

Application Number

Date Lodged

**FURTHER INFORMATION**

Narrabri Shire Council  
46-48 Maitland Street  
PO Box 261  
NARRABRI NSW 2390  
Tel: 02 6799 6866  
Fax: 02 6799 6888  
council@narrabri.nsw.gov.au

# Annual Fire Safety Statement

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

## About this Form

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

## How to Complete this Form

1. Read the Notes which will assist you in understanding the requirements for Annual Fire Safety Statements.
2. Please note that fields marked with an \* are mandatory and must be completed before submitting the statement.
3. Once completed you can submit this form to NSC via Fax, Email, Mail or in person.

### Part 1: Identification of Building

Lot No

\_\_\_\_\_

Section No

\_\_\_\_\_

DP No

\_\_\_\_\_

Street No \*

\_\_\_\_\_

Street Name \*

\_\_\_\_\_

Town \*

\_\_\_\_\_

Postcode \*

\_\_\_\_\_

Building Description (use)

\* \_\_\_\_\_

Please specify whether your Annual Fire Safety Statement is for whole or part of the building

(Tick the applicable box) \* Whole  Part  ▶

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

\_\_\_\_\_  
\_\_\_\_\_

### Part 2: Owner / Agent

Title \*

\_\_\_\_\_

Given Name/s \*

\_\_\_\_\_

Surname\*

\_\_\_\_\_

Organisation (if applicable):

\_\_\_\_\_

Postal Address \*

\_\_\_\_\_

Telephone No

\_\_\_\_\_

Business Phone No

\_\_\_\_\_

Fax No

\_\_\_\_\_

Mobile No

\_\_\_\_\_

Email Address

\_\_\_\_\_

**Part 3: Owner  
Details**

If not provided on previous page.

<b>Title</b>	<b>Given Name/s</b>	<b>Surname</b>
_____	_____	_____
<b>Postal Address</b>		
_____		
<b>Telephone No</b>		
_____		
<b>Email Address</b>		
_____		

**Part 4: Essential  
Fire Safety  
Measures**

<b>Measure No</b>	<b>Fire Safety Measure</b>	<b>Date Measure Assessed</b>	<b>Minimum Standard of Performance (Design and Installation)</b>

**Does the fire safety measures assessed reflect Council’s fire safety schedule?**

Yes  No  ► If no, please clarify with further documentation (see note 4)

**Date on which the building or part of building was inspected:** \_\_\_\_\_

**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)

<b>Owner/Agent Name</b>	<b>Signature</b>	<b>Date of Statement</b>
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- A copy of this statement (together with a copy of the current fire safety schedule) must be forwarded to Council as well as an electronic copy sent to Fire and Rescue NSW (FRNSW) at email address - [afss@fire.nsw.gov.au](mailto: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.
- A copy of the Fire Safety Schedule must be attached to the statement.

**Privacy & Personal  
Information  
Protection Notice**

**Purpose of Collection:** For delivery of Fire Safety Statements within the Council Shire.

**Supply:** A completed form is required for delivery and management of Annual Fire Safety Statements in the Narrabri Shire Local Government Area in accordance with relevant legislation.

**Access/Correction & Storage:** Narrabri Shire Council will collect and store the information. You can access or correct information by contacting your local Council.

**Notes for 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 certifies that each Essential Fire Safety Measure installed in the premises has been assessed by a properly qualified person and was found to be capable of performing to the required standard. The owner of a premise is required to provide a statement to the Council and the NSW Fire Brigade every 12 months and to display a copy of the current statement in a prominent position at the premises, such as in the entry foyer.

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

No. The Council and the FSNSW only require one (1) statement listing ALL fire safety measures on the Annual Fire Safety Statement. However it is advisable that the owner retains proof of every inspection or test of each fire safety measure.

**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.