



# Application for Report and Consent Pursuant to Building (Interim) Regulations 2017

## **PART A (must be completed)**

### **1. TYPE OF REPORT**

- Regulation 309 (1) (2) Reporting Authority Consent & Report Request (Building Permit application)  
(Please complete **Parts A & B** of this form)
- Regulation 1003 Reporting Authority Consent & Report Request (Occupancy Permit application)  
(Please complete **Parts A & C** of this form)
- Letter of Opinion Regarding Regulation 309 (1) (2) (Consent & Report not able to be supplied i.e. Building Permit already been issued) (Please complete **Parts A & B** of this form)

### **2. ADDRESS OF PREMISES**

Premises/Company Name \_\_\_\_\_

Site Name \_\_\_\_\_

Street No \_\_\_\_\_ Lot No \_\_\_\_\_ PS number \_\_\_\_\_

Street \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Municipality \_\_\_\_\_

### **3. APPLICANT'S DETAILS**

Applicant Name \_\_\_\_\_

Company \_\_\_\_\_

Postal Address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

Email \_\_\_\_\_ Mobile No \_\_\_\_\_

### **4. RELEVANT BUILDING SURVEYOR'S DETAILS**

RBS Name \_\_\_\_\_ RBP No. \_\_\_\_\_

Company \_\_\_\_\_

Postal Address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

Email \_\_\_\_\_ Mobile No \_\_\_\_\_



## **5. BUILDING PARTICULARS**

NCC/BCA Building Assessment Year \_\_\_\_\_

Proposed       Additions / Alterations       Existing       Change of Use

Class of Building \_\_\_\_\_

Type of Construction:        A        B        C

Floor Area (m2).                      Existing \_\_\_\_\_      Proposed \_\_\_\_\_      Total \_\_\_\_\_

Fire Compartment Size (max):Floor Area (m2) \_\_\_\_\_      Volume (m3) \_\_\_\_\_

Construction

Details:                      Floors \_\_\_\_\_      External Walls: \_\_\_\_\_      Roof \_\_\_\_\_

No of Storeys: \_\_\_\_\_      Rise in Storeys: \_\_\_\_\_      Effective Height (m): \_\_\_\_\_

### **Applicant's Declaration**

1. I consent to the Chief Officer forwarding any documentation or information obtained during the assessment of the Report to other relevant authorities.
2. I understand that if all relevant information and justification is not provided, CFA may refuse to accept the application.
3. I understand that there is a charge for this service in accordance with the "Schedule of Fees" section on Part D of this application form.
4. I understand that Section 28 of the Occupational Health and Safety Act 2004 imposes a duty on designers of buildings and structures, to ensure that hazards and risks that may exist in a workplace are eliminated or controlled at the design stage, so far as is reasonably practicable. Note: It is therefore important that designers recognise that in the context of a fire incident at a building or structure, that building or structure becomes the firefighter's workplace
5. I confirm that the building has been designed to take into account the designer's obligations under Section 28 of the Occupational Health and Safety Act 2004
6. I understand the Chief Officer may provide a 'letter of opinion' if a Regulation 309 (1) (2) reporting authority consent & report is not able to be supplied under the regulations and accept that this will be charged as consultancy services (refer declaration item 2).

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

It is an offence under Section 246 of the Building Act 1993 for a person to knowingly make a false or misleading statement or provide any false or misleading information to a person or body carrying out any function under the Building Act 1993 or the Building (Interim) Regulations 2017.



**PART B [Complete this part for Regulation 309 (1) (2) requests]**

Fire safety prescribed matters that **do not meet** the deemed-to-satisfy provisions of the NCC (BCA) and require the consent & report from the Chief Officer under Building Regulation 309 (1) (2) for this building are:

- Fire hydrants
- Fire hose reels
- Fire control centres or rooms
- Fire precautions during construction
- Fire mains
- Control valves
- Booster assemblies
- Emergency vehicle access
- Fire indicator panels
- Proscenium curtain drencher systems
- Fire Services controls in passenger lift cars

List the relevant NCC (BCA) Clause(s) [Inc. Aust. Standard and clause] and describe the prescribed matters to be varied. Supporting documentation and justification **must** be submitted, including RBS comments.

