

The owner of a building or their agent (who has the power to sign on owner's behalf) must provide an Annual Fire Safety Statement (AFSS) to Council each year where an essential fire safety measure applies.

A copy of the statement must also be given to the Commissioner of Fire & Rescue NSW lodged electronically at afss@fire.nsw.gov.au. The AFSS must also be displayed in a prominent position within the building to which the AFSS applies.

Office use only:

DA No.:

CC No.:

CDC No.:

BCA Classification:

Date Received:

Receipt Number:

PART 1: PREMISES DETAILS (location and title description of the property)

Unit No.		Street No.		Street	
Suburb		Lot(s)		Section	DP/SP No.

You can get these details from rate notices or from Council property maps. If unsure, ask us for assistance.

PART 2: BUILDING OWNER (OR DESIGNATED AGENT'S) DETAILS

Owners details

Owner/business name		ABN/CAN	
Postal address			
Suburb		Postcode	

Contact Person (owner or agent):

Name of contact person			
Business contact details	Phone:		Mobile:
Email			
Address <i>(if different to owners details)</i>			

Building Occupants details:

Occupants name:			
Occupants contact details	Phone:		Mobile:
Email			

Council is required by legislation to keep a record of the information requested. The information provided will be recorded and used by Maitland City Council to maintain the Register of Fire Safety Systems.

PART 6: CERTIFICATION

The owner of the building or their designated agent (who has power to sign on the owner's behalf) must complete and sign the following statement:

I (insert name) _____ of (insert address) _____
being the owner of the building described above, or the agent of the owner (who has the power to sign on the owner's behalf) certify that:

<input type="checkbox"/> Yes <input type="checkbox"/> No	Each of the essential fire safety measures listed above has been assessed by a properly qualified person
<input type="checkbox"/> Yes <input type="checkbox"/> No	Each essential fire safety measure specified in the Fire Safety Schedule was tested and found to be capable of performing to at least the standard set out in the schedule
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Each additional fire safety measure installed in the building, but not specified in the Fire Safety Schedule, was tested and found to be capable of performing to at least the standard for which the measure was originally designed and implemented
<input type="checkbox"/> Yes <input type="checkbox"/> No	A properly qualified person has inspected the building and found that no fire safety offences have been committed under the Environmental Planning and Assessment Regulation 2000 in relation to fire safety notices, fire exits and paths of travel to fire exits
<input type="checkbox"/> Yes <input type="checkbox"/> No	The information contained in this statement is true and accurate to the best of my knowledge and belief

Owners Details and Signature

Signature(s):	
Name of person signing:	
Address:	
Capacity in which you are signing:	<input type="checkbox"/> owner <input type="checkbox"/> owner's designated agent

REQUIREMENT TO NOTIFY FIRE AND RESCUE NSW

A copy of this statement must be emailed to the Commissioner of Fire & Rescue NSW at the following address:
afss@fire.nsw.gov.au

A copy of this statement was emailed to Fire & Rescue NSW on: (dd/mm/yyyy):

CAUTION: Failure to submit an annual fire safety statement is a breach of the Environmental Planning and Assessment Act, 1979 wherein significant penalties may result. You are required to advise Council when information relevant to this statement changes or is found to be incorrect.

How to lodge your Fire Safety Statement:

- Post to: Maitland City Council, PO Box 220, Maitland NSW 2321
- Email to: **info@maitland.nsw.gov.au**

