

Annual/Supplementary Fire Safety Statement

made under the *Environmental Planning and Assessment Act 1979*
 Part 9 of *Environmental Planning and Assessment Regulation 2000* Section 177

Expiry Date: 30 June 2018

▼ Type of Statement

(delete which ever does not apply)

- Annual Supplementary

Annual Statement

I _____

of _____ Ph No.: _____

certify:

- (a) that each essential fire safety measure specified in this statement has been assessed by a properly qualified person and was found, when assessed, to be capable of performing:
 - (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,
- and
- (b) that a properly qualified (whether the person referred to in paragraph (a) or another person) has inspected the building and has certified that, as at the date of inspection, the condition of the building did not disclose any grounds for a prosecution under Division 4 of Part 9 of the *Environmental Planning and Assessment Regulation 2000*,
- and
- (c) the information contained in this certificate is, to the best of my knowledge and belief, true and accurate.

(delete this section if it does not apply)

Supplementary Statement

I _____

of _____

certify:

- (a) that each critical fire safety measure specified in this statement has been assessed by a properly qualified person and was found, when assessed, to be capable of performing to a standard no less than that required by the current fire safety schedule for the building for which the statement is issued,
- and
- (b) the information contained in this certificate is, to the best of my knowledge and belief, true and accurate.

(delete this section if it does not apply)

Identification of Building

Property Address

Building Owner Details

Owner(s) Name(s)

ACN No.:

Address

Essential/Critical Fire Safety Measures	Standard of Performance & Maintenance	Date of Assessment
Fire Detect (Local) 1670		
Fire Detect (Monitored) 1670		
Smoke Alarms 3786		
Sprinkler Systems		
Drencher Systems		
Residential Sprinklers		
Fire Extinguishers		
Fire Blankets		
Hose Reels		
Hydrants & Boosters		
Emergency Lighting		
Exit Signs		
Fire Doors		
Solid Core Doors		
Smoke Doors		
Fire Resist Door Sets		
Power Operated Doors		
EWIS		
Emergency Procedures		
Fire Dampers		
Smoke Dampers		
Smoke Heat Vents		
Mechanical Ventilation Air Handling		
Stair Pressure Systems		
Emergency Lifts		
Lightweight Cons		
Fire Windows		
Fire Shutters		
Fire Collars		
Safety Curtains		
Warning Signs		
Perimeter Access		
Access Panels		
Fire Control Rooms		
Gas Suppression System		
Lift Landing Doors		
Electromagnetic Door Holders		
Heat Attenuation Screens		
Fire Engineering Solution		
Emergency Power Generation		
Path of Travel		
Vesda		

Date Building InspectedDated this _____ day of _____
20_____. .

Date of StatementDated this _____ day of _____
20_____. .

Signature

(The signatory is the same person whose name appears in the statement above)



owner/agent*** delete as applicable*

The Building**Owner Must**

Insurance Companies may also have an interest in obtaining a copy of this statement.

Address of NSW Fire Brigade

Commissioner
NSW Fire Brigades
Locked Bag 12
GREENACRE NSW 2190

As soon as practicable after a fire safety statement is issued, the owner of the building to which it relates:

- (a) must cause a copy of the statement (together with a copy of the current fire safety schedule) to be given to the Commissioner of New South Wales Fire Brigades, and
- (b) must cause a further copy of the statement (together with a copy of the current fire safety schedule) to be prominently displayed in the building, and
- (c) must cause a copy of the statement (together with a copy of the current fire safety schedule) to be given to Council.



How to Lodge This Statement

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360
DX: DX 3607 Double Bay
Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000
Fax: (02) 9391 7044
Email: records@woollahra.nsw.gov.au
Web: www.woollahra.nsw.gov.au

Fees

A \$90 lodgement fee is required to accompany every statement.

Payment methods

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid.

		OFFICE USE ONLY	
To be completed by Council's Cashier and Customer Service Officer.		Fee Description	Fee Amt
GST may be applicable.		Lodgement Fee	\$90.00
Retain your receipt as proof of lodgement of the application.		Receipt Code	58
<input checked="" type="checkbox"/> Receiving Officer: Date:			
<input checked="" type="checkbox"/> Cashier:..... Date:			
		Total:	

CSO Checklist – Council Use

Council's Customer Service Officers will complete this section of the form.

