 3 (3)*.

You must also inform the council in writing if the **unit** *“***ceases to be***”* *Regulation 3 (4)* although there is no need to inform us of a suspended operation for the purpose of maintenance or seasonal shutdown *Regulation 3 (5)*.