



Annual Fire Safety Statement

SECTION A. Details of the land

Unit/Street no. <input type="text"/>	Street Name <input type="text"/>	
Locality <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Lot <input type="text"/>	Section <input type="text"/>	Deposited Plan (DP) <input type="text"/>
Description of Building or Part		
<input type="text"/>		
<input type="text"/>		

SECTION B. Details of the applicant

Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Miss <input type="checkbox"/> Other: <input type="text"/>		
Contact person <input type="text"/>		
Company (If applicable) <input type="text"/>		
Address <input type="text"/>		
Suburb or town <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Phone <input type="text"/>	Email <input type="text"/>	
Signature of Applicant <input type="text"/>	Date <input type="text"/>	

SECTION C. Owner's consent

If the land is part of a Community Title or Strata Scheme then the Community Associated/Body Corporate must also consent to lodging the application.

If the owner is an organisation/company the Authorised Officer and/or Director(s) must authorise the submission of the application. Attach a signed letter on the organisation or company letterhead.

The owner(s) must sign the following statement:

As the owner(s) of the above property, I/we consent to Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. I/we undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

Owners Signature/s

Owner Name/s

Owner Email

Date

SECTION D. Essential Fire Safety Measures
 (see note 1 for explanation of the relevant measures)

Measure	Standard of Performance	Date of Assessment

SECTION E. Annual Statement
 (see note 2 for assessment requirements)

I certify that:

- a) I am the owner of the building or am making this statement on behalf of the owner.\
- b) Each of the essential fire safety measures listed above has been assessed by a properly qualified person (chosen by me) and was found, when it was assessed, to be capable of performing (delete one of the following):
 - i) In the case of an essential fire safety measure applicable by virtue of a 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 applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented.
- c) The building has been inspected by a properly qualified person and that it was found, as at the time of the inspection, to be in a condition that did not disclose any grounds for a prosecution under Part 9 Division 7 of the *Environment Planning and Assessment Regulation 2000*.
 (See note 3 for explanation or the building inspection requirements).
- d) The information contained in this certificate is, to the best of my knowledge and belief, true and accurate.

Date of inspection <input data-bbox="145 1621 459 1675" type="text"/>	Signature <input data-bbox="608 1621 979 1675" type="text"/>	Date <input data-bbox="1070 1621 1385 1675" type="text"/>
--	---	--

Please note: A copy of this statement (together with a copy of the current fire safety schedule) must be forwarded to the Fire Commissioner and a further copy (together with the relevant fire safety schedule) must be prominently displayed in the building.

Note 1 – Fire Safety Measures

- (a) The relevant essential fire safety measures are those listed in the most recent fire safety schedule, attached to one of the following:
- A development consent for a change of building use;
 - A complying development certificate for the erection of a building or a change of building use;
 - A construction certificate for proposed building work, including building work associated with a change of building use, or
 - A fire safety order.
- (b) The fire safety schedule must also identify the required standard of performance for each essential fire safety measure and whether or not the measure is a *critical* fire safety measure.

Note 2 – Assessment Requirements

- (a) Each year, the owner of a building to which an essential fire safety measure is applicable must submit to Council a signed, annual fire safety statement for the building.
- (b) The annual fire safety statement must deal with each essential fire safety measure in the building.
- (c) The choice of a properly qualified person to carry out an assessment is up to the owner of the building.
- (d) The person who carries out the assessment must inspect and verify that the performance of each fire safety measure being assessed meets the relevant standard.
- (e) The assessment and inspection of each essential fire safety measure or building must have been carried out within the period of 3 months prior to the date on which the fire safety statement is issued.

Note 3 – Building Inspection Requirement

- (a) Part 9 Division 7 of the *Environmental Planning and Assessment Regulation 2000* lists some miscellaneous fire safety offences relating to buildings. These offences involve fire safety notices, fire exists, doors relating to fire exists and paths of travel to fire exists.
- (b) The person inspecting the building must ensure that none of these relevant offences are occurring in the building before issuing the fire safety statement.

SECTION F. Delivery of the application

Applications must be delivered by hand or post to one of the options below:

257 Crawford Street, Queanbeyan, NSW 2620

PO Box 90, Queanbeyan, NSW, 2620

13 Gibraltar Street, Bungendore, NSW 2621

144 Wallace Street, Braidwood NSW 2622

By email

Council@qprc.nsw.gov.au

SECTION G. Date of Receipt of Application (Office use only)

To be completed by the Council **immediately** after receiving this Application.

This Application was accepted by

and was received on