



Interim/Final Fire Safety Certificate

SECTION A. Type of Certificate

Interim <input type="checkbox"/>	Final <input type="checkbox"/>	(See note 1 for certificate type information)
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SECTION B. Details of the building

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 C. 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 D. 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 E. Essential Fire Safety Measures
 (see note 2 for explanation of the relevant measures)

Measure	Standard of Performance	Date of Assessment

SECTION F. Assessment Statement
 (see note 3 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 person (chosen by me) who was properly qualified to do so, and
 - Was found, when it was accessed, to have been properly implemented and to be capable of performing to a standard not less than that required by the current fire safety schedule (copy attached) for the building for which the certificate is issued
- c) 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 1375 459 1431" type="text"/>	Signature <input data-bbox="608 1375 979 1431" type="text"/>	Date <input data-bbox="1070 1375 1385 1431" type="text"/>
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Note 1 – Types of Fire Safety Certificates

(a) An *interim fire safety certificate*:

- Is required before an interim occupation certificate can be issued to allow a partially completed new building (including an altered portion of, or an extension to, a new building) to be occupied or used, or to allow a change of building use for part of an existing building.

(b) A *final fire safety certificate*:

- Must be provided before an interim or final occupation certificate can be issued to allow a new building (including an altered portion of, or extension to, a building) to be occupied or used, or to allow a change of building use for an existing building to commence
- Must be provided if a fire safety order is given by the Council
- Must deal with all of the essential fire safety measures appearing on the most recent fire safety schedule (see note 2).

Note 2 – Essential 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 will 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 3 – Assessment Requirements

(a) The choice of person to carry out an assessment is up to the owner of the building.

(b) The person who carries out the assessment:

- Must inspect and verify the performance of each fire safety measure being assessed, and
- Must test the operation of each new item of fire safety equipment installed in the building premises that is included in the current fire safety schedule for the building.

(c) The assessment must have been carried out within the period of 3 months prior to the date on which the fire safety certificate is issued.

SECTION G. 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 H. 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