

## Annual Fire Safety Statement – Request to Stay Penalty Notice(s)

### About this form

1. This form should be completed where an Annual or Supplementary Fire Safety Statement cannot be submitted by the required due date.
2. This form applies to stay of Penalty Notice (PN) requests.
3. Council will not consider a stay of PN request where the repair works will take longer than three (3) months.
4. This form must be submitted to Council at least (14) days prior to the required due date of the AFSS.

### How to complete this form

- 1: Please note that all fields on this form must be completed.
- 2: Please refer to Part 9 below for lodgement details.

### Section 1: Identification of Building

No:	Street Name:	
Suburb:	Building Name:	
Lot No:	DP/SP:	FS Number: (see council reminder letter)

Residential

Commercial

Industrial

### Section 2: Explanation of why the Annual Fire Safety Statement cannot be submitted

Please attach reports that support the explanation from competent fire safety practitioner (CFSP)

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### Section 3: Essential Fire Safety Measures –work required

No.	Fire Safety Measure	Required Work	Estimated Completion Period (Weeks)

Only list those fire safety measures that require work to be carried out.  
Attach a separate sheet if there is insufficient space in the table above.

**Section 4: Interim Fire safety Strategy (What strategy will be adapted whilst work is being conducted?)**

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**Section 5: Owner(s)/Agent Details**

<b>Title:</b>	<b>Given Name(s):</b>	<b>Family Name(s):</b>
<b>Postal Address:</b>		
<b>Contact Number:</b>	<b>Email Address:</b>	

**Section 6: Required Attachments (to be submitted with this form)**

1. A copy of the Fire Safety Schedule for the building.
2. A copy of the interim Annual Fire Safety Statement.
3. A copy of any report relied upon in this application (e.g. Technical reports by CFSP)

**Section 7: Owner(s) Declaration**

I declare that the information contained in this statement is, to the best of my knowledge and belief, true and accurate.

<b>Owner(s) Name:</b>	<b>Owner(s) Signature:</b>	<b>Date:</b>

**Section 8: Privacy and Personal Information Protection Notice**

**Purpose of Collection:** For delivery of Annual Fire Safety Statements in the Council area.  
**Intended recipients:** Council staff of Georges River Council  
**Supply:** A completed form is required for delivery and management of Annual Fire Safety Statements in Georges River Council in accordance with relevant legislation.

**Section 9: Lodgement Details**

You can lodge the completed application by:

**MAIL:** Georges River Council, PO Box 205 HURSTVILLE BC NSW 1481  
**EMAIL:** mail@georgesriver.nsw.gov.au  
**IN PERSON:** Georges River Council Service Centre, Corner MacMahon and Dora Streets, Hurstville Monday – Friday 8.30am-5.00pm  
Kogarah Town Centre, Belgrave Street, Kogarah Monday – Friday 8.30am-5.00pm  
**WHAT NOW:** For further information regarding your application please contact Georges River Council's call centre.  
**TELEPHONE:** (02) 9330-6400 or visit our **WEBSITE:** www.georgesriver.nsw.gov.au

