



ANNUAL FIRE SAFETY STATEMENT

Approved under the Environmental Planning & Assessment Regulation 2000

How to complete this form

Please print in CAPITAL LETTERS and with black pen

Please complete all relevant sections in full

Note

A reference to 'the Regulation' in this statement is a reference to the Environmental Planning and Assessment Regulation 2000

A reference to a CFSP in this statement is a reference to a 'competent fire safety practitioner' as defined by clause 167A of the Regulation

Section 1: Type of Statement

This is (mark applicable box) an annual fire safety statement (complete the declaration at Section 7 of this form)
 a supplementary fire safety statement (complete the declaration at Section 8 of this form)

Section 2: Building the subject of this statement

Address: _____ Postcode: _____
Lot: _____ DP/SP: _____
Building Name: _____

This statement applies to (mark applicable box)
 the whole building part of the building

Section 3: Description of the building or part of the building the subject of this statement

Storeys above ground in building (No.): _____ Storeys below ground in the building (No.): _____

If statement relates to a part – describe that part and its location in the building:

Uses of building or part subject to this statement (e.g. retails, offices, residential, assembly, carparking):

Section 4: Name and Address of owner of the building or part

Name: _____
Address: _____
Suburb: _____ Postcode: _____
Phone: _____

PRIVACY STATEMENT

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009*. I have read and understand the Privacy Statement

Signed: Date:

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Section 5: Fire Safety Measures

1. All essential fire safety measures (including critical fire safety measures) must be listed for an annual fire safety statement
2. Only critical fire safety measures must be listed for a supplementary fire safety statement

Fire Safety Measure	Date Assessed	CFSP*	Minimum Standard of Performance

* Insert initials of CFSP

Section 6: Details of competent fire safety practitioners (CFSPs)

The table must include details of:

1. Each CFSP who endorsed a fire safety measure referred to in Section 5 of this form
2. Each CFSP who inspected the building in accordance with clause 175(b) of the Regulation (in shaded row)

Initials	Given Name/s	Family Name	Phone	Email	Signature

Section 7: Annual fire safety statement declaration

I, _____ (insert full name), being the

- owner owner's agent

certify that:

- a) each essential fire safety measure specified in this statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
 - (i) in the case of an essential fire safety measure identified in Section 5 of this form and the fire safety schedule – to a standard no less than that specified in the schedule, or
 - (ii) in the case of an essential fire safety measure identified in Section 5 of this form – to a standard no less than that to which the measure was originally designed and implemented, and

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b) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of the Regulation.

Owner/Agent Name	Owner/ Agent Signature	Date

Section 8: Supplementary fire safety statement declaration

I, _____ (insert full name), being the

owner owner's agent

certify that each critical fire safety measure specified in this statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement is issued.

Owner/Agent Name	Owner/ Agent Signature	Date

Section 9: Owner's authorisation *(To be completed where an agent makes the declaration in Section 7 or Section 8 of this form)*

I, being the owner, authorise the agent named in Section 7 or Section 8 to act on my behalf to make the declaration.

Owner's Name	Owner's Signature	Date

Section 10: Contact details of person issuing this statement

Given Name/s	Family Name
Phone	Email

Section 11: Fire safety schedule

A current fire safety schedule for the building must be attached to this statement. **Statement will not be accepted without a current fire schedule – please ensure this is attached when making your submission**

Section 12: Additional information

A copy of this Statement must be forwarded to the Commissioner of the Fire and Rescue NSW, email address afss@fire.nsw.gov.au and North Sydney Council, PO Box 12, North Sydney NSW 2059. A copy of this Statement must be displayed in a common, prominent location in the building.

FEES FOR 2018/2019

Archiving Fee: \$75.00

FOR COUNCIL USE				
Total	Receipt Number	Date	Time	Initials
Archiving Fee – Cashier Code 722				