

FIRE SAFETY SCHEDULE INSTRUCTIONS TO COMPLETE FORM

Part 10 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 202*

Information to help you complete the Fire Safety Schedule form

The following information is provided to help persons completing this fire safety schedule (FSS) template and does not comprise part of the form. The instructions do not have to be displayed in the building or submitted to the local Council or the Commissioner of Fire and Rescue NSW or attached to any fire safety certificate or annual fire safety statement.

General

- Please print in CAPITAL LETTERS and complete all relevant sections in full.
- A reference to 'the Regulation' is a reference to the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.
- The completed fire safety schedule form must be attached to the relevant application.
- An earlier fire safety schedule is superseded by a later fire safety schedule and ceases to have effect when the later fire safety schedule is issued.
- A fire safety schedule must deal with the whole of the building and not only the part of the building to which the development consent, complying development certificate, construction certificate or fire safety order relates.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at <https://www.fairtrading.nsw.gov.au/housing-and-property/reforms-to-fire-safety-regulation>

Section 1: Description of the building

The address and other property details should be provided here.

Section 2: Reissue of Fire Safety Schedule

- The purpose of this section is to specify whether the fire safety schedule is a new schedule or a schedule that has been reissued under section 80A of the Regulation. Note: The building regulator (Building Commission NSW) does not reissue certificates under section 80A.
- An initial fire safety schedule issued when a Development Consent, Complying Development Certificate, Construction Certificate, or a fire safety order is issued is not taken to be a reissued Schedule.
- The reissue of a fire safety schedule may occur because the original schedule was lost or destroyed or to correct errors or omissions in the fire safety schedule.
- It must be noted that a fire safety schedule **cannot** be reissued under section 80A of the Regulation 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.
- A private certifier **cannot** reissue a schedule under s80A after an occupation certificate has been issued by the certifier.

- A council that reissues a fire safety schedule where the ‘original’ was not required to be in the approved form does not need to issue the replacement schedule on the approved form. Instead, a council may reissue the schedule in the same form as the schedule being replaced.

Section 3: Reference details

- Provide details of the relevant reference document by selecting the relevant type from the drop-down list.
- Provide the reference number of the relevant Development Consent, Construction Certificate, Complying Development Certificate, Fire Safety Order Reference.
- Where the schedule is being issued for a Building Work Rectification Order under the *Residential Apartment Buildings (Compliance and Enforcement Powers) Act 2020* under section 33, the reference must include the date of the order and the name of the developer.
- Where the schedule is being issued in relation to an undertaking under *Design and Building Practitioners Act 2020*, section 88 or an undertaking under the *Residential Apartment Buildings (Compliance and Enforcement Powers) Act 2020*, section 28. The reference must include the date the undertaking was accepted by the Secretary and the name of the developer.
- For ease of use, only one reference to a relevant document type is necessary for filling out this part. It is unnecessary to reference multiple Development Consents, staged CCs, or CDCs that are or were once applicable to the building over its lifetime.

Section 4: Fire safety measures currently implemented OR proposed to be implemented for the building

The purpose of this section is to identify the current and proposed fire safety measures that must be implemented for the building.

Fire safety measures

- A proposed fire safety measure is taken to be either a required measure not currently installed in the building, or an existing measure which is being altered.
- Fire safety measures include both statutory fire safety measures and other fire safety measures. The statutory fire measures are specified in section 79(4) of the Regulation and include portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems, and lightweight construction.
- Other fire safety measures could include any measure that is specific to the building such as those required as part of a fire safety Building Code of Australia (BCA) performance solution for the building.

Minimum standard of performance

- The minimum standard of performance for a fire safety measure describes the technical specification for the design, installation and operation of the measures. The minimum standard of performance is generally determined by the BCA and should not be confused with the specified maintenance activities which are used for maintenance of a fire safety measure.
- When noting the minimum standard of performance for a fire safety measure (FSM) care needs to be taken to ensure relevant details are provided. When expressing a minimum standard of performance for an FSM, the following referencing sequence should be used:
 1. The Building Code of Australia (BCA) edition applicable to the FSM.
 2. Any relevant BCA Deemed-to-Satisfy Clause(s) or Specification(s).
 3. Any relevant Reference Document(s) (such as Australian Standards) and the applicable edition (year) of that Referenced Standard.
- If an application relates only to a part of a building and the required fire safety measures and their associated minimum standard of performance varies from other parts of the building, the fire safety schedule must clearly identify the different fire safety measures and/or different standards of performance in a building.

Using the table

- If there are no existing fire safety measures, specify 'Nil' in the first row under both 'Current' and 'Minimum standard of performance'. The remaining rows of the table under 'Current' can be deleted.
- If there are no proposed fire safety measures specify 'Nil' in the first row under both 'Proposed' and 'Minimum standard of performance'. The remaining rows of the table under 'Proposed' can be deleted.
- Additional rows can be added under 'Current' and 'Proposed' measures if required.

Performance solutions

- The fire safety schedule must identify all fire safety measures that are required as part of a fire safety BCA performance solution, including any reference to the BCA performance solution report document when specifying the standard of performance for each measure.
- Provide identifying details of any fire engineered BCA performance solution report(s) relevant to those corresponding fire safety measures in the table 'Details of Building Code of Australia Performance Solution Report(s)'.
- Provide details of the report including the author of the report, the relevant BCA performance requirements about which the report demonstrates compliance, and a brief description of the relevant BCA deemed-to-satisfy provision(s) considered.

