

## Request to stay penalty infringement notice(s)

### About this form

1. This form should be completed where an Annual or Supplementary Fire Safety Statement cannot be submitted by the required date. This may be due to remedial repair work to certain essential fire safety measures.
2. Council will not consider requests where the repair work takes longer than six (6) months. Requests greater than 6 months should be directed to Council's Essential Services Section.

### How to complete this form

- 1: Please note that all fields on this form must be completed.
- 2: Attach a separate sheet if there are more than eight Fire Safety Measures requiring work.
- 3: Once completed you can submit this form by mail or in person. Please refer to Part 9: Lodgement details for further information.

A fee applies to this application, please submit application with payment. Details of fees can be obtained by contacting Council's Essential Services Officers or through the Fees and Charges on the City of Sydney website.

### Part 1: Identification of Building

Address Number

Street Name

Suburb

Building Name (if known)

Lot Number (if known)

DP/SP (if known)

Essential Services Licence / File Number

Residential

Commercial

Mixed Building use

### Part 2: Explanation why the Annual Fire Safety Statement cannot be submitted

\*Please attach reports that support the explanation

### Part 3: Essential Fire Safety Measures - proposed repair work

No.	Fire Safety Measure	Required Repair Work	Estimated Completion Period ( weeks )
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Only list those fire safety measures that require work to be carried out.

Note: Attach a separate sheet if there are more than eight Fire Safety Measures requiring repair work.

Part 4: Interim Fire Safety Strategy (what strategy will be adapted whilst non-compliant measures are rectified?)

  

Part 5: Applicant Details

Given Name/s

Family Name

Postal Address

Contact Number

Email address

Part 6: Required Attachments (to be submitted with this form)

- |  |     |                          |
|--|-----|--------------------------|
| 1. A copy of the fire safety schedule for the building is attached                     | Yes | <input type="checkbox"/> |
| Note: As attached to Council's reminder letter   |     |                          |
| 2. A copy of the interim Annual Fire Safety Statement is attached                      | Yes | <input type="checkbox"/> |
| 3. A copy of any report relied upon in this application (e.g. Technical / Assessments) | Yes | <input type="checkbox"/> |

Part 7: Owner / Agent Declaration

I declare that the information contained in this statement is, to the best of my knowledge and belief; true and accurate.

Owner Name

Owner Signature

Date

Part 8: Privacy and Personal Information Protection Notice

- Purpose of collection:** This information is being collected for delivery of Annual Fire Safety Statements in the City of Sydney.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

Part 9: Lodgement Details

You can lodge the completed application by:

**EMAIL:** [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au)

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney

See our website for details of all customer service centres and opening hours:

[cityofsydney.nsw.gov.au/customer-service](http://cityofsydney.nsw.gov.au/customer-service)

**WHAT NOW:** For further information regarding your application please contact us by visiting [cityofsydney.nsw.gov.au](http://cityofsydney.nsw.gov.au)

Office Use Only

Customer Service Officer

Date Received

Referred to Essential Services  
(please tick box when referred)