

Instalment Notice

Ground floor, 33 Moore St, Liverpool 2170 Phone 1300 36 2170
LOCKED BAG 7064, LIVERPOOL BC NSW 1871
WEBSITE: www.liverpool.nsw.gov.au

 For all enquiries phone
Council's Call Centre
Phone **1300 36 2170**



SHEPHERD PROPERTY NOMINEE PTY LTD
107 GRAHAM RD
ROSSMORE NSW 2557

ASSESSMENT NUMBER

23268 5

DATE POSTED

28/01/2022



014
1036639
R4_17585

Please pay the next instalment of Council rates for the property at:

Property Description:

31 SHEPHERD STREET, LIVERPOOL NSW 2170

LOT 6 DP 247485

Instalment number	Due Date	AMOUNT
3	28/02/2022	\$5,786.00

*BP 5786.00
28/02/22*

NOTE: Any arrears that are included in the amount owing are due immediately.

Payment Options
Amount \$5,786.00



Receive your notice via email
Go to liverpool.enotices.com.au

Your eNotice Reference No: **350417134Z**



Bill Code: 4440
Ref No.: 232685

For Bpay payments contact your participating financial institution to make this payment from your selected account.



Post Billpay

Billpay Code: 0227
Ref No.: 2326 85

Payment may be made at any Australia Post office.



*227 232685



Phone Payments*

Call 1300 859 651 and have your credit card and rate notice ready.

Ref No.: 232685



Internet Payments*

Visit www.liverpool.nsw.gov.au to pay online.



By Mail

Liverpool City Council
PO Box 6005, Macarthur BPC, Minto NSW 2566



In Person at Liverpool City Council

At our Customer Service Centre
Ground floor, 33 Moore St, Liverpool

* Credit Card Service Fee of 0.50% applies

Instalment Notice

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LOCKED BAG 7064, LIVERPOOL BC NSW 1871
WEBSITE: www.liverpool.nsw.gov.au

For all enquiries phone
Council's Call Centre
Phone **1300 36 2170**

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

ASSESSMENT NUMBER

99627 1

DATE POSTED

28/01/2022



I040806
R5_6623

Please pay the next instalment of Council rates for the property at:

Property Description:

33 SHEPHERD STREET, LIVERPOOL NSW 2170

LOT 2 DP 1266735

Instalment number	Due Date	AMOUNT
3	28/02/2022	\$6,984.00

*BP \$ 6984.00
28/02/22*

NOTE: Any arrears that are included in the amount owing are due immediately.

Payment Options
Amount \$6,984.00



Receive your notice via email
Go to liverpool.enotices.com.au

Your eNotice Reference No: **4279C0159H**



Bill Code: 4440
Ref No.: 996271

For Bpay payments contact your participating financial institution to make this payment from your selected account.



Post Billpay

Billpay Code: 0227
Ref No.: 9962 71

Payment may be made at any Australia Post office.



*227 996271



Phone Payments*

Call 1300 859 651 and have your credit card and rate notice ready.

Ref No.: 996271



Internet Payments*

Visit www.liverpool.nsw.gov.au to pay online.



By Mail

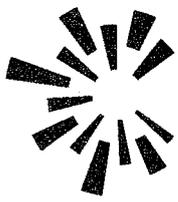
Liverpool City Council
PO Box 6005, Macarthur BPC, Minto NSW 2566



In Person at Liverpool City Council

At our Customer Service Centre
Ground floor, 33 Moore St, Liverpool

* Credit Card Service Fee of 0.50% applies



CAMPBELLTOWN CITY COUNCIL

91 Queen Street, Campbelltown NSW 2560
www.campbelltown.nsw.gov.au
Telephone: 02 4645 4000
Facsimile: 02 4645 4111
Email: council@campbelltown.nsw.gov.au
Rate Enquiries: 02 4645 4935
ABN: 31 459 914 087

THIRD INSTALMENT

REFERENCE NO.

701888

INSTALMENT DUE DATE

28 February 2022

OVERDUE

NIL

INSTALMENT

\$2,691.70

TOTAL DUE

\$2,691.70

DEDUCT PAYMENTS MADE SINCE

11 January 2022

OVERDUE

Any overdue amount shown on this notice is due immediately.

Normoyle Property Nominees Pty Ltd
61 George St
LEPPINGTON NSW 2179



1029937
R4_2631

Handwritten: 28/2/22

Handwritten: \$2691.70

PROPERTY LOCATION AND DESCRIPTION

**6 Lancaster Street, INGLEBURN NSW 2565
Lot 100 DP 1176600**

This notice represents the third quarterly instalment of Council rates and charges due for payment on or before 28 February 2022.

Any payments made after 11 January 2022 may be deducted from the amount due.

	For emailed notices:
	campbelltownnsw.notices.com.au
	Reference No: 6F9CCC4B4J

Important Information - Payments made by Mastercard, Visa or American Express attract a Merchant Service Fee Surcharge.

Join us for Australia Day

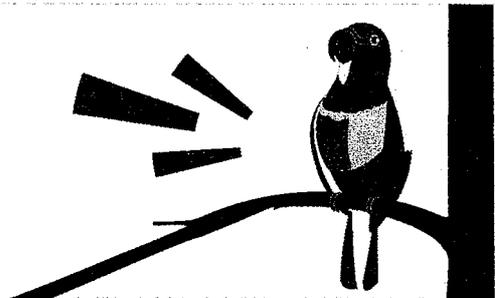
Reflect. Respect. Celebrate

Visit campbelltown.nsw.gov.au



Australia Day
Reflect. Respect. Celebrate.

Assisted by the Australian Government
through the National Australia Day Council



L DEITZ
GENERAL MANAGER

INTEREST WILL BE CHARGED IF PAYMENTS ARE NOT MADE BY THE DUE DATES. THE RATE IS 6% P.A CALCULATED DAILY. IT IS IMPORTANT TO RETAIN THIS DOCUMENT FOR YOUR RECORDS. FEES MAY APPLY FOR ANY COPIES REQUESTED.

STANDARD

Direct Debit

Direct debit your bank account through your financial institution. For details phone Revenue Section (02) 4645 4935
www.campbelltown.nsw.gov.au



In Person

Council Administration Building, Customer Service Centre, Campbelltown Civic Centre, 91 Queen Street, Campbelltown 8:30am - 4:30pm or Eagle Vale Central, 25 Emerald Drive, Eagle Vale 9am - 4pm.



Mail

Detach and include this payment slip with your cheque and mail to: Campbelltown City Council, PO Box 57 Campbelltown NSW 2560



BPAY® - Telephone & Internet Banking

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.

