

ANNUAL FIRE SAFETY STATEMENT REQUEST FOR A STAY OF INFRINGEMENT

About this form

This form should be completed where an Annual or Supplementary Fire Safety Statement cannot be submitted by the due date because a complete statement cannot be issued as repairs or upgrades are required.

How to complete this form

1. Please note that all fields on this form must be completed or this request is unable to be granted.
2. If the space in the fields is insufficient, please attach relevant information and the inclusion of this information on this form under the relevant Section heading.
3. Once completed, Councils preferred method of lodgement is via email. Please refer to Section 9: Lodgement Details for further information.

APPLICATION NO:	ES
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SECTION 1: PROPERTY/BUILDING IDENTIFICATION

Address:	No:	Street:	
	Suburb:	State:	Postcode:
Building Name:		Lot No:	DP/SP:

The Annual Fire Safety Statement relates to the following type of Building (tick appropriate box):

- Residential
 Commercial
 Industrial
 Mixed Building Use
 If Other, give description.....

SECTION 2: DETAILS OF BUILDING OWNER OR PERSON ACTING FOR THE BUILDING OWNER

First Name:		Surname:	
Organisation Name (where applicable):			
Postal Address:	Street:		Postcode:
	Suburb:	State:	

Note: * Before this application can be lodged at least one of contacts below must be provided

Home No:	Mobile:	Business No:
Email Address:.....		

SECTION 3: BUILDING OWNER'S DETAILS (WHERE NOT PROVIDED ABOVE)

Company or First Name:		Surname:	
Organisation Name (where applicable):			
Postal Address:	Street:		Postcode:
	Suburb:	State:	

Note: * Before this application can be lodged at least one of contacts below must be provided

Home/Business No:	Mobile:
Email Address:	

SECTION 4: EXPLANATION WHY A COMPLAINT ANNUAL/SUPPLEMENTARY FIRE SAFETY STATEMENT CANNOT BE SUBMITTED BY THE DUE DATE

Provide reasons why Annual/Supplementary Fire Safety Statement meeting the requirements of Part 9, Division 5 of the Environmental Planning & Assessment Regulations 2000 cannot be submitted.

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SECTION 5: ESSENTIAL FIRE SAFETY MEASURES – SUMMARY OF DEFECTIVE FIRE SAFETY MEASURES AND PROPOSED CORRECTIVE ACTION

Identify below the fire safety measures requiring repairs or investigation, actions to be taken and an estimation of when this action will be completed.

Fire Safety Measure	Corrective Action	Estimated Completion Date

SECTION 6: RISK MANAGEMENT

I advise that a risk assessment has been undertaken and until all necessary works have been completed, a management strategy has been implemented to mitigate the identified risks to people’s health and safety.

Name of Building Owner/Person Acting for the Building Owner:

Signature:

SECTION 7: REQUIRED ATTACHMENTS TO BE SUBMITTED WITH THIS FORM (APPLICANT TO PROVIDE THE FOLLOWIING INFORMATION)

- Annual Fire Safety Statement (highlighting any defective items)
- A Program of Works (detailed description of work needed, person engaged to complete work and when the work will be completed)

SECTION 8: BUILDING OWNER/PERSON ACTING FOR THE BUILDING OWNER

I Certify that –

- 1. The information contained in this statement is, to the best of my knowledge and belief, true and accurate.**
- 2. A Copy of the fire safety schedule for the building is attached.**
- 3. A copy of the Interim Annual Fire Safety Statement is attached.**
- 4. A copy of all reports relied upon in this application are attached.**

Name of Building Owner/Person acting for the building owner:

Signature:

Date:

SECTION 9: LODGEMENT DETAILS

Council’s preferred method of lodgement is Email: trc@tamworth.nsw.gov.au or in person at any TRC Council Office if email is not an option.

Privacy Statement:
 Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (‘The Act’). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information b you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application.
 Enquiries concerning this matter can be addressed to Council by telephoning 6767 5555.