- Satisfactory
- Unsatisfactory / Outstanding

CSO:

- Type of Statement clear
- Statement completed
- Identification of Building accurate and complete
- Date of Assessment complete
- Owners details complete and checked
- Schedule of fire safety measures and standards of performance appears complete
- Signature provided
- Owner/agent advised of other obligations as listed (NSW Fire Brigade etc.)
- Lodgement Fee paid (if applicable)



Privacy notification

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



Important information

Please read the following clauses from the Environmental Planning & Assessment Regulation 2000

175 What is an annual fire safety statement?

An annual fire safety statement is a statement issued by the owner of a building to the effect that:

- (a) each essential fire safety measure specified in the statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing:
 - (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, and
- (b) the building has been inspected by a properly qualified person and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7.

176 Issue of annual fire safety statements

- (1) The assessment and inspection of an essential fire safety measure or building must have been carried out within the period of 3 months prior to the date on which the annual fire safety statement is issued.
- (2) The choice of person to carry out an assessment or inspection is up to the owner of the building.
- (3) The person who carries out an assessment must inspect and verify the performance of each fire safety measure being assessed.

177 Annual fire safety statement to be given to council and Fire Commissioner and prominently displayed in building

- (1) Each year, the owner of a building to which an essential fire safety measure is applicable must cause the council to be given an annual fire safety statement for the building.
- (2) An annual fire safety statement for a building:
 - (a) must deal with each essential fire safety measure in the building premises, and
 - (b) must be given:
 - (i) within 12 months after the date on which an annual fire safety statement was previously given, or
 - (ii) if a fire safety certificate has been issued within the previous 12 months, within 12 months after the fire safety certificate was issued, whichever is the later.
- (3) As soon as practicable after an annual fire safety statement is issued, the owner of the building to which it relates:
 - (a) must cause a copy of the statement (together with a copy of the current fire safety schedule) to be given to the Fire Commissioner, and
 - (b) must cause a further copy of the statement (together with a copy of the current fire safety schedule) to be prominently displayed in the building.
- (4) Subclause (3) (b) ceases to apply to an annual fire safety statement only when every essential fire safety measure with which it deals has become the subject of a later fire safety certificate or fire safety statement.

178 What is a supplementary fire safety statement?

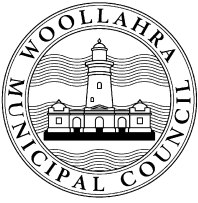
A supplementary fire safety statement is a statement issued by the owner of a building to the effect that each critical fire safety measure specified in the statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which the statement is issued.

179 Issue of supplementary fire safety statements

- (1) The assessment of a critical fire safety measure must have been carried out within the period of one month prior to the date on which the supplementary fire safety statement is issued.
- (2) The choice of person to carry out the assessment is up to the owner of the building.
- (3) The person who carries out the assessment must inspect and verify the performance of each fire safety measure being assessed.

180 Supplementary fire safety statement to be given to council and Fire Commissioner and prominently displayed in building

- (1) The owner of building premises in which a critical fire safety measure is implemented must cause the council to be given periodic supplementary fire safety statements for that measure.
- (2) A supplementary fire safety statement for a critical fire safety measure must be given at such intervals (being intervals of less than 12 months) as is specified in respect of that measure in the current fire safety schedule for the building.
- (3) As soon as practicable after a supplementary fire safety statement is issued, the owner of the building to which it relates:
 - (a) must cause a copy of the statement (together with a copy of the current fire safety schedule) to be given to the Fire Commissioner, and
 - (b) must cause a further copy of the statement (together with a copy of the current fire safety schedule) to be prominently displayed in the building.
- (4) Subclause (3) (b) ceases to apply to a supplementary fire safety statement only when every critical fire safety measure with which it deals has become the subject of a later fire safety certificate or fire safety statement.



Credit Card Payment Form

All credit card payment will incur a processing fee currently 1%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment <i>This matter will not be processed until the credit card payment has been authorised</i>	Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA																	
	Full Name on Credit Card																		
	Credit Card No.					--							--						
	Card Expiry Date			--			Total Amount Paid		\$										
	Cardholder's Signature																		
	Date						Contact Phone No.												

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For

Council Reference Eg. DA No.etc

Address (where applicable)

PRIVACY NOTIFICATION The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	-----	
	Date	-----	