

**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.

**COUNCIL REFERENCE (ES Number):**

This form must be used to request additional time to submit a complete Annual Fire Safety Statement. Please read important information on the Request to Stay Penalty Notice application process at: [wollongong.nsw.gov.au/afss](http://wollongong.nsw.gov.au/afss)

Note: This application does not constitute a development consent or preclude the need for development consent under the EP&A Act 1979. We recommend you seek independent planning and building advice if your application relates to upgrades to fire safety measures or unauthorised building works.

**SECTION 1 BUILDING DETAILS**

Street Number and Name:

Suburb and Postcode:

Lot and DP / SP:

Building Name:

Description of Building:

**SECTION 2 APPLICANT DETAILS (owner or authorised person)**

Name:

Organisation (if applicable):

Postal Address:

Email:

Phone:

**SECTION 3 OWNER DETAILS (if not provided above)**

Name:

Organisation (if applicable):

Postal Address:

Email:

Phone:

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

FORM

## SECTION 4 REASON FOR REQUIRING FURTHER TIME TO SUBMIT ANNUAL FIRE SAFETY STATEMENT

Please provide a detailed explanation:

## SECTION 5 LIST OF ESSENTIAL FIRE SAFETY MEASURES AND PROPOSED REPAIR WORK

Please list ALL fire safety measures that are unable to be endorsed by your Accredited Practitioner (Fire Safety).

*NOTE: a maximum time given for completion will be 3 months from the original due date for high risk\* buildings and 6 months for all other buildings. If further time is required, a Fire Safety Order may be issued (see [wollongong.nsw.gov.au/fire-safety-orders](http://wollongong.nsw.gov.au/fire-safety-orders) for more information)*

\*High risk = All class 3 or 9 buildings, Class 2 and  $\geq 8$  storeys, Class 5,6,7,8 and  $\geq 5$  storeys or  $\geq 3000\text{m}^2$

| Fire safety measure | Date of assessment | Repair work required | Estimated date of completion |
|---------------------|--------------------|----------------------|------------------------------|
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# ANNUAL FIRE SAFETY STATEMENT – REQUEST TO STAY PENALTY NOTICE(S)

FORM

## SECTION 6 DECLARATION (all check boxes must be completed)

### Risk management

I confirm 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

### Supporting documents to be submitted with this form

I have attached:

- a program of works (detailed description of work needed, person engaged to complete work and when work will be completed), and
- an Annual Fire Safety Statement listing fire safety measures that do not require repairs and highlighting any defective measures, or
- a report from an Accredited Practitioner (Fire Safety)

### Application fee

I understand that a lodgement fee will be charged for this application (an invoice will be issued to the building owner as per Council's Fees and Charges – refer to: [wollongong.nsw.gov.au/fire-safety](http://wollongong.nsw.gov.au/fire-safety))

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

**I am the building owner, or have authority to act on behalf of the building owner**

Name of Applicant or Owner:

Signature:

Date:

## SECTION 7 LODGEMENT

You can lodge the completed application and supporting documents by:

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

**Post**                      The General Manager, Wollongong City Council  
Locked Bag 8821, Wollongong DC NSW 2500

**In Person**              Wollongong City Council Administration Building, 41 Burelli Street, Wollongong