More info: www.bpay.com.au

BPAY® this payment via Internet or phone banking
BPAY View® View and pay this bill using Internet banking
BPAY View Registration No.: 701888



Billers Code: 52167
Reference: 701888

Internet and Phone

Pay by credit card at www.campbelltown.nsw.gov.au or by phoning

1300 791 110

payment by credit card only
(Merchant surcharge for VISA and Mastercard 0.6%, AMEX 0.8%)



Centrepay

Go to humanservices.gov.au/Centrepay for information and to set up Centrepay deductions from your payments.
Centrelink Ref No. 555 088 033X



Post Billpay

Present this notice intact at any Australia Post Office for payment by cash, cheque or EFTPOS. Credit cards are NOT accepted.



REFERENCE NO.	OVERDUE	INSTALMENT	TOTAL DUE
701888	NIL	\$2,691.70	\$2,691.70



*4200 701888

Please read the back of this notice for information about your rates.

Last bill	Payments	Balance	This bill	Total amount due
\$548.22	\$548.22	\$0.00	\$525.60	\$525.60

05586-1

014



SHEPHERD PROPERTY NOMINEE PTY LTD
 107 GRAHAM RD
 ROSSMORE NSW 2557

Please pay by

21/02/22

Account number

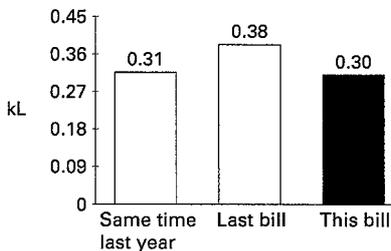
4578 499

Account for industrial property

31 Shepherd St Liverpool

Fixed charges - GST free	1 Jan 22 - 31 Mar 22	\$
Water service		48.34
Wastewater (sewerage) service		378.03
Usage charges - GST free	26 Oct 21 - 30 Jan 22	
Water	26/10 - 30/01	30 kL at \$2.3800 a kL <i>See over for details</i>
Wastewater	26/10 - 30/01	23 kL at \$1.2100 a kL <i>See over for details</i>
Total amount due		\$525.60

Your average daily usage



How much water did you use?

Continued over

SYDNEY WATER CORPORATION ABN 49 776 225 038

TAX INVOICE

Date of issue 31 January 2022

Account for 31 Shepherd St Liverpool



BPAY®: Internet or phone banking.
 Biller code: 45435 Ref no.: 4578 499 0009

Online ID: 7513289

Card payments:
 0.4% fee applies



Telephone payments: MasterCard or VISA.
 Call **1300 12 34 58** (24 hour service)

Payment number

4578 499 0009



Direct Debit: from your bank account or credit card.
 Visit sydneywater.com.au/directdebit

Please pay by

21/02/22



Internet payments: MasterCard, VISA or PayPal.
 Visit sydneywater.com.au/pay

Total amount due

\$525.60

TRAN CODE	USER CODE	CUSTOMER REFERENCE NUMBER
831	066859	000045784990009

Bl. 21/02/2022
\$525.60

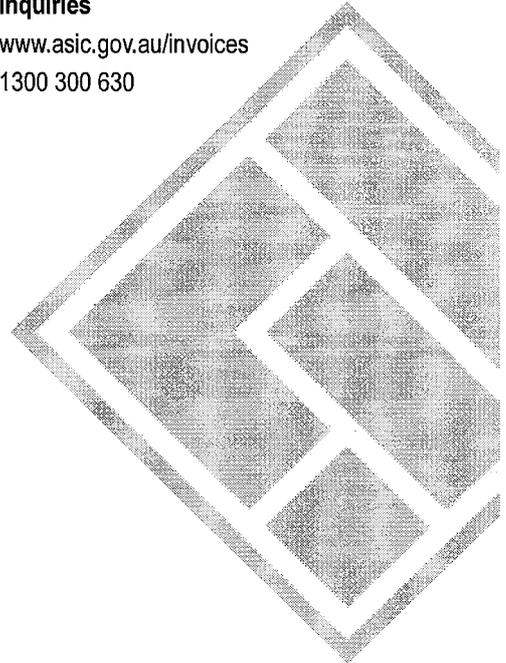
031PSWC2DL961889NR2/E-5586/S-6349/I-12697



ASIC
Australian Securities & Investments Commission

ABN 86 768 265 615

Inquiries
www.asic.gov.au/invoices
1300 300 630



NORMOYLE SUPER CO PTY LTD
BLUE CHIP SUPER PTY LTD
PO BOX 1777 WOLLONGONG DC NSW 2500

INVOICE STATEMENT

Issue date 15 Dec 21

NORMOYLE SUPER CO PTY LTD

ACN 603 370 092

Account No. 22 603370092

Summary

Opening Balance	\$0.00
New items	\$56.00
Payments & credits	\$0.00
TOTAL DUE	\$56.00

- Amounts are not subject to GST. (Treasurer's determination - exempt taxes, fees and charges).
- Payment of your annual review fee will maintain your registration as an Australian company.

Transaction details are listed on the back of this page

Please pay

Immediately	\$0.00
By 15 Feb 22	\$56.00

If you have already paid please ignore this invoice statement.

- Late fees will apply if you do NOT
 - tell us about a change during the period that the law allows
 - bring your company or scheme details up to date within 28 days of the date of issue of the annual statement, or
 - pay your review fee within 2 months of the annual review date.
- Information on late fee amounts can be found on the ASIC website.



ASIC
Australian Securities & Investments Commission

PAYMENT SLIP
NORMOYLE SUPER CO PTY LTD

*BR \$56**
15/2/2022

TOTAL DUE	\$56.00
Immediately	\$0.00
By 15 Feb 22	\$56.00

Payment options are listed on the back of this payment slip

B PAY	Billor Code: 17301
	Ref: 2296033700925

ACN 603 370 092 Account No: 22 603370092



22 603370092



*814 129 0002296033700925 05

Transaction details:

page 2 of 2

	Transactions for this period	ASIC reference	\$ Amount
2021-12-15	Annual Review - Special Purpose Pty Co	3X8796129480P A	\$56.00
	Outstanding transactions		
2021-12-15	Annual Review - Special Purpose Pty Co	3X8796129480P A	\$56.00

PAYMENT OPTIONS



Billpay Code: 8929
Ref: 2296 0337 0092 505

Australia Post

Present this payment slip. Pay by cash, cheque or EFTPOS

Phone

Call 13 18 16 to pay by Mastercard or Visa

On-line

Go to postbillpay.com.au to pay by Mastercard or Visa

Mail

Mail this payment slip and cheque (do not staple) to ASIC,
Locked Bag 5000, Gippsland Mail Centre VIC 3841

Biller Code: 17301
Ref: 2296033700925

Telephone & Internet Banking -- BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

Inquires 1300 300 630

Issue date 15 Dec 21

Company Statement

Extract of particulars - s346A(1) Corporations Act 2001

CORPORATE KEY: 57081031

Check this statement carefully

You are legally obligated to ensure that all your company details listed on this company statement are complete and correct. This is required under s346C (1) and/or s346B and s346C (2) of the *Corporations Act 2001*.

