



2 November 2022

Wyong Business Name Pty Ltd
Suite 506/55 Smithaby St
WYONG NSW 2259

Dear Sir/Madam

ANNUAL FIRE SAFETY STATEMENT DUE NOTICE
FIRE SAFETY SCHEDULE NUMBER: XYZ/99/9999
PROPERTY ADDRESS: Shopping Centre, 55 Smithaby St, WYONG NSW 2259

Council's records indicate that the Annual Fire Safety Statement for the premises listed above is required to be provided to Council by **31 December 2022**.

Recent reforms have been enacted by the NSW Government to improve the fire safety for both new and existing buildings. The fire safety reforms, introduced by the *Environmental Planning and Assessment (Fire Safety and Building Certification) Regulation 2017* require:

- Assessment of the ongoing performance of essential fire safety measures to be undertaken by '*competent fire safety practitioners*'. A guide to assist building owners to select and identify practitioners who are '*competent fire safety practitioners*' to perform specified fire safety functions is available from <https://www.planning.nsw.gov.au/Policy-and-Legislation/Buildings/Safety-reforms/Fire-safety>.

Building owners to issue a Fire Safety Statement in the standard form approved by the Secretary of the Department of Planning and Environment. The new standard form became effective on 1 September 2022 and is available to download and complete electronically from <https://www.centralcoast.nsw.gov.au/council/forms/fire-safety-statement>

Prior to submitting your Annual Fire Safety Statement please:

1. Review the attached Information Sheet on the Annual Fire Safety Statement process as detailed within the relevant clauses of the *Environmental Planning and Assessment Regulation, 2000*.
2. Ensure all relevant fields on the Fire Safety Statement are complete, paying particular attention to Sections 3, 7 and 8. If any fields are incomplete at time of submission a defect notice will be issued.



3. Ensure all essential fire safety measures have been inspected and assessed by a competent fire safety practitioner (as defined under Clause 167A) within three months prior to the expiry date of the Annual Fire Safety Statement. The essential fire safety measures for the building, including the required standard of performance for each measure, are listed in the fire safety schedule and are also attached.
4. Provide the date of assessment for the measures inspected.
5. Complete all components of the standard Annual Fire Safety Statement form.
6. Sign and date the standard Annual Fire Safety Statement form as the building owner or owner's agent. Note: The Annual Fire Safety Statement cannot be signed by the competent fire safety practitioner unless they have been formally appointed as the owner's agent.
7. The owner's agent should not be involved in the assessment of any of the measures or the inspection of the building for the purpose of the statement.

Once completed, please submit your Annual Fire Safety Statement to Council via email ask@centralcoast.nsw.gov.au or to Council's office. A copy of the completed Fire Safety Statement is also required to be forwarded to Fire & Rescue NSW via email at afss@fire.nsw.gov.au and is to be prominently displayed in the building and within each tenancy to which this statement applies.

A lodgement fee is payable to Council for the Annual Fire Safety Statement and an invoice is attached in accordance with Council's fees and charges.

Please Note: Council is unable to grant an extension of time, beyond the due date of this statement. If there is to be a delay in submitting the completed Annual Fire Safety Statement, Council recommends that contact should be made with your insurance underwriter in the first instance and advise them of the delay, and what action they require you to undertake.

In accordance with the provisions of Clause 177 of the Environmental Planning and Assessment Regulation, 2000, failure to provide the required Annual Fire Safety Statement is an offence. Significant penalties apply should the required Statement not be submitted within the specified period.

Your co-operation in providing the required Annual Fire Safety Statement by the due date is appreciated. **Please do not disregard this notice.** Should you require any further information in relation to this matter, please contact the Fire Safety Administration Officer on 02 9999 9999 or via email at ask@centralcoast.nsw.gov.au.

Yours faithfully

Katie Couric
Administration Officer
BUSINESS SUPPORT

INFORMATION SHEET

Annual fire safety statement



- All of the essential fire safety measures within each building, as indicated within the premises fire safety schedule, must be included on the standard Annual Fire Safety Statement form for the premises. Should there be multiple buildings on the allotment or should the allotment be strata subdivision, a completed standard Annual Fire Safety Statement form is to be provided for the overall premises.
- The Annual Fire Safety Statement must be provided in accordance with clause 181 of the *Environmental Planning & Assessment Regulation 2000*.
- The assessment and inspection of essential fire safety measures within a building must have been carried out within the period of 3 months prior to the date on which the Annual Fire Safety Statement is issued.
- The choice of person to carry out an assessment or inspection is up to the owner of the building.
- The person chosen to carrying out the inspection must complete the assessment form included in Appendix A, of a *guide to assist building owners*, published by NSW Planning.
- This form is available from <https://www.centralcoast.nsw.gov.au/council/forms/fire-safety-statement>
- The successful person will be known as a *competent fire safety practitioner* and will inspect and verify the performance of each fire safety measure assessed.
- The consequences for an owner who does not maintain Essential Fire Safety Measures and submit the required *Annual Fire Safety Statement* may extend well beyond Local Government Law.
- The Annual Fire Safety Statement is required to be signed by the building owner or the person authorised on their behalf, called the *owner's agent*.
- If multiple documents of certificates are provided by a number of different contractors or consultants to the building owner, the details must be incorporated into a single *Statement* by the building owner which aligns with the Schedule of Essential Fire Safety Measures for the building(s). Each item must be signed by the individual person who assessed that item.
- Please note that the Annual Fire Safety Statement is the responsibility of the building owner.

