

FIRE SAFETY CERTIFICATE

Introduction

1. Issued under the Environmental Planning and Assessment Regulation 2000. Part 9 – Fire Safety and matters concerning the Building Code of Australia. Division 4 – Fire Safety Certificate.

The owner of the building, or the owner's agent, needs to provide a fire safety certificate to Council with an application for an occupation certificate. You can use this form to do so. A copy of the certificate 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 cross in the boxes and fill out the white sections as appropriate.

Details of the building being certified

2. Name of the owner of the building or part of the building.

First Name

Family Name

Company/organisation

Address of the building

Unit/Street No.

Street or property name

Suburb, town or locality

Postcode

Nearest cross street

This certificate is for: part of the building the whole of the building

Description of the building or part of the building

Assessment of fire safety measures – See Note 3

3. List of each essential fire safety measure specified in the Fire Safety Schedule for the building.

Measure

Standard of performance required by the fire safety schedule

Date of assessment

If you need more space, please attach additional pages.

Type of certificate

4. This is: an interim fire safety certificate a final fire safety certificate

Date of this certificate

Certification – See Note 2

5. I of

Being the owner of the building described above, or the agent of the owner, certify that:

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

Information attached to this certificate

6. The current fire safety schedule for the building

Signature

7. The owner of the building, or the owner's agent, must complete and sign the certificate.

Signature

Name

Address

The capacity in which you are signing if you are not the owner of the building

Privacy policy

8. You need to provide the information in this certificate to the Council if you are applying for an occupation certificate or finalising a fire safety order. You also need to give the information to Commissioner of New South Wales Fire Brigades (Locked Bag 12, PO Greenacre, NSW 2190). If you do not supply a fire safety certificate as required, you will be in breach of the Environmental Planning and Assessment Act 1979 and you could be found guilty of an offence and/or required to take further action. Please contact Council if the information you have provided in this certificate is incorrect or changes.

Notes for completing Final/Interim Fire Safety Certificate

9. Note 1

An interim fire safety certificate or a 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 a (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, of
 - a fire safety order.
- The fire safety schedule will also identify the required standard of performance for each essential fire safety measure