You must check this statement carefully and inform ASIC of any changes or corrections immediately. **Do not return this statement.** You must notify ASIC within 28 days after the date of change, and within 28 days after the date of issue of your annual company statement. Late lodgement of changes will result in late fees. These requirements do not apply to the **Additional company information.**

ACN 603 370 092
FOR NORMOYLE SUPER CO PTY LTD

REVIEW DATE: 15 December 21

You must notify ASIC of any changes to company details — Do not return this statement



To make changes to company details or amend incorrect information

- go to www.asic.gov.au/changes
- log in to our online services and make the required updates
- first time users will need to use the corporate key provided on this company statement



Phone if you've already notified ASIC of changes but they are not shown correctly in this statement.
Ph: 1300 300 630



Use your agent.

Company Statement

These are the current company details held by ASIC. You must check this statement carefully and inform ASIC of any changes or corrections immediately. Late fees apply. **Do not return this statement.**

1 Registered office
61 GEORGE ROAD LEPPINGTON NSW 2179

2 Principal place of business
61 GEORGE ROAD LEPPINGTON NSW 2179

3 Officeholders

Name:	THOMAS NORMOYLE
Born:	KILRUSH IRELAND
Date of birth:	21/04/1951
Address:	61 GEORGE ROAD LEPPINGTON NSW 2179
Office(s) held:	DIRECTOR, APPOINTED 15/12/2014
Name:	GERALDINE NORMOYLE
Born:	KILRUSH IRELAND
Date of birth:	16/10/1951
Address:	61 GEORGE ROAD LEPPINGTON NSW 2179
Office(s) held:	DIRECTOR, APPOINTED 15/12/2014
Name:	EMMET FRANCIS NORMOYLE
Born:	SYDNEY NSW
Date of birth:	21/04/1980
Address:	99 GRAHAM ROAD ROSSMORE NSW 2557
Office(s) held:	DIRECTOR, APPOINTED 15/12/2014
Name:	HANNORA MARIE NORMOYLE
Born:	SYDNEY NSW
Date of birth:	08/02/1978
Address:	215 CATHERINE FIELD ROAD CATHERINE FIELD NSW 2557

These details continue on the next page

NORMOYLE SUPER CO PTY LTD ACN 603 370 092

Company statement continued

Office(s) held: DIRECTOR, APPOINTED 30/01/2018

4 Company share structure

Share class	Shares description	Number issued	Total amount paid on these shares	Total amount unpaid on these shares
ORD	ORDINARY	15	\$15.00	\$0.00

5 Members

Name: GERALDINE NORMOYLE
Address: 61 GEORGE ROAD LEPPINGTON NSW 2179

Share Class	Total number held	Fully paid	Beneficially held
ORD	5	Yes	Yes

Name: THOMAS NORMOYLE
Address: 61 GEORGE ROAD LEPPINGTON NSW 2179

Share Class	Total number held	Fully paid	Beneficially held
ORD	5	Yes	Yes

Name: EMMET FRANCIS NORMOYLE
Address: 99 GRAHAM ROAD ROSSMORE NSW 2557

Share Class	Total number held	Fully paid	Beneficially held
ORD	5	Yes	Yes

You must notify ASIC within 28 days of the date of change, and within 28 days of the issue date of the annual company statement. Late lodgement of changes will result in late fees.

End of company statement

This concludes the information to which the company must respond (if incorrect) under s346C of the *Corporations Act 2001*.

Additional company information

This information is optional under the *Corporations Act 2001*. Late lodgement fees or late review fees do not apply to this information. To add, remove or change a contact address, see www.asic.gov.au/addresses.

6 Contact address for ASIC use only

Registered agent name: BLUE CHIP SUPER PTY LTD
Registered agent number: 32402
Address: PO BOX 1777 WOLLONGONG DC NSW 2500

Company statement continued

LIVERPOOL CITY COUNCIL

Our Ref.:
Date:

ES-601
3 February 2022

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

**PAYMENT OF ADMINISTRATION FEE FOR AFSS
31 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 6 DP 247485**

Dear Sir/Madam,

I refer to Councils previous correspondence requesting submission of the Annual Fire Safety Statement and payment of the Administration fee (invoice attached).

Please be advised that the Annual Fire Safety Statement has been received however the administration invoice has not been paid.

To prevent this matter being referred to debt recovery for legal action, please arrange to have the attached invoice paid within 7 days from the date of this letter.

If you have any further queries, please contact Mone Phabmixay on 8711 7472 or email: afss@liverpool.nsw.gov.au

Yours faithfully



Mone Phabmixay
Essential Services Officer

LIVERPOOL CITY COUNCIL

TAX INVOICE

ABN 84 181 182 471

Document Date :
03-Feb-2022
License No: ES-601
Invoice No: 19123
Invoice Date: 01-Nov-2021

ATTENTION:

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

Account Enquiries:
Phone: 1300 36 2170
Email: lcc@liverpool.nsw.gov.au
Phone Payments call 1300 36 2170
Locked Bag 7064 Liverpool BC NSW
1871

Property Address: 31 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 6 DP 247485

Fee Description	Total Fee
Annual Fire Safety Statement Administration Fee	\$275.00
Invoice Total (incl GST)	\$275.00
<p>Please Note:</p> <p>All credit card payments will incur a surcharge of 0.5% + GST where applicable.</p> <p>If Invoices are not paid by the due date, Council's Debt Recovery section will pursue payment, which may incur additional fees.</p> <p style="text-align: right;"><i>SP. 9/2/2022</i> <i>\$275-</i></p>	

(FIRE SAFETY STATEMENT WILL NOT BE PROCESSED UNTIL FEES ARE PAID)

Payment by Mail: Forward bottom portion only

 <p>Bill Code: 242347 Ref: 2057297</p>		Bill Code: 1002143	In Person:
		Licence: ES-601 Ref: 2057297	Administration Centre Ground Floor, 33 Moore St Liverpool
<p>©Registered to BPAY Pty Ltd ABN 69 079 137 518 Telephone & Internet Banking - BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au</p>		<p>Please ensure the ES No. is included in reference</p>	
		Internet: Go to www.bpoint.com.au Phone: Call 1300 BPOINT	By Mail: Liverpool City Council Locked Bag 7064 LIVERPOOL BC NSW 1871

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Please note:
Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): an annual fire safety statement (complete the declaration at Section 8 of this form)
 a supplementary fire safety statement (complete the declaration at Section 9 of this form)

REGISTERED
07 FEB 2021
BY:

