



# maitland city council

## Fire Safety Certificate

In the case of new construction or building alterations the owner of the building or their agent (who has the power to sign on owner's behalf) must provide a Fire Safety Certificate to the certifying authority (a council or a private certifier) with an application for an Occupation Certificate.

A copy of the Fire Safety Certificate must also be given to the Commissioner of Fire & Rescue NSW lodged electronically at [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au). The Fire Safety Certificate must also be displayed in a prominent position within the building to which it applies.

**Office use only:**

DA No.:

CC No.:

CDC No.:

BCA Classification:

Date Received:

Receipt Number:

Every year thereafter an annual Fire Safety Statement is to be submitted to Council and NSW Fire & Rescue.

### 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 3: BUILDING DESCRIPTION

Type of Use *Eg. industrial, commercial, residential flats, aged care etc*

Type of Construction *Eg. brick-veneer, tilt-up concrete, metal etc*

### PART 4: TYPE OF CERTIFICATE

This fire safety certificate has been completed as:

- an INTERIM Fire Safety Certificate       a FINAL Fire Safety Certificate

An **interim fire safety certificate** is issued for part of a building and may only deal with those essential fire safety measures appearing on the most recent fire safety schedule relevant to that 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.

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.

### PART 5: 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 has been listed in the attached Fire Safety Schedule
<input type="checkbox"/> Yes <input type="checkbox"/> No	Each essential fire safety measure listed in the attached Fire Safety Schedule has been assessed by a person (chosen by me) who was properly qualified to do so
<input type="checkbox"/> Yes <input type="checkbox"/> No	Each fire safety measure listed in the Fire Safety Schedule was found, when it was assessed, to have been properly implemented and 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 this certificate is issued
<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):		Date:	(dd/mm/yyyy):
Name of person signing:			
Address:			
Capacity in which you are signing:	<input type="checkbox"/> owner	<input type="checkbox"/> owner's designated agent	