The Act defines "owner" as:

- (i) every person who jointly or severally, whether at law or in equity, is entitled to the land for any estate of freehold in possession, and
- (ii) every such person who is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits of the land, and, whether as beneficial owner, trustee, mortgagee in possession, or otherwise, and
- (iii) in the case of land that is the subject of a strata scheme under the *Strata Schemes (Freehold Development) Act 1973* or the *Strata Schemes (Leasehold Development) Act 1986*, the owners corporation for that scheme constituted under the *Strata Schemes Management Act 1996*, and
- (iv) in the case of land that is a community, precinct or neighbourhood parcel within the meaning of the *Community Land Development Act 1989*, the association for the parcel.

Essential Fire Safety Measures

Premise Details

Description of Building: Lot 2 DP 99999

Location: Shopping Centre, 55 Smithaby St, WYONG NSW 2259

Fire Safety Schedule Number: XYZ/99/9999

Measure/Item	Standard of Performance
--------------	-------------------------

Emergency lighting	Clause E4.2 and E4.4 BCA 2010 and AS 2293.1-2005
Exit signs	Clause E4.5, E4.6 (directional signs) and E4.8 BCA 2010 and AS 2293.1-2005
Portable fire extinguishers	Clause E1.6 BCA 2010 and AS 2444-2001

CC/431/2019 – Shop 10 Take Away Food & drink premises

Automatic fail safe devices (automatic entry doors)	Clause D2.21 BCA 2016
Emergency lighting	Clause E4.2 and E4.4 BCA 2016 & AS 2293.1-2005
Exit signs	Clause E4.5, E4.6 and E4.8 BCA 2016 & AS 2293.1-2005
Portable fire extinguishers	Clause E4.16 BCA 2016 & AS 2444-2001



TAX INVOICE

Wyong Office:
PO Box 20, Wyong NSW 2250

P: (02) 4306 7900
W: www.centralcoast.nsw.gov.au
E: ask@centralcoast.nsw.gov.au

Wyong Business Name Pty Ltd
55 Smithaby St
WYONG NSW 2259

Account No: 999999

Licence No: XYZ/99/9999

Invoice Amount: \$88.00

Invoice Date: 2 November 2022


Due Date: 16 November 2022

PROPERTY: Lot 2 DP 99999
Shopping Centre, 55 Smithaby St, WYONG NSW 2259

Description	GST	Total
Annual Fire Safety Statement fee	\$0.00	\$88.00

Total GST:	\$0.00	Total Amount Payable:	\$88.00
-------------------	--------	------------------------------	---------

Payment Options:

<p>Online centralcoast.nsw.gov.au Mastercard or VISA Payment Ref: 9999999</p>	<p>BPay</p>  <p>Telephone & Internet Banking – BPay® Contact your bank or financial institution to make the payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au</p>	<p>Telephone Mastercard or VISA Call – 1800 22 66 51</p> <p>Registered to BPAY Pty Ltd ABN 69 079 137 518</p>	<p>In Person Pay by EFTPOS, credit card or cheque at Council Administration Building and Service Centres.</p> <p>Search 'Customer Service' at centralcoast.nsw.gov.au</p>
--	---	--	---

----- ✂ -----
----- ✂ -----

Payment Details (please attach this remittance slip to your cheque payment, made payable to Central Coast Council, and post to PO Box 20 Wyong NSW 2259)

Account Name: Wyong Business Name Pty Ltd
Account No: 999999 Invoice Date: **02 November 2022**
Licence No: XYZ/99/9999 Amount: **\$88.00**



TAX INVOICE

Wyong Office:
PO Box 20, Wyong NSW 2250

P: (02) 4306 7900
W: www.centralcoast.nsw.gov.au
E: ask@centralcoast.nsw.gov.au

⌘-----⌘
-----⌘

Payment Details (please attach this remittance slip to your cheque payment, made payable to Central Coast Council, and post to PO Box 20 Wyong NSW 2259)

Account Name: «Licencee_Name»

Account No: «Debtor_Number»«Debtor_Chk_Digit»Invoice

Date: «**Document_Issue_Date**»

Licence No: «Licence_Number» Amount: \$«**Invoice_Total_Inc_Tax**»