Section 2: Description of the building or part of the building

This statement applies to: the whole building part of the building

Address

31 SHEPHERD STREET, LIVERPOOL NSW 2170

Lot No. (if known)	DP/SP (if known)	Building name (if applicable)
LOT 6	DP 247485	SHEPHERD PROPERTY NOMINEE PTY LTD

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

COMMERCIAL FACTORY UNITS AND OFFICE AREA

Section 3: Name and address of the owner(s) of the building or part of the building

Name

THOMAS, NORMOYLE

Address

61 GEORGE STREET, LEPPINGTON NSW 2179

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS*
EMERGENCY LIGHTING	AS 2293.1:2005 BCA PART E4.2 & E4.4	20.12.2021	F047480A
EXIT SIGNS	AS 2293.1 2005 BCA PART E4.5, E4.6 & E4.8	20.12.2021	F047480A
PORTABLE FIRE EXTINGUISHERS	AS 2444:2001 BCA CLAUSE E1.6	20.12.2021	F047480A
FIRE HOSE REELS	AS 2441:2005 BCA CLAUSE E1.4	20.12.2021	F047480A
FIRE BLANKETS	AS2444	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

Part of the building inspected	Date(s) inspected	APFS*
WHOLE BUILDING	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

Full name	Phone	Email	Accreditation No.*	Signature
WAHIB HADID	0488444400	WAHIB@AUSTRALIANFIRE.NET.AU	F047480A	

* Where applicable – see notes on page 4 for further information.

Section 7: Name and contact details of the person issuing this statement *

Full name
THOMAS NORMOYLE

Organisation (if applicable)
SHEPHERD PROPERTY NOMINEE PTY LTD

Title/Position (if applicable)
DIRECTOR

Phone
0425 336 066

Email
frank@jandjtowing.com.au

* The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, THOMAS NORMOYLE (insert full name) being the: owner owner's agent

declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:
- i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature Date issued
20.12.2021

Section 9: Supplementary fire safety statement declaration

I, Click here (insert full name) being the: owner owner's agent

declare that each critical fire safety measure specified in the statement has been assessed by an accredited practitioner (fire safety) and 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 statement is issued.

Owner/Agent Signature _____ Date issued _____

Note:

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

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 Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 176 of the Regulation and relates to each critical fire safety measure that applies to the building.

Section 2: Description of the building or part of the building

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

Section 3: Name and address of the owner(s) of the building or part of the building

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

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

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement 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 issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement 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.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.
- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible

for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- In issuing the statement, the building owner or agent is **not** declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (February 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up-to-date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.

LIVERPOOL CITY COUNCIL

Our Ref.: ES-601
Date: 1 November 2021

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

REMINDER TO SUBMIT YOUR ANNUAL FIRE SAFETY STATEMENT IN ACCORDANCE WITH THE ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000

31 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 6 DP 247485

Dear Sir/Madam,

Please find attached your Annual Fire Safety Statement which is **due for submission to Council by 09-Feb-2022**.

You are reminded that a Fire Safety Statement that certifies all of the essential fire safety measures within the subject building or premises is to be completed and submitted to Council. To ensure these measures are maintained and operating in accordance with relevant standards they must be assessed and certified by an accredited practitioner (fire safety) (APFS).

A completed Annual Fire Safety Statement must be submitted to Council and to the Commissioner of the NSW Fire Brigades by no later than the date specified above. Furthermore, the statement must also be displayed in a prominent position within the main entrance foyer of the building.

Pursuant to Section 608 of the Local Government Act 1993, Council has adopted a **\$275.00 administration fee** for all Annual Fire Safety Statements. This fee must be paid upon lodgement of each statement.

Failure to provide an Annual Fire Safety Statement is an offence under the Environmental Planning and Assessment Regulation 2000, where the maximum penalty is \$1000 per week up to \$4000 for four (4) weeks or more. Further failure to submit an Annual Fire Safety Statement could also lead to legal proceedings in the Land and Environment Court, where the maximum penalty for a breach is \$110,000.00.

Further penalties may be incurred of \$580 for failing to display the Annual Fire Safety Statement and \$3000-\$6000 for failing to maintain the Essential Fire Safety measures.

The Essential Fire Safety Measures list attached is to be used as a guide only, it is the owner's responsibility to ensure that the measures installed and/or required to the property are properly maintained and certified to the Standard of performance to which they were installed.

PLEASE COMPLETE AND RETURN THE ATTACHED CERTIFICATE TO LIVERPOOL CITY COUNCIL BY THE DUE DATE.

LIVERPOOL CITY COUNCIL

**TAX
INVOICE**
ABN 84 181 182
471

Document Date :
1 November 2021
License No: ES-601
Invoice No:
19123
Invoice Date:
01-Nov-2021

Account Enquiries:
Phone: 1300 36 2170
Email: lcc@liverpool.nsw.gov.au
Phone Payments call 1300 36 2170
Locked Bag 7064 Liverpool BC NSW 1871

ATTENTION:

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

Property Address: 31 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 6 DP 247485

Fee Description	Total Fee
Annual Fire Safety Statement Administration Fee	275.00
Invoice Total (incl GST)	275.00

Please Note:

All credit card payments will incur a surcharge of 0.5% + GST where applicable.

If Invoices are not paid by the due date, Council's Debt Recovery section will pursue payment, which may incur additional fees.

(FIRE SAFETY STATEMENT WILL NOT BE PROCESSED UNTIL FEES ARE PAID)

Payment by Mail: Forward bottom portion only

	<p>Bill Code: 242347 Ref: 2057297</p>		<p>Bill Code: 1002143</p>	<p>In Person:</p>
			<p>Licence: ES-601 Ref: 2057297</p>	<p>Administration Centre Ground Floor, 33 Moore St Liverpool</p>
<p>©Registered to BPAY Pty Ltd ABN 69 079 137 518 Telephone & Internet Banking - BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au</p>			<p>Please include the ES No. in the reference</p>	<p>By Mail:</p>
			<p>Internet: Go to www.bpoint.com.au</p>	<p>Liverpool City Council Locked Bag 7064 LIVERPOOL BC NSW 1871</p>
			<p>Phone: Call 1300 BPOINT</p>	

Frank Normoyle

From: Frank Normoyle <franknormoyle55@gmail.com>
Sent: Wednesday, 24 November 2021 1:24 PM
To: wahid@australianfire.net.au
Subject: FW: Fire Safety Statements 31 & 33 Shepherd St Liverpool
Attachments: 31 Shepherd st.pdf; 33 Shepherd st.pdf

Hi Wahid

Further to our phone conversation for today relating to annual fire safety statements for the above properties. Attached copies of same. Please advise date of inspection late December when convenient.

