

## ANNUAL FIRE SAFETY STATEMENT REQUEST FOR STAY OF INFRINGEMENT

*Under the Environmental Planning and Assessment Act 1979*

### Information for the Applicant

This form should be completed where an Annual or Supplementary Fire Safety Statement cannot be submitted by the due date.

Note:

- Please ensure all fields on this form are completed. Incomplete applications are unable to be considered and will be declined.
- If the space in the fields provided is insufficient, please attach additional pages where required.
- A fee is applicable, fees are charged as per Council' adopted Fees and Charges document. Your application is not considered lodged until the required fees have been paid.

### 1. Applicant Details

Name or Company			
ABN (if required)			
Email		Phone number	
Postal Address			
Contact Person (If Company)			
Annual Fire Safety Statement Reference Number			
Will your correspondence be 'care of' another company? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Name or Company			
ABN (if required)			
Email address			
Contact phone number			
Postal Address			

### 2. Property Details

Number	Street	Suburb	Lot	Section	DP/SP

### 3. Who owns the building?

Name or Company	
Address	
Phone	

Email	
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#### 4. Application details

Explain why a compliant Annual/ Supplementary Fire Safety Statement cannot be submitted.

Provide reasons why an Annual/Supplementary Fire Safety Statement meeting the requirements of

[Part 9, Division 5 of the Environmental Planning and Assessment Regulations, 2000](#) cannot be submitted.

**IMPORTANT:**

If you already have a Stay of Infringement that is currently approved and this is an application for an extension of time for the same Annual Fire Safety Statement, Singleton Council requires you to identify what action or rectification works have been undertaken in the preceding month, what essential fire safety measures have been inspected and assessed, and why you require further time.

#### 5. Essential Fire Safety Measures (Summary of defective fire measure and proposed corrective action)

Non-Compliant or Untested Fire Safety Measures	Action Being Taken	Estimated and/or Completion Date



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### 6. Risk Management Declaration

(complete this part if there is a delay with the issue of the Annual Fire Safety Statement. The risk assessment should be undertaken with the assistance of your Accredited Practitioner (Fire Safety)).

I advise that a risk assessment has been undertaken and until all necessary works have been completed a management strategy has been implemented to mitigate the identified potential risks to people's health and safety.

Applicant Name	
Applicant Signature	
Date	

### 7. Required Attachments

(The following supporting documents are required for your application to be assessed)

- ☐ Partial Annual Fire Safety Statement for compliant Fire Safety Measures already assessed.
- ☐ A Program of Works: Detailed description of the work required, person engaged to complete the work and timeframe of when the work will be completed.

### 8. Probity

Are parties with pecuniary or non-pecuniary interest:

- a) A staff member councillor, contractor or related to someone who is a staff member, councillor, contractor of Singleton Council? Or
- b) A State or Federal Member of Parliament?
  - ☐ Yes, state the relationship \_\_\_\_\_
  - ☐ No

### 9. Who signs the form?

- An / the owner of the subject property
- If the owner is a company – a director, secretary, or authorised delegate
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation
- If the property is strata titled and relates only to a single lot in the strata – all owner/s of the particular lot.
- If Crown land – an authorised officer of the relevant government authority must sign the application
- If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director)



- If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

### Owners Declaration

As the owner of the property, I consent to the lodgement of this application and to any authorised officers of Singleton Council entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the Environmental Planning and Assessment act 1979, Local Government Act 1993 and Building Code of Australia as applicable. I declare that the information in this statement is, to the best of my knowledge and belief, true and accurate.

### Owner or Authorised Person Signature

Name of person signing		
Authority		
Signature		
Date		

### PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's [Privacy Management Plan](#). The supply of information on this form is voluntary but is required to process your application/request. For enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.

