

# Fire Safety Certificate

Document Number:



Environmental Planning and Assessment Regulation 2000

## Type of Statement

(Mark the applicable box after referring to the note (over page) for completion)

Interim or  Final

## Owner/Agent Declaration

Name

Address

Certify each of the essential fire safety measures listed below:-

- i. Has been assessed by a person properly qualified to do so, or a competent fire safety practitioner and
- ii. Was found, when it was assessed, to be capable of performing to a standard not less than that required by the most recent fire safety schedule for the building for which the certificate is issued.

Description of Building or Part (eg. Shop, factory, office)

Address of Building

Owners Name

Owners Address

Email

**NB:** Date of assessment of each measure is to be **NOT older than 3 months** prior to the date of this Certificate.

**Note:** Please list additional 'measures' on extra sheet if required.

Measure (e.g. Portable Fire Extinguishers)	Standard of Performance (eg. AS 2444-2001)	Competent Fire Safety Practitioner (insert initials)	Assessment Date of each Measure

## Applicant's Signature

Statement Date

Phone No.

Applicant's Name

Signature

### Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the [Privacy Statement](#) on Council's website

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**Practitioner's experience - specific**

The information provided under this Part must describe relevance to competence to perform function(s) nominated under Part 3 and support the claims made under Part 4.

Provide a summary of relevant experience in (at least) the last five years\*

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\* Provide an attachment if this form does not provide sufficient space

**Practitioner Signature**

Name			
Signature		Date	___ / ___ / _____

## Notes for completing Final/Interim Fire Safety Certificate

### **Note 1 An interim fire safety certificate or final fire safety certificate is required before:**

- An interim occupation certificate can be issued to allow a partially completed new building (including an altered portion of, or an extension to, a new building) to be occupied or used, or
- An interim occupation certificate can be issued to allow a change of building use for part of an existing building.

A **final fire safety certificate** is required:

- Before a final occupation certificate can be issued to allow a new building (including an altered portion of, or extension to, a new building) to be occupied or used, or
- Before a final occupation certificate can be issued to allow a change of building use for an existing building, or
- In accordance with a fire safety order given by a Council.

An **interim fire safety certificate** is issued for part of the building and may deal only with those essential fire safety measures appearing on the most recent fire safety schedule (see note 3) relevant to the part of the building for which an interim occupation certificate will be sought.

A **final fire safety certificate** must deal with all essential fire safety measures appearing on the most recent fire safety schedule (see note 3), subject to the following.

An **interim fire safety certificate** or a **final fire safety certificate** need not deal with those essential fire safety measures which have been the subject of some other final fire safety certificate or annual fire safety statement within the previous 6 months, unless the person or authority responsible for determining the relevant development consent, complying development certificate, construction certificate or fire safety order, has specified otherwise in the schedule.

See also note 3

### **Note 2 The person who carries out the assessment:**

- Must inspect and verify the performance of each fire safety measure being assessed, and
- In the case of an (interim or final) fire safety certificate for a new building (not an alteration to, or enlargement or extension of an existing building) must test the operation of each item of fire safety equipment installed in the building.

### **Note 3 The relevant essential fire safety measures are those specified in the most recent fire safety schedule, attached to one of the following:**

- Development consent for a change of building use,
- Complying development certificate for the erection of a building or a change of building use,
- Construction certificate for proposed building work, including building work associated with a change of building use, or
- A fire safety order.

The fire safety schedule will also identify the required standard of performance for each essential fire safety measure.

### **Also**

- ❖ A copy of this certificate together with the relevant fire safety schedule must be forwarded to the Council.
- ❖ A copy is also to be emailed to the Commissioner of the New South Wales Fire and Rescue at [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au).
- ❖ A copy of this certificate together with the relevant fire safety schedule must be prominently displayed in the building. A fine of \$1500 to \$3000 can be imposed for not doing so.
- ❖ An Annual Fire Safety Statement will need to be submitted by the owner as is required under the Environmental Planning & Assessment Regulation 2000.