

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.)

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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, [Click here](#) (insert full name)

being the (mark applicable box) owner

owner's agent

certify that each essential fire safety measure specified 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

Section 7: Interim fire safety certificate declaration

I, [Click here](#) (insert full name)

being the (mark applicable box) owner

owner's agent

certify that each essential fire safety measure specified 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 part of the building to which this certificate relates.

Owner/Agent Name	Owner/Agent Signature	Date

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

Section 9: Contact details of person issuing this certificate

Title	Given Name/s	Family Name

Phone	Email

Section 10: Fire safety schedule

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