

To the General Manager, Coffs Harbour City Council

# FINAL/INTERIM FIRE SAFETY CERTIFICATE

Issued under Part 9, Division 4 (Fire Safety Certificates) of the Environmental Planning and Assessment Regulation 2000

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## 1. Type of statement (see Note 1)

Interim

Final

CC or CDC No. ....

## 2. Certificate

Name of owner / agent

Address

**I Certify that** the essential fire safety measures identified on this certificate;

- (a) have been assessed by a properly qualified person;
- (b) were found, when assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which the certificate is issued and that the information contained in this certificate is, to be best of my knowledge and belief, true and accurate.

## 3. Identification of building

Street No. &  
Address:

Suburb:

Nearest  
Cross Street:

Description  
of Building or  
Part:

## 4. Owners details

Name:

Address:

Telephone:

Fax:

Mobile:

## OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.



## Notes for completing Final/Interim Fire Safety Certificate

- Note 1:** An “interim fire safety certificate” or a “final 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 extension to, a new building) to be occupied or used, or
  - an interim occupation certificate can be issued to allow a change of building use for part of an existing building.
- A “final fire safety certificate” is required:
- before a final occupation certificate can be issued to allow a new building (including an altered portion of, or extension to, a new building) to be occupied or used, or
  - before a final occupation certificate can be issued to allow a change of building use for an existing building, or
  - in accordance with a fire safety order given by a Council.
- An “interim fire safety certificate” is issued for part of the building and may deal only with those essential fire safety measures appearing on the most recent fire safety schedule (see note 3) relevant to the part of the building for which an interim occupation certificate will be sought.
- A “final fire safety certificate” must deal with all essential fire safety measures appearing on the most recent fire safety schedule (see note 3) subject to the following.
- An “interim fire safety certificate” or a “final fire safety certificate” need not deal with those essential fire safety measures which have been subject of some other final fire safety certificate or annual fire safety statement within the previous 6 months, unless the person or authority responsible for determining the relevant development consent, complying development certificate, construction certificate or fire safety order, has specified otherwise in the schedule.
- See also note 3.
- Note 2:** The person who carried out the assessment:
- must inspect and verify the performance of each fire safety measure being assessed, and
  - in the case of a (interim or final) fire safety certificate for a new building (not an alteration to, or enlargement or extension of an existing building) must test the operation of each item of fire safety equipment installed in the building.
- Note 3:** The relevant essential fire safety measures are those specified in the most recent fire safety schedule, attached to one of the following:
- development consent for a change of building use,
  - complying development certificate for the erection of a building or a change of building use,
  - construction certificate for proposed building work, including building work associated with a change of building use, or
  - a fire safety order.
- The fire safety schedule will also identify the required standard of performance for each essential fire safety measure.
- Note 4:** Each year following the issue of a Fire Safety Certificate, 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. 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.