Regards Frank 0425 336 066

Frank Normoyle

From: Wahib Hadid <wahib@australianfire.net.au>
Sent: Wednesday, 22 December 2021 7:29 AM
To: Frank Normoyle
Subject: RE: Fire Safety Statements 31 & 33 Shepherd St Liverpool
Attachments: Annual Fire Safety Statement_33 Shepherd St_Shepherd Property Nominee Pty Ltd_Dec 2021.pdf; Annual Fire Safety Statement_31 Shepherd St_Shepherd Property Nominee Pty Ltd_Dec 2021.pdf; FSS_33 Shepherd St Liverpool.pdf; FSS_31 Shepherd St Liverpool.pdf

Hi Frank,

As requested, I have attached your Annual Fire Safety Statement (AFSS) and Fire Safety Schedule (FSS) for 31 & 33 Shepherd St Liverpool
You will need to be sign section 8 of the AFSS, you will need to submit it to council and hang a copy at you premises

Kind regards,

**Wahib
Hadid**
Essential Fire Services Specialist
Fire Safety Practitioner (Accredited)
0488 4444 00

wahib@australianfire.net.au

 Please consider the environment before printing this email

From: Frank Normoyle <franknormoyle55@gmail.com>
Sent: Wednesday, 24 November 2021 1:49 PM
To: Wahib Hadid <wahib@australianfire.net.au>
Subject: FW: Fire Safety Statements 31 & 33 Shepherd St Liverpool

Hi Wahib
Further to our phone conversation for today relating to annual fire safety statements for the above properties. Attached copies of same. Please advise date of inspection late December when convenient.

Regards Frank 0425 336 066



Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): an annual fire safety statement (complete the declaration at Section 8 of this form)
 a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: the whole building part of the building

Address

31 SHEPHERD STREET, LIVERPOOL NSW 2170

Lot No. (if known)

LOT 6

DP/SP (if known)

DP 247485

Building name (if applicable)

SHEPHERD PROPERTY NOMINEE PTY LTD

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

COMMERCIAL FACTORY UNITS AND OFFICE AREA

Section 3: Name and address of the owner(s) of the building or part of the building

Name

THOMAS NORMOYLE

Address

81 GEORGE STREET, LEPPINGTON NSW 2179

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
EMERGENCY LIGHTING	AS 2293.1:2005 BCA PART E4.2 & E4.4	20.12.2021	F047480A
EXIT SIGNS	AS 2293.1 2005 BCA PART E4.5, E4.6 & E4.8	20.12.2021	F047480A
PORTABLE FIRE EXTINGUISHERS	AS 2444:2001 BCA CLAUSE E1.6	20.12.2021	F047480A
FIRE HOSE REELS	AS 2441:2005 BCA CLAUSE E1.4	20.12.2021	F047480A
FIRE BLANKETS	AS2444	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

Part of the building inspected	Date(s) inspected	APFS *
WHOLE BUILDING	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

Full name	Phone	Email	Accreditation No.*	Signature
WAHIB HADID	0488444400	WAHIB@AUSTRALIANFIRE.NET.AU	F047480A	

* Where applicable – see notes on page 4 for further information.

Section 7: Name and contact details of the person issuing this statement

Full name
THOMAS NORMOYLE

Organisation (if applicable) SHEPHERD PROPERTY NOMINEE PTY LTD Title/Position (if applicable) DIRECTOR

Phone 0425 336 066 Email frank@jandjtowing.com.au

The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, THOMAS NORMOYLE (insert full name) being the: owner owner's agent
declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:
 - i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature Date issued 20.12.2021

Section 9: Supplementary fire safety statement declaration

I, Click here (insert full name) being the: owner owner's agent

declare that each critical fire safety measure specified in the statement has been assessed by an accredited practitioner (fire safety) and 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 statement is issued.

Owner/Agent Signature _____ Date issued _____

Note:

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

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 Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 178 of the Regulation and relates to each critical fire safety measure that applies to the building.

Section 2: Description of the building or part of the building

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

Section 3: Name and address of the owner(s) of the building or part of the building

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

Fire Safety Statement



Information to help building owners complete the Fire Safety Statement form

- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

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

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement 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 issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement 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.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.
- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible

for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- In issuing the statement, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (February 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.

FIRE SAFETY SCHEDULE

CLAUSE 168 ENVIRONMENTAL PLANNING & ASSESSMENT REGULATION 2000

FIRE SAFETY MEASURES CURRENTLY OR PROPOSED TO BE IMPLEMENTED IN THE BUILDING

Premises: 33 Shepherd Street, Liverpool NSW 2170

MINIMUM STANDARD OF PERFORMANCE

	FIRE SAFETY MEASURES	CURRENT	PROPOSED	MINIMUM STANDARD OF INSTALLATION
1	EMERGENCY LIGHTING	✓		AS 2293.1:2005 BCA PART E4.2 & E4.4
2	EXIT SIGNS	✓		AS 2293.1 2005 BCA PART E4.5, E4.6 & E4.8
3	PORTABLE FIRE EXTINGUISHERS	✓		AS 2444:2001 BCA CLAUSE E1.6
4	FIRE HOSE REELS	✓		AS 2441:2005 BCA CLAUSE E1.4
X				

FIRE SAFETY SCHEDULE
CLAUSE 168 ENVIRONMENTAL PLANNING & ASSESSMENT REGULATION 2000
FIRE SAFETY MEASURES CURRENTLY OR PROPOSED TO BE IMPLEMENTED IN THE BUILDING

Premises: 31 Shepherd Street, Liverpool NSW 2170

MINIMUM STANDARD OF PERFORMANCE

	FIRE SAFETY MEASURES	CURRENT	PROPOSED	MINIMUM STANDARD OF INSTALLATION
1	EMERGENCY LIGHTING	✓		AS 2293.1:2005 BCA PART E4.2 & E4.4
2	EXIT SIGNS	✓		AS 2293.1 2005 BCA PART E4.5, E4.6 & E4.8
3	PORTABLE FIRE EXTINGUISHERS	✓		AS 2444:2001 BCA CLAUSE E1.6
4	FIRE HOSE REELS	✓		AS 2441:2005 BCA CLAUSE E1.4
5	FIRE BLANKETS			AS2444
X				

LIVERPOOL CITY COUNCIL

Our Ref.:
Date:

ES-602
3 February 2022

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

**PAYMENT OF ADMINISTRATION FEE FOR AFSS
33 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 5 DP 247485**

Dear Sir/Madam,

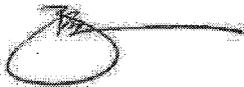
I refer to Councils previous correspondence requesting submission of the Annual Fire Safety Statement and payment of the Administration fee (invoice attached).

Please be advised that the Annual Fire Safety Statement has been received however the administration invoice has not been paid.

