

REQUEST TO REISSUE FIRE SAFETY SCHEDULE

Under Section 80A of the *Environmental Planning and Assessment
(Development Certification & Fire Safety) Regulation 2021*

About this form

- A fire safety schedule may only be reissued if the original schedule has been lost or destroyed, or there are errors or omissions that require correction.
- A fire safety schedule **cannot** be reissued if the error or omission is due to building work or a change in plans or specifications for the fire safety measures of the building.

ANNUAL FIRE SAFETY STATEMENT REFERENCE NUMBER

Your reference number is on the top right corner of Council's reminder letter	23.
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How to complete this form

- All fields on this form are mandatory and must be completed or this request will not be granted.
- Fees and charges will be required in accordance with Council's adopted fees and charges.
- Once completed save the form as a PDF file and submit this form by email to council@kiama.nsw.gov.au

1 PROPERTY/SITE DETAILS

Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					
Type of Building					
Commercial:		Industrial:		Mixed use:	
Other (please specify):					

2 APPLICANT DETAILS

- The purpose of this section of the form is to detail the name, address and contact details of the person who is completing and signing the required declaration in Section 7 of this form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person makes the required declaration on behalf of an organisation (as the owner of the building), the name of the organisation and the title/position of the person must be provided. The person making the required declaration as a representative of the organisation must have the appropriate authority to do so.
- Where a person makes the required declaration on behalf of the owner(s) (as the owner's agent), this person must have the appropriate authority from the building owner(s) to undertake this function.

Name/Company:		Phone:	
Contact Name:		Mobile:	
Postal Address:			
Email:			

Note: All enquires and correspondence relating to this Application will only be discussed with or directly through the nominated contact.

6 SUPPORTING DOCUMENTATION

- Council may require further details, reports or supporting information to properly assess the application.

Indicate if you have supplied any of the following with this application:

	Report or correspondence from Registered Certifier or Fire Safety Engineer
	Documentation from Accredited Practitioner (Fire Safety)
	Copy of most recent Fire Safety Certificate or Fire Safety Statement
	Other:

7 DECLARATION

As the owner(s) / agent of the land, I/we understand that Council can only reissue a fire safety schedule if the provisions of section 80A of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* are complied with. I.e. the reissue of the fire safety schedule is not as a result of building work, or a change in plans or specifications for the fire safety measures of the building.

Owner/Agent Name:	Owner/Agent Signature:	Date:

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment (Development Certificate & Fire Safety) Regulation 2021*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment (Development Certificate & Fire Safety) Regulation 2021*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the *Government Information (Public) Access Act* and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.