

Notes for completing Final/Interim Fire Safety Certificate

Note 1: An interim fire safety certificate or a final 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.

A final fire safety certificate is required (see also note 3):

- before a final 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 a final 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 issued for part of the building and may deal only with those essential fire safety measures appearing on the most recent fire safety schedule (see note 3) relevant to the part of the building for which an interim occupation certificate will be sought.

A **final fire safety certificate** must deal with all essential fire safety measures appearing on the most recent fire safety schedule (see note 3), subject to the following.

An **interim fire safety certificate or a final fire safety certificate** need not deal with those essential fire safety measures which have been the subject of some other final fire safety certificate or annual fire safety statement within the previous 6 months, unless the person or authority responsible for determining the relevant development consent, complying development certificate, construction certificate or fire safety order, has specified otherwise in the schedule.

Note 2: The person who carries out the assessment:

- must inspect and verify the performance of each fire safety measure being assessed, and
- in the case of an (interim or final) fire safety certificate for a new building (not an alteration to, or enlargement or extension of an existing building) must test the operation of each item of fire safety equipment installed in the building.

Note 3: The relevant essential fire safety measures are those specified in the most recent fire safety schedule, attached to one of the following:

- Development consent for a change of building use,
- Complying development certificate for the erection of a building or a change of building use,
- Construction certificate for proposed building work, including building work associated with a change of building use, or
- A fire safety order

The fire safety schedule will also identify the required standard of performance for each essential fire safety measure.

Also

- ❖ A copy of this certificate, together with the relevant fire safety schedule, must be forwarded to the Council.
- ❖ A copy is also to be sent to Fire & Rescue NSW, Building Compliance Unit at Locked Bag 12, Greenacre NSW 2190 (pursuant to cl 172 of the Regulations).
- ❖ A copy of this certificate, together with the relevant fire safety schedule, must be prominently displayed in the building. A fine of \$100 can be imposed for not doing so.
- ❖ An Annual Fire Safety Statement will need to be submitted by the owner as is required under the Environmental Planning and Assessment Regulation 2000.