Section 5: Critical fire safety measures currently implemented OR proposed to be implemented in the building

- The purpose of this section is to identify those current or proposed critical fire safety measures for the building.
- A critical fire safety measure is a measure that requires periodic assessment and certification at intervals of less than 12 months, because of its nature, the environment, or other circumstances.
- Not all buildings will be subject to critical fire safety measures and this section must only be filled out when a building has critical fire safety measures as identified by the registered certifier (council or private) or appropriate authority.
- Each critical fire safety measure and the associated minimum standard of performance must be listed.
- Specify the intervals (of less than 12 months) at which the critical fire safety measure must be assessed and requires a supplementary fire safety statement to be submitted.
- It is up to the registered certifier (council or private) or appropriate authority to identify what is a critical fire safety measure and the frequency at which a supplementary fire safety statement is required to be lodged with the council.
- If there are no applicable critical fire safety measures insert 'Nil' in the row under 'Current', 'Proposed' and 'Minimum standard of performance'. The remaining rows of the table under 'Current' and 'Proposed' can be deleted.
- Additional rows can be added to the table if required.

Section 6: Exemption from BCA standard for a relevant fire safety system

- The purpose of this section is to identify in accordance with section 23(3)(b) of the Regulation any exemptions from BCA standards for the fire safety building work granted under a construction certificate by a certifier resulting from an objection under section 74 of the Regulation.
- Objections made under this provision relate to the operational performance of a relevant fire safety system.
- A relevant fire safety system is defined by the Regulation and can be either a hydraulic fire system, a fire detection and alarm system, or a mechanical ducted smoke control system.

- In this section the applicant must specify the relevant fire safety measure to which an exemption applies. A detailed description of the exemption must be provided.
- If there are no exemptions relevant to the building insert 'Nil' in the first row under both 'Relevant Fire Safety System' and 'Details of the exemption'. The remaining rows of the table can be deleted.
- Additional rows may be added to the table if required.

Section 7: Name and contact details of the person issuing the schedule

- The purpose of this section of the form is to include details of the person or authority that is issuing the schedule.
- Where the fire safety schedule is issued by a registered certifier, details of the registration number of the certifier are to be provided.
- The date of issue must also be included on the fire safety schedule.

FIRE SAFETY SCHEDULE FORM

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Please note:

1. A fire safety schedule must deal with the whole of the building not just part of the building.
2. Please complete all sections in full using CAPITAL LETTERS.

Section 1: Location of the building

Address (street number, street name, suburb and postcode)
Building Address.

Lot No. (if known)	CP/DP/SP No. (if known)	Building name (if applicable)
LOT	PLAN TYPE & NUMBER	BUILDING NAME

Section 2: Reissue of Fire Safety Schedule (Section 80A of the Regulation)

- Not applicable – Fire Safety Schedule is not being reissued.
- Reissued Fire Safety Schedule (please state reason below)

Reason for Reissue of Schedule

<input type="checkbox"/> Original Schedule lost or destroyed	<input type="checkbox"/> Correction of errors or omissions.
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Section 3: Reference details (Section 78 of the Regulation)

Reference type	Reference number (if known)
CHOOSE AN ITEM	REFERENCE NUMBER

Section 4: Fire safety measures for the building – excluding critical fire safety measures (Section 79 of the Regulation)

Current (existing)

Item No	Fire safety measure (current/existing)	Minimum standard of performance
1.	Delete or add rows as necessary	

Proposed (new or modified including section 84(6) of the Regulation)

Item No	Fire safety measure (proposed)	Minimum standard of performance
1.	Delete or add rows as necessary	

Details of Fire Safety Building Code of Australia (BCA) Performance Solution Report(s)

Ref No/Title of report/Author/ Date	BCA performance requirements	BCA DtS Provision(s) and details of non-compliance
	Delete or add rows as necessary	

Section 5: Critical fire safety measures – where applicable to the building (Section 79 of the Regulation)

Note: A critical fire safety measure is one where the performance is verified at intervals of less than 12 months through the submission of a supplementary fire safety statement.

Current (existing)

Item No	Fire safety measure (current)	Minimum standard of performance
1.	Delete or add rows as necessary	

Proposed (new or modified including section 84(6) of the Regulation)

Item No	Fire safety measure (proposed)	Minimum standard of performance
1.	Delete or add rows as necessary	

Section 6: Details of approved exemptions from compliance with BCA standards for a relevant fire safety system (Section 74 of the Regulation)

Item No	Relevant fire safety measure	Description of exemptions
1.	Delete or add rows as necessary	

Section 7: Name of authority or registered certifier issuing this schedule

Name	Organisation (business, relevant authority or council)
INSERT NAME HERE	INSERT BUSINESS OR ORGANISATION

Business address (street number, street name, suburb and postcode)
INSERT BUSINESS ADDRESS HERE

Registration Number (where applicable)
INSERT REGISTRATION NUMBER

Date of issue
CLICK OR TAP TO ENTER A DATE

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