

Interim/Final Fire Safety Certificate

Approved under the Environmental Planning and Assessment Regulation 2000

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

Street Name	Suburb	Postcode
DP/SP (if known)	Building Name (if applicable)	

This statement 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 – 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

Title	Given Name/s	Family Name	
Street No.	Street Name	Suburb	Postcode

Section 6: Final Fire Safety Certificate Declaration

I, _____
(insert full name)

being the (mark applicable box) owner
 owner's agent

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, _____
(insert full name)

being the (mark applicable box) owner
 owner's agent

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 part of the building which this certificate relates.

Owner/Agent Name	Owner/Agent Signature	Date

Section 8: Owner's Authorisation

(To be completed where the 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 Name	Owner Signature	Date

Section 9: Contact Details of Person Issuing this Certificate

Title	Given Name/s	Family Name
Phone Number	Email	



Section 10: Fire Safety Schedule

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

The details provided in this form may contain information that is personal information, which identifies you etc., for the purposes of the Privacy and Personal Information Protection Act 1998. The purpose of collecting this information is to enable the Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard. The submission of personal information in this case is required by law and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. The information will ultimately be stored in Council's record system.

