

Do I need to provide Council individual contractor's certificates?

No. The Council and the FSNSW only require one (1) statement listing ALL fire safety measures on the Annual Fire Safety Statement. However it is advisable that the owner retains proof of every inspection or test of each fire safety measure.

What should I do now?

You are advised to employ the services of a professional fire safety consultant to arrange for the Essential Fire Safety Measures to be inspected and to obtain an Annual Fire Safety Statement.

Once the Annual Fire Safety Statement is complete, you must lodge it with:

- Council by email, post, fax or in person and
- NSW Fire Brigade.
For details visit www.fire.nsw.gov.au



Further Information

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Annual Fire Safety Statements

Responsibility of Building Owner

Owners of certain buildings such as commercial premises, residential flats, educational premises etc. have important obligations in relation to building fire safety.

They include ensuring that the **Essential Fire Safety Measures** that are installed in a building are maintained in good working order and inspected at the required intervals by suitably qualified people.

What are Essential Fire Safety Measures?

Essential Fire Safety Measures are installations, types of equipment required for the safety of the occupants in the event of fire or other emergency. Some examples include:

Automatic fire detection and alarm systems
Emergency lighting and exit signs
Fire hose reels, fire hydrants, and portable fire extinguishers.



What is an Annual Fire Safety Statement?

An Annual Fire Safety Statement certifies that each **Essential Fire Safety Measure** installed in the premises has been assessed by a properly qualified person and was found to be capable of performing to the required standard.

The **owner** of a premise is required to provide a statement to the Council and the NSW Fire Brigade every 12 months and to display a copy of the current statement in a prominent position at the premises, such as in the entry foyer.

Why do these measures need to be certified yearly?

For the safety of persons who reside in, work in or visit buildings and to comply with the law.

What if I Don't Submit an Annual Fire Safety Statement?

Clause 177 of the **Environmental Planning and Assessment Regulation 2000** states that it is an offence to fail to provide the statement. Substantial and continuing weekly penalty notices apply for this offence:

- 1 week late \$500
- 2 weeks late an additional \$1000
- 3 weeks late an additional \$1500
- 4 weeks late an additional \$2000.

These substantial penalties reflect how important it is to provide an annual fire safety statement by the due date.

Although it is not required to do so by law, Moree Plains Shire Council will be sending a courtesy reminder letter to the owner of premises, care of the address provided for rates and notices. Council will make every effort to issue this reminder in a timely and accurate manner. Council accepts no responsibility for any reliance upon it and the legal responsibility for providing the statement when due, rests with the owner of the premises.