

Annual / Supplementary Fire Safety Statement



SNOWY MONARO
REGIONAL COUNCIL

Issued under Part 9 of the Environmental Planning and Assessment Regulation 2000, Division 5.

About this form

You can use this form to provide an Annual Fire Safety Statement.

How to complete this form

1. Read the Notes on Page 4 which will also assist you in understanding the requirements for Annual Fire Safety Statements.
2. Please note that fields on this form marked with an * are mandatory and must be completed

Part 1: Identification of Building

Address Number *

Street Name *

Suburb *

Building Name (if known)

Lot Number (if known)

DP/SP (if known)

Property Number (refer rates notice)

Please specify whether your Annual Fire Safety Statement is for whole or part of the building (tick the applicable box below). *

Whole building

Part building

Council Reference:

FS

Description of the building or part of building where the Annual Fire Safety Statement is required (if applicable)

Part 2: Owner / Agent Details

Title

Given Name/s *

Family Name *

Organisation Name (if applicable)

Postal Address

Note: Before this statement can be lodged at least one of the modes of contact below must be supplied. *

Home Number

Business Number

Mobile Number

Fax Number

Email Address

Part 3: Owner Details (if not provided above)

Title *

Given Name/s *

Family Name *

Postal Address

Home Number

Business Number

Mobile Number

Part 5: Owner / Agent Declaration

I certify that:

- (a) each essential 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) 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 and;
- (c) The information contained in this statement is, to the best of my knowledge and belief, true and accurate (see Note 1).

Owner / Agent Name *

Owner / Agent Signature *

Date of Statement *

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A copy of this statement (together with a copy of the current fire safety schedule) must be forwarded to the Council and Fire & Rescue NSW via afss@fire.nsw.gov.au.

A copy of this statement (together with a copy of the current fire safety schedule) must be prominently displayed in the building.

Part 6: Privacy & Personal Information Protection Notice

Purpose of Collection:	For delivery of Annual Fire Safety Statements in the Council area.
Intended recipients:	Council staff and approved contractors of the Snowy Monaro Regional Council
Supply:	A completed form is required for delivery and management of Annual Fire Safety Statements in the Snowy River Shire Area in accordance with relevant legislation.
Access / Correction:	Council staff or Government information (Public Access) Act requests.
Storage:	Council's record management systems and Archives.

Part 7: Notes on completing the Annual Fire Safety Statement

Note 1 False or Misleading Statements

A person is guilty of an offence if the person makes any statement, knowing it to be false or misleading in an important respect, in or in conjunction with any document lodged with a consent authority or certifying authority for the purposes of the Act or this Regulation (Clause 283 of the Environmental Planning and Assessment Regulation 2000).

Note 2 What is an Annual Fire Safety Statement?

An Annual Fire Safety Statement is a statement issued by or on behalf of the owner of a building to the effect that each Essential Fire Safety Measure installed in the building or on the land has been assessed by a properly qualified person and was found capable of performing to the standard required by the most recent fire safety schedule.

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 (signed).

The owner of each building (or the owner's agent on behalf of the owner) is required to provide the statement to the Council and Fire & Rescue NSW each 12 months and **the statement must be prominently displayed in the building.**

A copy of the statement (together with a copy of the current fire safety schedule) must be forwarded to the Council and Fire & Rescue NSW via afss@fire.nsw.gov.au.

Note 3 Do I need to provide Council individual contractor's certificates?

No. The Council and Fire & Rescue NSW only require the Fire Safety Statement and Schedule.

Note 4 What if the fire safety measures in the building are different to the current schedule?

The fire safety measures should reflect those of the current fire safety schedule for the building. If however there are fire safety measures including standard of performance which vary from the current schedule, Council will deem the Annual Fire Safety Statement as non-compliant unless appropriate documentation is submitted to explain any variance with the current fire safety schedule.

The owner should provide a copy of the fire safety schedule to all properly qualified persons, so that they can appropriately inspect and verify the performance of each fire safety measure being assessed

Part 8: Lodgement Details

HEAD OFFICE **Cooma:** 81 Commissioner Street COOMA NSW 2630 P 02 6455 1777

BRANCH OFFICES **Berridale:** 2 Myack Street BERRIDALE NSW 2628 P 02 6451 1195

Bombala: 71 Caveat Street BOMBALA NSW 2632 P 02 6458 3555

Jindabyne: Shop 3 Razorback Office Gippsland Street JINDABYNE NSW 2627 P 02 6451 1550

MAILING ADDRESS PO Box 714, COOMA NSW 2630 www.snowymonaro.nsw.gov.au
council@snowymonaro.nsw.gov.au

WHAT NOW For further information regarding your application please contact the Regulation & Compliance Team .

TELEPHONE: 1300 345 345 **WEBSITE:** www.snowymonaro.nsw.gov.au