To prevent this matter being referred to debt recovery for legal action, please arrange to have the attached invoice paid within 7 days from the date of this letter.

If you have any further queries, please contact Mone Phabmixay on 8711 7472 or email: afss@liverpool.nsw.gov.au

Yours faithfully



Mone Phabmixay
Essential Services Officer

LIVERPOOL CITY COUNCIL

TAX INVOICE

ABN 84 181 182 471

Document Date :
03-Feb-2022
License No: ES-602
Invoice No: 18876
Invoice Date: 01-Oct-2021

ATTENTION:

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

Account Enquiries:
Phone: 1300 36 2170
Email: icc@liverpool.nsw.gov.au
Phone Payments call 1300 36 2170
Locked Bag 7064 Liverpool BC NSW
1871

Property Address: 33 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 5 DP 247485

Fee Description	Total Fee
Annual Fire Safety Statement Administration Fee	\$275.00
Invoice Total (incl GST)	\$275.00

*BP. 9/2/2022
\$275*

Please Note:
All credit card payments will incur a surcharge of 0.5% + GST where applicable.
If Invoices are not paid by the due date, Council's Debt Recovery section will pursue payment, which may incur additional fees.

(FIRE SAFETY STATEMENT WILL NOT BE PROCESSED UNTIL FEES ARE PAID)

Payment by Mail: Forward bottom portion only

	Bill Code: 242347 Ref: 2057313		Bill Code: 1002143	In Person:
			Licence: ES-602 Ref: 2057313	Administration Centre Ground Floor, 33 Moore St Liverpool
Please ensure the ES No. is included in reference			Internet: Go to	
www.bpoint.com.au			By Mail:	
Phone: Call 1300 BPOINT			Liverpool City Council Locked Bag 7064 LIVERPOOL BC NSW 1871	

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 More info: www.bpay.com.au

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): an annual fire safety statement (complete the declaration at Section 8 of this form)
 a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: the whole building part of the building

Address

33 SHEPHERD STREET, LIVERPOOL NSW 2170

BY: _____

RECEIVED
10 FEB 2021

Lot No. (if known)

DP/SP (if known)

Building name (if applicable)

LOT 5

DP 247485

SHEPHERD PROPERTY NOMINEE PTY LTD

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

COMMERCIAL FACTORY UNITS AND OFFICE AREA GROUND FLOOR AND LEVEL ONE OFFICE

Section 3: Name and address of the owner(s) of the building or part of the building

Name

THOMAS NORMOYLE

Address

61 GEORGE STREET, LEPPINGTON NSW 2179

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
EMERGENCY LIGHTING	AS 2293.1:2005 BCA PART E4.2 & E4.4	20.12.2021	F047480A
EXIT SIGNS	AS 2293.1:2005 BCA PART E4.5, E4.6 & E4.8	20.12.2021	F047480A
PORTABLE FIRE EXTINGUISHERS	AS 2444:2001 BCA CLAUSE E1.6	20.12.2021	F047480A
FIRE HOSE REELS	AS 2441:2005 BCA CLAUSE E1.4	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

Part of the building inspected	Date(s) inspected	APFS *
WHOLE BUILDING	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

33 SHEPHERD STREET, LIVERPOOL NSW 2170

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

Full name	Phone	Email	Accreditation No.*	Signature
WAHIB HADID	0488444400	WAHIB@AUSTRALIANFIRE.NET.AU	F047480A	

* Where applicable – see notes on page 4 for further information.

Section 7: Name and contact details of the person issuing this statement *

Full name
THOMAS NORMOYLE

Organisation (if applicable) SHEPHERD PROPERTY NOMINEE PTY LTD Title/Position (if applicable) DIRECTOR

Phone: 0425 336 066 Email: frank@jandjtowing.com.au

* The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, THOMAS NORMOYLE (insert full name) being the: owner owner's agent

declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:
 - i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature Date issued 26/12/2021

Section 9: Supplementary fire safety statement declaration

I, Click here (insert full name) being the: owner owner's agent

declare that each critical fire safety measure specified in the statement has been assessed by an accredited practitioner (fire safety) and 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 statement is issued.

Owner/Agent Signature _____ Date issued _____

Note:

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

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 Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 176 of the Regulation and relates to each critical fire safety measure that applies to the building.

Section 2: Description of the building or part of the building

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

Section 3: Name and address of the owner(s) of the building or part of the building

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

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

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement 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 issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement 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.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.
- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible

for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- In issuing the statement, the building owner or agent is **not** declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (February 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.

LIVERPOOL CITY COUNCIL

Our Ref.:

ES-602

Date:

1 October 2021

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

REMINDER TO SUBMIT YOUR ANNUAL FIRE SAFETY STATEMENT IN ACCORDANCE WITH THE ENVIRONMENTAL PLANNING AND ASSESSMENT REGULATION 2000

33 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 5 DP 247485

Dear Sir/Madam,

Please find attached your Annual Fire Safety Statement which is **due for submission to Council by 29-Jan-2022**.

You are reminded that a Fire Safety Statement that certifies all of the essential fire safety measures within the subject building or premises is to be completed and submitted to Council. To ensure these measures are maintained and operating in accordance with relevant standards they must be assessed and certified by an accredited practitioner (fire safety) (APFS).

A completed Annual Fire Safety Statement must be submitted to Council and to the Commissioner of the NSW Fire Brigades by no later than the date specified above. Furthermore, the statement must also be displayed in a prominent position within the main entrance foyer of the building.

Pursuant to Section 608 of the Local Government Act 1993, Council has adopted a **\$275.00 administration fee** for all Annual Fire Safety Statements. This fee must be paid upon lodgement of each statement.

Failure to provide an Annual Fire Safety Statement is an offence under the Environmental Planning and Assessment Regulation 2000, where the maximum penalty is \$1000 per week up to \$4000 for four (4) weeks or more. Further failure to submit an Annual Fire Safety Statement could also lead to legal proceedings in the Land and Environment Court, where the maximum penalty for a breach is \$110,000.00.

Further penalties may be incurred of \$580 for failing to display the Annual Fire Safety Statement and \$3000-\$6000 for failing to maintain the Essential Fire Safety measures.

The Essential Fire Safety Measures list attached is to be used as a guide only, it is the owner's responsibility to ensure that the measures installed and/or required to the property are properly maintained and certified to the Standard of performance to which they were installed.

PLEASE COMPLETE AND RETURN THE ATTACHED CERTIFICATE TO LIVERPOOL CITY COUNCIL BY THE DUE DATE.

