

## Annual Fire Safety Statement or Supplementary Fire Safety Statement

Application No \_\_\_\_\_ Date \_\_\_\_\_

The **owner** of a building needs to provide to Wollongong City Council:

- A final fire safety statement each year where an **essential** fire safety measure applies
- A supplementary fire safety statement, as often as set out in the current fire safety schedule for the building, where a **critical** fire safety measure applies.

In either case, you can use this form.

A copy of the statement also needs to be given to the Commissioner of New South Wales Fire Brigades and displayed in the building in a prominent position. To complete this form, please place a tick in the boxes  and fill out the following sections *(as appropriate)*.

### 1 Description of the building being certified

Name and address of the **owner** of the building or part of the building:

First Name  Family Name

Unit/Street No  Street Name

Suburb or Town  Postcode

Address of the Building

Unit/Street No.  Street Name

Suburb or Town  Postcode

Nearest cross street

This statement is for:

- part of the building  
 the whole of the building

Description of the building or part of the building

### 2 Assessment of fire safety measures

List of each essential or critical fire safety measure, specified in the Fire Safety Schedule for the building. If you need more space, please attach additional pages.

Fire Safety Measure	Standard of Performance Required by the Fire Safety Schedule (applicable Australian Standard)	Date of Assessment
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## → ACCOMPANYING INFORMATION – FIRE SAFETY STATEMENT

Fire Safety Measure ( <i>cont'd</i> )	Standard of Performance Required by the Fire Safety Schedule (applicable Australian Standard)	Date of Assessment
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3 Inspection of the building

Date the building or part of the building was inspected in relation to fire safety notices, fire exits and paths of travel to fire exits

### 4 Type of statement

This is:

- an annual fire safety statement  
 a supplementary fire safety statement

Date of this statement

### 5 Certification

#### Annual fire safety statement

I,  of   
being the  owner or  person acting on behalf of the owner (*tick next to the capacity in which you sign*) of the building described above certify that:

- each essential fire safety measure listed above has been assessed by a properly qualified person; and  
 each essential fire safety measure was found, when it was assessed;  
 where an essential fire safety measure applies because it is specified in the fire safety schedule for the building, to be capable of performing to at least the standard set out in the schedule; or  
 where an essential fire safety measure applies although it is not specified in a fire safety schedule for the building, to be capable of performing to at least the standard for which the measure was originally designed and implemented; and  
 a properly qualified person has inspected the building and found, when it was inspected, that no fire safety offences under the Environmental Planning and Assessment Regulation 2000 in relation to fire safety notices, fire exits and paths of travel to fire exits had been committed; and  
 the information contained in this statement is true and accurate to the best of my knowledge and belief.

#### Supplementary fire safety statement

I,  of   
being the  owner or  person acting on behalf of the owner (*tick next to the capacity in which you certify*) of the building described above certify that:

- each of the critical fire safety measures listed above:  
  - has been assessed by a properly qualified person;
  - was found, when it was assessed by that person, 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. the information contained in this statement is true and accurate to the best of my knowledge and belief.

## 6 Signature

The **owner** of the building must complete and sign the statement.

Signature

Name

Address

**If Strata Plan applies, a common seal and signature of Secretary is required.**

## 7 Information attached to this statement

- A copy of a Fire Safety Statement/documentation completed by a suitably qualified person **must be attached.**

## 8 Privacy Notification

The personal information that Council is collecting from you on this application form is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the file in which the Application will be filed. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. Council is collecting this personal information from you in order to comply with the requirements of the legislation under which the Application is made. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council on telephone 4227 7111.

## 9 To return this form

You may return this form by mail, by fax or by email. The relevant addresses are shown below:

By Mail: The General Manager  
Wollongong City Council  
Locked Bag 8821  
WOLLONGONG DC NSW 2500

By fax: (02) 4227 7048

By email: [council@wollongong.nsw.gov.au](mailto:council@wollongong.nsw.gov.au);