

To the General Manager, Coffs Harbour City Council

ANNUAL FIRE SAFETY STATEMENT

Under the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000 Part 9, Division 5 – Fire Safety Statements

Locked Bag 155, Coffs Harbour 2450; DX 7559

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487



1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email address

2. Identification of building

Street No/ Address

Suburb

Nearest cross street

Description of
Building or Part

3. Annual Statement

I of
[Name of owner/agent] [Address]

Certify:

- (a) that each essential or critical fire safety measure specified in this 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) that a properly qualified person (whether the person referred to in paragraph (a) or another person) has inspected the building and has certified that, as at the date of the inspection, the condition of the building did not disclose any grounds for a prosecution under Division 7 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.

OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.

Signature

owner/agent

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 of New South Wales Fire Brigades, Locked Bag 12, Post Office, Greenacre, NSW, 2190, 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.

9. Date(s) of statement

Dated

Note: Date of statement can be no more than 3 months after the date of inspection of building.

Notes for completing Annual Fire Safety Statement

An annual fire safety statement is a statement issued by the owner of a building. The statement is a written confirmation to say that essential fire safety measures installed in that building have been inspected by a properly qualified person and were operating correctly at the time of assessment. The essential fire safety measures are generally measures incorporated into the design of the building that assist to safeguard the building and its occupants in the event of a fire. The combination of essential fire safety measures and the annual fire safety statement are designed to ensure that the measures are maintained to their operational/installation standard.

The person who carries out the assessment must inspect and verify the performance of each essential fire safety measure. In order to certify that an essential fire safety service is operating correctly that person must have a detailed understanding of the installation and maintenance requirements of the relevant service. The following services and recognised appropriately qualified inspection personnel, are provided as **examples**:

Essential Fire Service

Qualified Inspection Personnel

Portable Fire Extinguishers

Owner, specialised fire service firms, architect, building surveyor.

Hose reel systems

Plumbers with advanced trade qualification, hydraulic engineer with tertiary qualifications, fire services personnel supervised by qualified plumber or hydraulic engineer.

Fire Alarm

Electrical services engineer (qualified degree in building services) specialised fire services personnel supervised by qualified engineer.

Exit signs/emergency light systems

Licensed electrician, electrical services engineer (qualified degree in building services), specialised fire services personnel supervised by qualified engineer, building surveyor, owner.

Many buildings will have several essential fire services listed on the schedule. The owner of the building must arrange for each service to be inspected by an appropriately qualified person. When services have been inspected the details are then recorded on the Fire Safety Statement. The Fire Safety Statement and the Essential Fire Safety Measures Schedule are both required to be prominently displayed in the building. Copies of the Fire Safety Statement are to be sent to Council and to The Commissioner of NSW Fire Brigades.

The assessment and inspection of the essential fire safety measure or building must have taken place within the period of three (3) months prior to issue of the Fire Safety Statement. The choice of person to carry out the assessment or inspection is up to the owner of the building.

The following penalties apply for failing to submit an annual fire safety statement, enforceable under Clause 177 of the *Environmental Planning and Assessment Regulation 2000*:

- **Fail to supply Annual Fire Safety Statement within 1 week from due date - \$500**
- **Fail to supply Annual Fire Safety Statement within 2 weeks from due date - \$1000**
- **Fail to supply Annual Fire Safety Statement within 3 weeks from due date - \$1500**
- **Fail to supply Annual Fire Safety Statement within 4 or more weeks from due date - \$2000**