



Hurstville City Council

Annual/Supplementary Fire Safety Statement

made under the *Environmental Planning and Assessment Act 1979*

Division 5 of *Environmental Planning and Assessment Regulation 2000*

(Formerly Form 15A)

Type of statement

(delete which ever does not apply)

annual

supplementary

Annual statement

I _____ of _____ 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 7 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

House/unit number or name

Street

Suburb

Side of street

Nearest cross street

Date of assessment

Owner(s)

Name(s)

#

ABN No.:

Address

#

#

Essential/critical fire safety measures

You must complete the attached schedule of prescribed Essential Fire Safety Measures.

Delete measures, which are not applicable and add additional measures and standards, where not listed, from issued test certificates for each measure.

Standards of performance will typically be Australian Standards, which apply at the time the measures were installed. Where an Australian Standard is used, the **date** of that standard (*applied at the time of installation*) must be included.

AS 1851 is not acceptable.

Standards of performance include the relevant referenced sections of the Building Code of Australia and/or may include Ordinance 70 (for buildings erected prior to 1/01/92).

Alternate Solutions if used to achieving the Performance Requirements of the Building Code of Australia shall be included.

Test Certificates must be provided where fire safety measures have been upgraded and/or replaced.

Council recommends that the Building Owners appoint an Accredited Certifier who has been appointed under the provisions of the Environmental Planning and Assessment Act 1979 to procure appropriate inspections and certificates in relation to each essential/critical fire safety measure and act as an agent.

The Building Owner should keep a copy of this certificate together with the original test certificates for each essential/critical fire safety measure.

Date of statement

Dated this _____ day of _____ 200__.

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.

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

Hurstville City Council
Civic Centre, City Mall
MacMahon Street
Hurstville NSW 2220
P.O. Box 205
HURSTVILLE BC 1481
Phone: 9330-6222
Fax: 9330-6223
Email: hccemail@hurstville.nsw.gov.au
www.hurstville.nsw.gov.au

This statement can be posted to us or lodged in person weekdays between 8:30am and 4:30pm at Hurstville City Council, Civic Centre, Corner MacMahon Street and Dora Street, Hurstville.

From 1 July 2008 a registration fee applies for this service.

Fees – office use

A receipt will be issued by Council's Cashier, which you must retain as proof of lodgement of the application.

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

- Satisfactory
 Unsatisfactory / Outstanding

CSO:

Fee	Rec. code	Amount	Receipt No.	Date
Registration fee	RC225			
For information about the registration fee refer to the Schedule of Fees and Charges available from our website or from Customer Service on 9330 6222				

- 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.)
- Registration fee paid

What is an annual fire safety statement?

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

Annual fire safety statement to be given to council

- (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 last such statement was given, or
 - (ii) if no such statement has previously been given, within 12 months after a final fire safety certificate was first issued for the building.
- (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 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.
- (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.

What is a supplementary fire safety statement?

- (1) A supplementary fire safety statement is a statement that certifies 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 a standard not less than that required by the current fire safety schedule for the building for which the statement is issued.
- (2) The assessment must have been carried out within the period of one month prior to the date on which the supplementary fire safety statement is issued.
- (3) The choice of person to carry out the assessment is up to the owner of the building.
- (4) The person who carries out the assessment must inspect and verify the performance of each fire safety measure being assessed.

Supplementary fire safety statement to be given to council

- (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 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.
- (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.

Form of fire safety statements

A fire safety statement must comply with the requirements of this Part.

SCHEDULE OF PRESCRIBED ESSENTIAL FIRE SAFETY MEASURES

PREMISES:

FILE NO:

Item No.	Measure	YES/NO for ALL of the measures installed in building	STANDARD OF PERFORMANCE If "yes" specify relevant BCA, Alternate Solution, Aust Stand & Date, Ord 70 or other clauses. (AS1851 is not acceptable)
1	Access Panels, Doors and Hoppers to Fire Resisting Shaft		
2	Automatic Failsafe Devices		
3	Automatic Fire Detection & Alarm System		
4	Automatic Fire Suppression System (sprinkler)		
5	Automatic Fire Suppression System (others- specify)		
6	Emergency Lighting		
7	Emergency Lifts		
8	Emergency Warning & Intercommunication System		
9	Exit Signs		
10	Fire Control Centres & Rooms		
11	Fire Dampers		
12	Fire Doors		
13	Fire Hydrant Systems		
14	Fire Seals (protecting openings in fire resisting components of the building)		
15	Fire Shutters		
16	Fire Windows		
17	Hose Reel Systems		
18	Light Weight Construction		
19	Mechanical Air Handling System		
20	Paths of Travel, Stairways, Passageways or Ramps		
21	Perimeter Vehicle Access for Emergency Vehicles		
22	Portable Fire Extinguishers		
23	Pressurising System		
24	Required (automatic) Exit Doors		
25	Safety Curtains in Proscenium Openings		
26	Smoke and Heat Vents		
27	Smoke Control System		
28	Smoke Dampers		
29	Smoke Detectors and Heat Detectors		
30	Smoke Doors		
31	Solid Core Doors		
32	Stand by Power Systems		
33	Wall Wetting Sprinkler & Drencher Systems		
34	Warning & Operational Signs (eg stairway notices, etc)		
35	Other – Alternate Solution - Specify		

I, _____ of _____
 Certify that the information contained in this Schedule to be correct and accurate.

 Signed - Owner/Agent

Date: _____