LIVERPOOL CITY COUNCIL

**TAX
INVOICE**
ABN 84 181 182
471

Document Date :
1 October 2021
License No: ES-602
Invoice No:
18876
Invoice Date:
01-Oct-2021

Account Enquiries:
Phone: 1300 36 2170
Email: lcc@liverpool.nsw.gov.au
Phone Payments call 1300 36 2170
Locked Bag 7064 Liverpool BC NSW 1871

ATTENTION:

SHEPHERD PROPERTY NOMINEE PTY LTD
61 GEORGE ST
LEPPINGTON NSW 2179

Property Address: 33 SHEPHERD STREET, LIVERPOOL NSW 2170
LOT 5 DP 247485

Fee Description	Total Fee
Annual Fire Safety Statement Administration Fee	275.00
Invoice Total	275.00

Please Note:

All credit card payments will incur a surcharge of 0.5% + GST where applicable.

If Invoices are not paid by the due date, Council's Debt Recovery section will pursue payment, which may incur additional fees.

(FIRE SAFETY STATEMENT WILL NOT BE PROCESSED UNTIL FEES ARE PAID)

Payment by Mail: Forward bottom portion only

	Bill Code: 242347 Ref: 2057313	 BPOINT B PAYMENT	Bill Code: 1002143	In Person:
			Licence: ES-602 Ref: 2057313 Please include the ES No. in the reference	Administration Centre Ground Floor, 33 Moore St Liverpool
©Registered to BPAY Pty Ltd ABN 69 079 137 518 Telephone & Internet Banking - BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au			Internet: Go to www.bpoint.com.au Phone: Call 1300 BPOINT	By Mail: Liverpool City Council Locked Bag 7064 LIVERPOOL BC NSW 1871

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Please note:

Information to assist building owners to complete each section of the statement is provided on pages 3, 4 and 5.

Section 1: Type of statement

This is (mark applicable box): an annual fire safety statement (complete the declaration at Section 8 of this form)
 a supplementary fire safety statement (complete the declaration at Section 9 of this form)

Section 2: Description of the building or part of the building

This statement applies to: the whole building part of the building

Address

33 SHEPHERD STREET, LIVERPOOL NSW 2170

Lot No. (if known)

DP/SP (if known)

Building name (if applicable)

LOT 5

DP 247485

SHEPHERD PROPERTY NOMINEE PTY LTD

Provide a brief description of the building or part (building use, number of storeys, construction type etc)

COMMERCIAL FACTORY UNITS AND OFFICE AREA GROUND FLOOR AND LEVEL ONE OFFICE

Section 3: Name and address of the owner(s) of the building or part of the building

Name

THOMAS NORMOYLE

Address

81 GEORGE STREET, LEPPINGTON NSW 2179

Section 4: Fire safety measures

Fire safety measure	Minimum standard of performance	Date(s) assessed	APFS *
EMERGENCY LIGHTING	AS 2293.1:2005 BCA PART E4.2 & E4.4	20.12.2021	F047480A
EXIT SIGNS	AS 2293.1 2005 BCA PART E4.5, E4.6 & E4.8	20.12.2021	F047480A
PORTABLE FIRE EXTINGUISHERS	AS 2444.2001 BCA CLAUSE E1.6	20.12.2021	F047480A
FIRE HOSE REELS	AS 2441.2005 BCA CLAUSE E1.4	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

Part of the building inspected	Date(s) inspected	APFS *
WHOLE BUILDING	20.12.2021	F047480A

* See notes on page 4 about how to correctly identify an accredited practitioner (fire safety) (APFS).

Fire Safety Statement

Part 9 of the Environmental Planning and Assessment Regulation 2000



Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

Full name	Phone	Email	Accreditation No.*	Signature
WAHIB HADID	0488444400	WAHIB@AUSTRALIANFIRE.NET.AU	F047480A	

* Where applicable – see notes on page 4 for further information.

Section 7: Name and contact details of the person issuing this statement

Full name

THOMAS NORMOYLE

Organisation (if applicable)

SHEPHERD PROPERTY NOMINEE PTY LTD

Title/Position (if applicable)

DIRECTOR

Phone

0425 336 066

Email

frank@jandjtowing.com.au

* The person issuing the statement must not be an APFS listed in section 6 or their employer/employee or direct associate.

Section 8: Annual fire safety statement declaration

I, THOMAS NORMOYLE (insert full name) being the: owner owner's agent

declare that:

- a) each essential fire safety measure specified in this statement has been assessed by an accredited practitioner (fire safety) and was found, when it was assessed, to be capable of performing:
 - i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- b) the building has been inspected by an accredited practitioner (fire safety) and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7 of Part 9 of the Regulation.

Owner/Agent Signature

Date issued

20.12.2021

Section 9: Supplementary fire safety statement declaration

I, Click here

(insert full name) being the: owner owner's agent

declare that each critical fire safety measure specified in the statement has been assessed by an accredited practitioner (fire safety) and 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 statement is issued.

Owner/Agent Signature

Date issued

Note:

A current fire safety schedule for the building must be attached to the statement in accordance with the Regulation.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



Please note:

The following information has been provided to help building owners complete the fire safety statement template and does not comprise part of the form. The following pages do not have to be displayed in the building and need not be submitted to the local council and the Commissioner of Fire and Rescue NSW.

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 Regulation 2000*.
- An 'APFS' is an accredited practitioner (fire safety) as defined in clause 3 of the Regulation.
- The completed fire safety statement form must be submitted to both the local council and Fire and Rescue NSW.
- Please contact your local council for further information about how to submit the completed statement.
- Completed statements can be emailed to Fire and Rescue NSW at afss@fire.nsw.gov.au. Alternately, statements can be posted to Fire and Rescue NSW, Locked Bag 12, Greenacre NSW 2190. For further information about this process, please visit the 'Lodge a fire safety statement' page at www.fire.nsw.gov.au.
- As soon as practicable after issuing the fire safety statement, the building owner must display a copy (together with a copy of the current fire safety schedule) in a prominent location within the building.
- Further information about building fire safety is available on the 'Fire safety' page of the Department's website at www.planning.nsw.gov.au.

Section 1: Type of statement

- Mark the applicable box to identify if the statement being issued is an annual fire safety statement or a supplementary fire safety statement.
- An annual fire safety statement is issued under clause 175 of the Regulation and relates to each essential fire safety measure that applies to the building.
- A supplementary fire safety statement is issued under clause 178 of the Regulation and relates to each critical fire safety measure that applies to the building.

Section 2: Description of the building or part of the building

- Mark the applicable box to identify whether the statement relates to the whole building or part of the building.
- In addition to the address and other property identifiers, a brief description of the building or part is to be provided. This could include the use(s) of the building (e.g. retail, offices, residential, assembly, carparking), number of storeys (above and/or below ground), construction type or other relevant information.
- If the description relates to part of a building, the location of the part should be included in the description.

Section 3: Name and address of the owner(s) of the building or part of the building

- Provide the name and address of each owner of the building or part of the building.
- The owner of the building or part of the building could include individuals, a company, or an owner's corporation.

