



**SINGLETON**  
COUNCIL

# **FINAL/INTERIM FIRE SAFETY CERTIFICATE FORM FOR ESSENTIAL AND CRITICAL FIRE SAFETY MEASURES**

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## **INFORMATION FOR BUILDING OWNERS**

A **final fire safety certificate** is required:

- before an occupation certificate can be issued to allow a new building (including an altered portion of, or extension to, a new building) to be occupied or used, or
- before an occupation certificate can be issued to allow a change of building use for an existing building, or
- in accordance with a fire safety order given by a Council.

An **interim fire safety certificate** is required before:

- an interim occupation certificate can be issued to allow a partially completed new building (including an altered portion of, or an extension to, a new building) to be occupied or used, or
- an interim occupation certificate can be issued to allow a change of building use for part of an existing building.

## INFORMATION REGARDING SUBMISSION OF CERTIFICATES

### Note 1 - Signing on behalf of the Building Owner

A person signing the certificate of behalf of the owner of the building must have the authority of the owner.

### Note 2 – Issue of Final Fire Safety Certificates

- (a) The owner of a building to which an essential fire safety measure is applicable must cause the Council to be given a final fire safety certificate for the building, prior to occupation.
- (b) Failure to give a final fire safety certificate to the council prior to occupation constitutes an offence for which on the spot infringement notices apply.
- (c) The assessment and inspection of an essential fire safety measure must have been carried out within the period of **three months PRIOR** to the date on which the final fire safety certificate is issued.
- (d) The person who carries out an assessment must inspect and verify the performance of each fire safety measure being assessed and test the operation of each new item of equipment installed in the building premises that is included in the fire safety schedule.
- (e) **The choice of person to carry out an assessment or inspection is up to the owner of the building.**

### Note 3 – Issue of Interim Fire Safety Certificates

- (a) The owner of a building in which an essential fire safety measure is implemented must cause the council to be given an interim fire safety certificate for the measures specified in the current fire safety schedule for the building and prior to occupation of the building or part.
- (b) The assessment of the critical fire safety measure must have been carried out within the period of **three months PRIOR** to the date on which the interim fire safety certificate is issued.
- (c) The person who carries out an assessment must inspect and verify the performance of each fire safety measure being assessed and test the operation of each new item of equipment installed in the building premises that is included in the fire safety schedule.
- (d) **The choice of person to carry out an assessment or inspection is up to the owner of the building.**

### Note 4

A fire safety certificate for the building must be accompanied by the fire safety schedule for the building as provided by Principal Certifier.

### Note 5

As soon as practical after a final or interim fire safety certificate is issued, the owner of the building to which it relates:

- (a) must cause a copy of the certificate (together with a copy of the current fire safety schedule) to be given to the Commissioner, Fire & Rescue NSW, Locked Bag 12, Greenacre NSW 2190, and
- (b) must cause a further copy of the certificate (together with a copy of the current fire safety schedule) to be prominently displayed in the building.



**Final/Interim Fire Safety Certificate**

issued under the *Environmental Planning and Assessment Regulations 2000*  
Clauses 170 and 173

Singleton Council  
Queen Street  
Singleton 2330

Postal Address:  
PO Box 314  
Singleton 2330

Phone: (02) 6578 7290  
Fax: (02) 6572 4197

**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 No.	Street Name	Suburb	Postcode

Lot No (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 building or part the subject of this certificate**

Storeys above ground in the building (No.)	Storeys below ground in the building (No.)

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

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Uses of building or part the subject to this certificate (e.g. retail, offices, residential, assembly, carparking)

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

Title	Given Name/s	Family Name

Street No.	Street Name	Suburb	Postcode

**Section 5: Fire Safety Measures**

1. All essential fire safety measures for the building must be listed for a final fire 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,  (insert full name)

- Being the (mark applicable box)       owner  
    owner's agent

Certify that each essential fire safety measure specific 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 specific in this certificate:

- c) has been assessed by a properly qualified person, and
- d) 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 for which this certificate relates.

Owner/Agent Name

Owner/Agent Signature

Date

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**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

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

Title

Given Name/s

Family Name

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Phone

Email

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**Section 10: Fire safety schedule**

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