

**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 by 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. 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 the legislation. Council is to be regarded as the agency that holds the information. 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. Council will not consider requests where the repair work takes longer than six (6) months. Council is unlikely to grant any extension of time in the event of poor compliance behaviour and / or where development type work is proposed to be carried out. Note: Lodgement fee applies.

### How to complete this form

- 1 All fields on this form are mandatory and must be completed or this request may not be assessed.
- 2 Once completed you can submit this form by mail, in person or by email (preferred). 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**

(Please ensure that Council’s ES reference number is provided)

## SECTION 1 IDENTIFICATION OF BUILDING

Address	No	Street Name		
	Suburb	State	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):				
<input type="checkbox"/> Residential		<input type="checkbox"/> Commercial		<input type="checkbox"/> Industrial
<input type="checkbox"/> If other, give description .....		<input type="checkbox"/> 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	State	Postcode
	Suburb/Town		
<b>Note*</b> : Before this application can be lodged at least one of the modes of contact below must be supplied.			
Home No	Mobile No	Business No	
Fax No			

## SECTION 3 BUILDING OWNER DETAILS (IF NOT PROVIDED ABOVE)

Given/Company Name/s*	Family Name*		
Postal Address	Street	State	Postcode
	Suburb/ /Town		
Home No	Mobile No	Business No	
Fax No	Email address		

# ANNUAL FIRE SAFETY STATEMENT - EXTENSION OF TIME REQUEST

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 9, Division 5 of the Environmental Planning and Assessment Regulations, 2000 cannot be submitted. (Please attached reports that support the explanation)

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## 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	Required Repair Work / Corrective Action	Estimated Completion Date

# ANNUAL FIRE SAFETY STATEMENT - EXTENSION OF TIME REQUEST

FORM

## SECTION 6 RISK MANAGEMENT

I advise that a risk assessment has been undertaken and until all necessary works have been completed an Interim Fire Safety 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



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

- A copy of the fire safety schedule for the building Yes
- Interim Annual Fire Safety Statement (highlighting any defective items) Yes
- A copy of any report relied upon in this application (e.g. Technical / Assessments) Yes
- A Program of Works (is a detailed description of work needed, person/s engaged to complete work and when work will be completed). Yes

## 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.

Note: Council staff has no regulatory authority to extend the period as to when an AFSS is due; however, Council has discretionary power as to the issuing of penalty notices for failing to submit an AFSS within the prescribed time period.

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:

Email (preferred) [council@wollongong.nsw.gov.au](mailto:council@wollongong.nsw.gov.au)

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

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 Fire Safety Administration Team by telephoning (02) 4227 7111 or by emailing [council@wollongong.nsw.gov.au](mailto:council@wollongong.nsw.gov.au).