Section 4: Fire safety measures

- The purpose of this section is to identify all of the fire safety measures that apply to a building or part of a building.
- Fire safety measures include both essential fire safety measures and critical fire safety measures. They include items such as portable fire extinguishers, fire hydrants, fire sprinklers, fire detection and alarm systems and lightweight construction.
- Essential fire safety measures are those fire safety measures which are assessed on an annual basis, while critical fire safety measures are those which are required to be assessed at more regular intervals (as detailed on the fire safety schedule). These terms are defined in clause 165 of the Regulation.
- For annual fire safety statements, the table in section 4 must list each of the essential fire safety measures that apply to the building or part of the building and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within the 3 months prior to the date the annual fire safety statement is issued.

Fire Safety Statement

Information to help building owners complete the Fire Safety Statement form



- For supplementary fire safety statements, the table in section 4 must list each of the relevant critical fire safety measures that apply to the building or part and the relevant standard of performance. The date(s) on which these measures were assessed and inspected must be within 1 month prior to the date the supplementary fire safety statement is issued.
- The accreditation number of the APFS who assessed a fire safety measure listed in section 4 must be nominated against the relevant measure(s) in the column titled 'APFS'. If the APFS is not required to hold accreditation, the name of the APFS must be listed. Further information relating to the accreditation of practitioners is provided at section 6.

Section 5: Inspection of fire exits and paths of travel to fire exits (Part 9 Division 7)

- This section applies only to an annual fire safety statement.
- The purpose of this section is to identify that an APFS has inspected the fire exits, fire safety notices, doors relating to fire exits and paths of travel to fire exits in the building or part of the building and found there has been no breach of Division 7 of Part 9 of the Regulation.
- The table in section 5 must detail the parts of the building that were inspected. The date(s) of the inspection(s) must be within the 3 months prior to the date the annual fire safety statement is issued.
- The accreditation number of the APFS who inspected the whole or part of the building listed in section 5 must be nominated against the relevant part in the column titled 'APFS'. Further information relating to the accreditation of practitioners is provided at section 6.

Section 6: Name and contact details of each accredited practitioner (fire safety) (APFS)

- An APFS is a person engaged by the building owner(s) to undertake the assessment of fire safety measures in section 4 and the inspection of the buildings exit systems in section 5 (for an annual fire safety statement).
- The purpose of this section is to record the name and contact details of each APFS who assessed a fire safety measure listed in section 4 or inspected the building or part of the building as specified in section 5.
- Each APFS listed in the table must also sign the fire safety statement. Alternatively, an APFS could provide the building owner or agent with a separate signed document to endorse the relevant part of the fire safety statement.
- The first industry accreditation scheme for APFS has been approved by the NSW Government.
- From July 1 2020, a building owner must select an APFS from a register of accredited practitioners. The accreditation number of each relevant APFS must be listed on the form.
- If the building owner has determined the competence of the APFS because the Commissioner for Fair Trading is satisfied there are no practitioners accredited under an industry approved accreditation scheme to assess a specific fire safety measure and has authorised the owner to do so, there is no requirement to include an accreditation number on the form.
- Further information about the approved industry accreditation schemes can be found on the 'Fire safety practitioners' page of the NSW Fair Trading website at www.fairtrading.nsw.gov.au.

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

- The purpose of this section of the form is to detail the name and contact details of the person who is issuing the statement i.e. the person who completes and signs section 8 or section 9 of the form. This could be the owner(s) of the building or a nominated agent of the owner(s).
- Where a person issues the statement 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 issuing the statement as a representative of the organisation must have the appropriate authority to do so.
- Where a person issues the statement 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.
- In the case of a building with multiple owners, one owner may issue the statement, however each of the other owners must authorise the owner who issues the statement to act as their agent.
- The person issuing the statement must not be an APFS who is listed in section 6 or their employer/employee or direct associate. This recognises the different roles and responsibilities for building owner(s) and the APFS in the fire safety statement process. This is important because the Regulation makes building owners responsible for declaring that fire safety measures have been assessed and the building inspected (for the purposes of section 5) by an APFS. This ensures that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.
- In addition, only the building owner(s) can determine that a person is competent to perform the fire safety assessment functions where there is no person who holds accreditation. The building owner(s) are also responsible

for ensuring that essential fire safety measures are maintained in accordance with clause 182 of the Regulation. An agent cannot be made responsible for these requirements.

Section 8: Annual fire safety statement declaration

- The person completing this section is the person who is issuing the annual fire safety statement in accordance with clause 175 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- In issuing the statement, the building owner or agent is not declaring that each fire safety measure meets the minimum standard of performance, but rather that each fire safety measure has been assessed, and was found by an APFS to be capable of performing to that standard, as listed in section 4. In performing this function, the building owner or owner's agent could obtain documentation from each APFS to verify that the standard of performance has been met, prior to completing the form and issuing the statement.
- The person who issues the statement by completing section 8 or section 9 of the form must not be an APFS who was involved in the assessment of any of the fire safety measures, or inspection of the building for the purposes of the statement, or their employer/employee or direct associate. This is to ensure that building owners, who are ultimately responsible, remain engaged in the fire safety statement process.

Section 9: Supplementary fire safety declaration

- The person completing this section is the person who is issuing the supplementary fire safety statement in accordance with clause 178 of the Regulation and is the same person as detailed in section 7. The person issuing the statement must identify if they are the owner or the owner's agent.
- The information provided above in relation to section 8 on what the owner is declaring also applies to a supplementary fire safety statement.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (February 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.

Frank @ J & J Towing

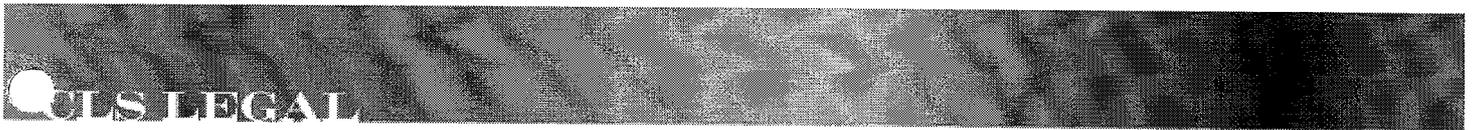
From: Carolyn Deigan <cdeigan@clslegal.com.au>
Sent: Thursday, 23 December 2021 4:35 PM
To: Frank @ J & J Towing
Subject: Shepherd Street Matters Generally
Attachments: 20211223 Invoice to client.pdf

Dear Frank,

Thank you for your support throughout this last year and your continuing instructions in this always interesting matter.

Please find attached an invoice for cost from mid-October to date for your kind attention.

Regards,



CAROLYN DEIGAN SOLICITOR

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