

## How to complete this form

- 1 Please print in CAPITAL LETTERS
- 2 Please complete all relevant sections in full

## Section 1: Type of certificate

- This is (mark applicable box)
- a final fire safety certificate (complete the declaration at Section 6 of this form)
- an interim fire safety certificate (complete the declaration at Section 7 of this form)

## Section 2: Building the subject of this certificate

Address

Suburb

Postcode

Lot Number (if known)

DP/SP (if known)

Building name (if applicable)

- This certificate applies to (mark applicable box)
- the whole building
- part of the building

## Section 3: Description of the building or part of the building the subject of this certificate

Storeys above ground in the building (no)  Storeys below ground in the building (no)

If certificate relates to a part of the building - describe that part and its location in the building

Uses of building or part subject to this certificate (eg retail, offices, residential, assembly, carparking)

## Section 4: Name and address of owner of the building or part

Given name/s

Surname

Address

Suburb

State

Postcode

## Office use only

Licence Number

Date

## Section 5: Fire safety measures

- 1 All essential fire safety measures for the building must be listed for a final safety certificate
- 2 All essential fire safety measures for the relevant part of the building must be listed for an interim fire safety certificate

Fire safety measure	Status*	Date**	Minimum standard of performance

### Notes

- \* Indicate whether the measure is new (N), existing (E) or modified (M)  
\*\* Date (DD-MM-YYYY) measure was assessed by a properly qualified person

A fire safety certificate must generally deal with all essential fire safety measures in the current fire safety schedule for the building. However, the certificate need not deal with any measure the subject of other fire safety certificates or fire safety statements issued within the previous 6 months. The assessment of a measure must have been carried out within 3 months prior to the date on which this fire safety certificate is issued.

## Section 6: Final fire safety certificate declaration

I, , being the  owner  owner's agent  
(insert full name) (mark applicable box)

certify that each essential fire safety measure specified in this certificate:

- a) has been assessed by a properly qualified person, and
- b) was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this certificate is issued.

Owner/agent name

Owner/agent signature

Date

## Section 7: Interim fire safety certificate declaration

I, , being the  owner  owner's agent  
(insert full name) (mark applicable box)

certify that each essential fire safety measure specified in this certificate:

- has been assessed by a properly qualified person, and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which this certificate relates.

Owner/agent name

Owner/agent signature

Date

## Section 8: Owner's authorisation

(To be completed where an agent makes the declaration in Section 6 or Section 7 of this form)

I, being the owner, authorise the agent named in Section 6 or Section 7 to act on my behalf to make the declaration.

Owner's name

Owner's signature

Date

## Section 9: Contact details of person issuing this certificate

Title

First name

Surname

Phone number

Email

## Section 10: Fire safety schedule

A current fire safety schedule for the building must be attached to this certificate.

**Privacy:** This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

**Forster** | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**  
**Gloucester** | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**  
**Taree** | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

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