PERFORMANCE REQUIREMENT (e.g. EP1.3)	NCC CLAUSE (e.g. E1.3)	AUSTRALIAN STANDARD (e.g. AS2419.1)	AUSTRALIAN STANDARD CLAUSE (e.g. 3.2.2.2(e))	VARIATION TO FIRE SAFETY PRESCRIBED MATTER REQUEST

Have previous consent/report submissions been applied for regarding this building?  Yes  No

If Yes, please state relevant Report No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Variations to deemed-to-satisfy Provisions (i.e. Performance Solutions / Modifications / Referrals): (other than 'prescribed matters' relating to this application)**

Does the design of the building involve variations to deemed-to-satisfy provisions?  Yes  No

Has CFA been involved as stakeholder in the Fire Engineering?  Yes  No

Has the design fire engineer and or the relevant building surveyor provided certificates of compliance – design, for the proposed fire performance solutions  Yes  No

or

Have the performance solutions been third party peer reviewed?  Yes  No  
(BAB pursuant to 160A or **independent** peer reviewer)

If **Yes** to any of the above, provide complete details and electronic copy of the relevant documentation for the performance solution, modification and/or referral determination with this application. CFA also requires that the determination of the BAB (s.160A) or the peer review report and certificate of compliance - design issued by the peer review engineer to be provided as part of the 309 application.

Note: The Chief Officer reserves the right to review the validity of any determinations made in the event that other performance solutions are developed or the conditions of any notified alternative solutions are altered.



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## **Department of Health and Human Services Buildings**

Is this Building either a Department of Health and Human Services (DHHS) or a Director of Housing owned, operated or funded facility and required to comply with the Capital Development Guidelines - Series 7- Fire Risk Management (Guidelines).

Yes  No

### **Statements of Compliance**

If Yes, Statement of compliances are required to be provided for DHHS project by accredited fire safety engineers and building surveyors when they are satisfied that all matters contained with the fire risk assessment(s) have justified the performance requirements of the BCA and Guidelines. These must be provided as part of the application for Regulation 309 report and consent.

#### **Fire Engineer Statement of Compliance**

Has a Statement of Compliance - Design (CDG 7.2 Form A1.2, Appendix 1) been provided by the accredited Fire Safety Engineer responsible for the fire risk assessment?

Yes  No

#### **Building Surveyor Statement of Compliance**

Has a Statement of Compliance – Alternative Solutions (CDG 7.2 Form A1.1, Appendix 1) been provided by the accredited building surveyor?

Yes  No

Please Note: CFA reserves the right without prejudice to make enquiries with DHHS Fire Management Unit where it believes that any building practitioner has contravened the DHHS Capital Development - Series 7 – Fire Risk Management Guidelines 2013.

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## **Dangerous Goods**

If you store or handle dangerous goods in any quantity you are obligated to do so safely and adhere to the requirements of the Dangerous Goods (Storage and Handling) Regulations 2012 and Australian Standards relevant to the type of dangerous goods stored.

Does the Building contain “fire protection quantities” of Dangerous Goods as per Schedule 2 Dangerous Goods (Storage and Handling) Regulations 2012

Yes  No

If **Yes**, CFA Dangerous Goods Unit must be notified. Further information on the application process and fees for Dangerous Goods can be found at: <http://www.cfa.vic.gov.au/plan-prepare/dangerous-goods/>



**Relevant Building Surveyor Declaration**

(Must be signed by the RBS before application is submitted)

**Requirement for Occupancy Permit:**  Yes  No  
 Please indicate whether an Occupancy Permit is required for the whole or part of the building in respect of which the building work is carried out.

**Issue of Building Permit:**  Yes  No  
 Have the specific building works that relate to this application been constructed **OR** has a building permit for the specific building works been issued without the consent and report being obtained from the Chief Officer?

**Relevant Building Surveyors Comments:**  Yes  No  
 Please indicate if as Relevant Building you have provided formal comments on the application

Where formal comments have been provided in support of the application the RBS must declare and provide a statement that they have reviewed the supportive documentation against each of the relevant Performance Requirements and that they are satisfied that the solution provides an equivalent level of safety as to that provided by the Deemed to Satisfy provisions.

As the Relevant Building Surveyor I further declare:

1. I have not prepared the design of the building or building work including preparing any computations or reports necessary to show compliance with the Performance Requirements as part of this application or the building permit application; and
2. I have no direct or indirect pecuniary interest in the body which prepared the design of the building in accordance with Section 79 of the Building Act 1993; and
3. I have no other conflict of interest that may arise or appears likely to arise.
4. Where I have provided comments in support of the application as RBS I have reviewed the supportive documentation against each of the criteria of the relevant Performance Requirements and I am satisfied that the solution provides an equivalent level of safety as to that provided by the DTS.
5. I understand that the Chief Officer may impose recommendations in relation to the prescribed matters and that in accordance with Schedule 2 of the Building Act 1993 these recommendations must be implemented.
6. I understand that the Chief Officer may also impose recommendations regarding non-prescribed matters in relation to the safety of any occupant including firefighter safety, firefighting operations and the prevention of fire spread. I will notify the Chief Officer in writing of any recommendation that will not be implemented and will also provide a copy of the Building Permit without delay from the date that the building permit was issued.
7. I understand that the Chief Officer may choose to appeal my decision as the RBS not to implement any recommendation to the Building Appeals Board in accordance with Section 138 of the Building Act.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed name** \_\_\_\_\_

