

Annual Fire Safety Statement Procedure for Congregations

Check government/local council websites, for the correct Fire Safety forms to be completed.

The FSS application needs to be fully completed by the Responsible Body (usually Church Council or Property Person) and an accredited practitioner (fire safety contractor).

For properties with a Development Application after 2004:

Sections 1-5 need to be completed by accredited practitioner, using information provided by the local council in the Fire Safety Statement Renewal Notice that contains the schedule of fire safety measures that are implemented at the property.

The schedule for a 'standard' property should include:

- Portable Fire Extinguishers BCA Clause E1.6 & AS 2444 - 2001
- Exit Signs BCA Clause E4 & AS 2293.1 - 1998
- Emergency Lighting BCA Clause E4 & AS 2293.1 - 1998

If there is a Fire Hose Reel installed, it will also include:

- Hose Reel Systems BCA Clause E1.6 & AS 2444 - 2001

Any other items on the schedule, such as specific BCA reports related to the property, will be included by the local council with the schedule.

For properties with a Development Application prior to 2004:

There will not be a Fire Safety Statement Renewal Notice from the local council, that contains the schedule of fire safety measures that are implemented at the property.

Property officers of the Church Council should pre-fill Sections 1 - 3 with the property details, and the appropriate 3 or 4 schedule items, as listed above, in the first two columns of Section 4.

If the building does not have a Hose Reel system installed, do not put it in section 4 - it will cost several thousand dollars to have one installed.

For All Buildings

Sections 4-6 then need to be signed off by the accredited practitioner who carried out the inspection (fire safety contractor).

Section 7: to be completed by the congregational representative.

Once completed, email to (property@nswact.uca.org.au).

Section 8: to be completed and signed by Synod's Delegated Authority under the Property Trust Delegation.

So, congregations leave this section to Synod to complete.

Section 9 does not need to be signed when it is an Annual Fire Safety Statement.

Synod Property Trust will then email the congregation back with the signed Fire Safety Statement and the Delegation of Authority attached.

Submit the completed FSS to your local council.

Please note: For Shoalhaven Council Fire Safety Statements are emailed to their general Council email address and NSW Fire and rescue (afss@fire.nsw.gov.au).
Check with your relevant council.

Congregations, please inform the Presbytery that you have submitted your FSS to your local council by emailing Presbytery Administrator, Vi Richardson Admin.ip@nswact.uca.org.au