

# Annual/Supplementary Fire Safety Statement

Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

**Please note:**

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

## Section 1: Type of Statement

This is (mark applicable box)  an annual fire safety statement (complete the declaration at Section 8 of this form)  
 a supplementary fire safety statement (complete the declaration at Section 9 of this form)

## Section 2: Description of the building or part of the building

This statement applies to:  the whole building  part of the building

Address:

Lot No.

DP/SP:

Building Name:

Provide a brief description of the building or part \*building use, number of storeys, construction type etc.)

## Section 3: Name and address of Owner(s) of the building or part of the building

Name:

Address:

## Section 4: Fire safety measures

Fire Safety Measure	Date(s) assessed	APFS*	Minimum of Standard Performance

\* See notes on page 4 about how to correctly identify a Accredited Practitioner Fire Safety (APFS)

**Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)**

Part of the building inspected	Date(s) inspected	APFS*

\*See notes on Page 4 about how to correctly identify a Accredited Practitioner Fire Safety (APFS).

**Section 6: Name and contact details of Accredited Practitioner Fire Safety (APFSs)**

Full Name	Phone	Email	Accreditation No.	Signature

**Section 7: Name and contact details of the person issuing this statement**

Full name:	
Organisation (if applicable) :	Title/Position (if applicable):
Phone:	Email:

The person issuing the statement must not be a APFS listed in Section 6

**Section 8: Annual Fire Safety Statement Declaration**

I, \_\_\_\_\_ (insert full name) being the (mark applicable box)  owner  owner's agent declare that:

- a) each essential fire safety measure specified in this statement has been assessed by a accredited fire safety practitioner 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 and 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 an Accredited Practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Part 12 of the Regulation.

<b>Owner/Agent Signature</b>	<b>Date issued</b>
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**Section 9: Supplementary Fire Safety Statement Declaration**

I, \_\_\_\_\_ (insert full name) being the  owner  owner's agent

declare that each critical fire safety measure specified in the statement has been assessed by a Accredited Practitioner Fire Safety and was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this statement is issued.

<b>Owner/Agent Signature</b>	<b>Date issued</b>
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**Note:**

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation



# Annual/Supplementary Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form

## Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local Council and the Commissioner of Fire and Rescue NSW.

### General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to the Regulation' is a reference to the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.
- An 'APFS' is an Accredited Practitioner Fire Safety recognised under Clause 88 of the Regulation.
- The completed fire safety statement form must be submitted to both the local Council and Fire and Rescue NSW.
- Please contact your local Council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au). Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au).
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au).

### Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under Part 12 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under Part 12 of the Regulation and relates to each critical fire safety measure that applies to the building.

### Section 2: Description of the building or part of the building

- Mark the application box to identify whether the statement relates to the whole building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, car parking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

### Section 3: Name and address of the owner(s) of the building or part of the building

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

### Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in Clause 79 of the Regulation.
- For annual fire safety statements, the table in Section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.
- For supplementary fire safety statements, the table in Section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in Section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to be accredited, the name of the APFS must be listed. Further information on the accreditation number is provided at Section 6.

### Section 5: Inspection of fire exits and paths of travel to fire exits

- This section applies only to an annual fire safety statement.

- The purpose of this section is to identify that an APFS has inspected the building and when it was inspected that it was found to be in a condition that did not disclose grounds for prosecution under Part 15 of the Regulation.
- The table in Section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in Section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information on the accreditation number is provided at Section 6.

#### **Section 6: Name and contact details of Accredited Practitioner Fire Safety (APFS)**

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in Section 4 and the inspection of the buildings exit systems in Section 5 (for an annual fire safety statement under the provisions of Clause 88 of the Regulation).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in Section 4 or inspected the building part of the building as specified in Section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The APFS will need to be selected from a register of recognised practitioners. The accreditation number of each relevant APFS must be listed on the form.
- Further information about the accreditation scheme can be found at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

#### **Section 7: Name and contact details of the person issuing the statement**

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs Section 8 or Section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be a APFS who is listed in Section 6. This recognises the different roles and responsibilities for building owner(s) and APFSs in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of Section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

#### **Section 8: Annual fire safety statement declaration**

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with Clause 88 of the Regulation and is the same person as detailed in Section 7. The person issuing the statement must identify if they are the owner of the owner's agent.
- In issuing the statement, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in Section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing Section 8 or Section 9 of the form must not be a APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

#### **Section 9: Supplementary fire safety declaration**

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with Clause 91 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner of the owner's agent.
- The information provided above in relation to Section 8 on what the owner is declaring also applies to a supplementary fire safety statement.