

ANNUAL FIRE SAFETY STATEMENT – REQUEST TO STAY PENALTY NOTICE(S)

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

About this form

This form should be completed due to legitimate unanticipated events/circumstances where an annual or supplementary fire safety statement cannot be submitted by the due date. If an extension is granted, this will only be allowed once, for a maximum of six months from the original due date. No further extension will be granted. Please note that receiving an extension will not change your due date for future years. One of the below fees will be charged at lodgement:

AFSS is **Not Yet Due** \$430.00

AFSS is **Overdue** \$635.00

These fees are based on 2023/2024 fees and charges and are subject to change annually.

How to complete this form

- 1 All fields on this form are mandatory and must be completed or this request will not be granted.
- 2 Once completed you can submit this form by email, in person or by mail. Refer to Section 9 for lodgement details.
- 3 Once this form is lodged you will receive an invoice as per the approved fee under Council's Fees and Charges Policy.

See top right corner of Council's reminder letter for the "Application ES" number _____

Application No		ES	
SECTION 1 IDENTIFICATION OF BUILDING			
Address	No	Street	
	Suburb/ /Town		Postcode
Building Name (if known)		Lot No (if known)	DP/SP (if known)
The Annual Fire Safety Statement relates to the following type of building (tick appropriate box):			
Residential		Commercial	Industrial
If other, give description		Mixed Building Use	

SECTION 2 DETAILS OF BUILDING OWNER/PERSON ACTING FOR THE BUILDING OWNER			
Given Name/s*		Family Name*	
Organisation Name (if applicable)			
Postal Address	Street		Postcode
	Suburb/Town		
Note* : Before this application can be lodged at least one of the contact details below must be supplied.			
Home No		Mobile No	Business No
Fax No		Email address	

SECTION 3 BUILDING OWNER DETAILS (IF NOT PROVIDED ABOVE)			
Given/Company Name/s*		Family Name*	
Postal Address	Street		Postcode
	Suburb/ /Town		
Home No		Mobile No	Business No
Fax No		Email address	

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FORM

SECTION 4 EXPLANATION WHY A COMPLIANT ANNUAL/SUPPLEMENTARY FIRE SAFETY STATEMENT CANNOT BE SUBMITTED

Provide reasons why Annual/Supplementary Fire Safety Statement meeting the requirements of Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 cannot be submitted.

(Please attach to this form relevant reports that help support your explanation)

SECTION 5 ESSENTIAL FIRE SAFETY MEASURES - SUMMARY OF DEFECTIVE FIRE SAFETY MEASURE AND PROPOSED CORRECTIVE ACTION

Identify below the fire safety measure/s 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

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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 potential risks to people's health and safety.

Name of Building Owner/Person Acting for the Building Owner

Signature/s



Date

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

Annual Fire Safety Statement (highlighting any defective items)

A Program of Works (is a detailed description of work needed, person engaged to complete work and when work will be completed).

SECTION 8 BUILDING OWNER/PERSON ACTING FOR THE BUILDING OWNER

I certify that –

The information contained in this statement is, to the best of my knowledge and belief, true and accurate.

A copy of the fire safety schedule for the building is attached.

A copy of the partial Annual Fire Safety Statement, covering all other fire safety measures not subject to this request is attached.

A copy of all reports relied upon in this application are attached.

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

Signature/s



Date

SECTION 9 LODGEMENT DETAILS

You can lodge the completed form by:

Mail: The General Manager
Wollongong City Council
Locked Bag 8821
WOLLONGONG DC NSW 2500

Email: council@wollongong.nsw.gov.au

In Person: 41 Burelli Street, Wollongong Monday – Friday 8:30am – 5:00pm

SECTION 10 GENERAL ENQUIRIES

For general enquiries regarding Council's fire safety program please ask to talk to our Essential Services Administration Team by telephoning (02) 4227 7111 or by emailing council@wollongong.nsw.gov.au.