

What to do when preparing the Statement

To assist you in completing the Statement and returning it to Council, the following short

checklist may be of assistance:

- ☐ **Every** section of the enclosed Statement must be completed accurately and thoroughly.
- ☐ Has every ESS Fire Safety Measure found to be installed and to operate/achieve to the required standard as outlined in the Fire Safety Schedule and/or the most recent Final Fire Safety Certificate?
- ☐ Have any alterations, changes or required corrections been made to the Schedule/Statement? Have you provided a REPORT to support the correction or change?
- ☐ Has the date of the Standard been provided eg AS 1681 (1994) and is this noted both on the Statement in Section 5 as well as on the Certificate provided by the issuing body? **NB** It is important to note that the Standard's year of issue is not always the most current issue. Care should be taken to ensure that the correct Standard and year is reference.
- ☐ Are the dates of assessment and inspection within 3 months of you signing the statement?
- ☐ Has the AFSS been authorised and declared correctly? The AFSS must be signed by either the property owner, or by *both* the property owner and their agent. Section 9 must be completed by the owner if authorising an Agent to sign in Section 7.

The owner's agent can include the manager of the company, the secretary of a body corporate, a strata manager or similar. The assessor of the Fire Safety Measures (eg of a fire consulting or fire services company) generally cannot act as the agent.

- ☐ **Section 11. Has a copy of the Fire Safety Schedule been provided?** This is 'in addition to' Section 5 and must be displayed alongside the Fire Safety Statement.
- ☐ Is the Administration Fee paid?
- ✓ Please check your statement for errors and omissions before submitting to Council.
- ✓ Incomplete and/or incorrect Fire Safety Statements will be returned.
- ✓ No time allowances or extensions can be considered for incorrect paperwork submissions. **Please check your Statement before sending it.** Extensions must remain 'extraordinary' and are only considered upon request and subsequent submission of an 'Application to Stay Penalty - AFSS. Fines may apply to overdue Statements.
- ✓ Please ensure you always have your annual Fire Safety Inspections pre-booked for timely submission allowing for repair times, if required.
- ✓ Best practice suggests you keep a copy of your previous year AFSS on file, for reference.
- ✓ Please email your completed AFSS, including a copy of your SCHEDULE for SECTION 11 to council@cityofparramatta.nsw.gov.au and afss@fire.nsw.gov.au