**RBP Number** \_\_\_\_\_



## **PART C [Complete this part for Regulation 1003(1)(a) and 1003(1)(b) requests]**

*Please complete Part C1 and/or Part C2 (as applicable) and Sign Declaration*

### **Part C1: Chief Officer Reporting Authority (Regulation 309 (1) (2) Compliance) - Regulation 1003(1)(a)**

In respect of an application for an occupancy permit, the report and consent from the Chief Officer is requested as he/she was a prescribed reporting authority with the building permit application for variation from deemed-to-satisfy provisions on the fire safety prescribed matter(s) referenced in the following report:

CFA Consent & Report No \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

It is confirmed that the recommendations of the above-mentioned report have been implemented and are confirmed by the attached proof (Supporting documentation must be submitted, including RBS comments, test reports where required).

### **Department of Health and Human Services Buildings**

Is this Building either a Department of Health and Human Services (DHHS) or a Director of Housing owned, operated or funded facility and required to comply with the Capital Development Guidelines - Series 7- Fire Risk Management Guidelines 2013

Yes  No

### **Statements of Compliance**

If **Yes**, Statement of compliances – work are required to be provided for DHHS project by the accredited design fire safety engineer and relevant building surveyor when they are satisfied that all matters contained with the fire risk assessment(s) have been constructed and installed in accordance with the approved documentation. These must be provided as part of the application for Regulation 1003(a) report and consent.

#### **Fire Engineer Statement of Compliance**

Has a Statement of Compliance - Work (CDG 7.2 Form A1.2,) been provided by the accredited Fire Safety Engineer responsible for the fire risk assessment?

Yes  No

#### **Building Surveyor Statement of Compliance**

Has a Statement of Compliance – Work (CDG 7.2 Form A1.1,) been provided by the accredited Building Surveyor?

Yes  No

**Please Note:** CFA reserves the right without prejudice to make enquiries with DHHS Fire Management Unit where it believes that any building practitioner has contravened the DHHS Capital Development - Series 7 – Fire Risk Management Guidelines 2013.



**Part C2: Monitoring of Alarm Transmission Signal – Regulation 1003(1)(b)**

In respect of an application for an occupancy permit, the a report from the Chief Officer is requested in relation to the transmission signal of alarms required to be connected to a fire station or other approved monitoring service.

**ALARM TYPE:**                     Fire Alarm                     Sprinkler                     Valve Monitor Alarm

Is the Alarm **REQUIRED** by Building Regulations?  
(Deemed-to-Satisfy provisions & performance requirements)                     Yes                     No

A test report from an independent recognised fire service tester for certification of the installed system **must** be enclosed with this application.

Does the Alarm system comply with AS1670.1?                     Yes                     No                    If no, provide description of system and evidence from RBS approving installation

Have any consent & reports been obtained to vary the fire indicator panel?                     Yes                     No                    If yes, please state Chief Officer Report number and provide relevant details.

Note: An independent recognized fire service tester is a person who is accredited with AFSPAB, FPAS or other accrediting body to undertake testing, commissioning and certification of fire safety systems.

FIP / Sprinkler Valves Location			
Alarm Identification No			
Fire Alarm Monitoring Service Provider		Phone No	
Fire Protection Contractor		Phone No	

**Relevant Building Surveyor Declaration**

An Occupancy Permit has not been issued for the building or part of the building to which this application relates.

**Signed**  
**(Building Surveyor)**                    \_\_\_\_\_                    **Date**                    \_\_\_\_\_

**Printed Name**                    \_\_\_\_\_

**Note:** The Chief Officer does not have the authority under the Building (Interim) Regulations 2017 to supply a Regulation 1003 consent & report if it is not in respect of an application for an occupancy permit.



## **Part D – General Information**

### **GUIDE TO INFORMATION REQUIRED** (not exhaustive)

**Plans of the site/premises drawn to a suitable scale are to be provided with applications for Regulation 309 (1) (2) Report and Consents and requests for Letters of Opinion. These plans should indicate the following as appropriate:**

- Site plan showing all boundaries, entrances, structures and details of adjoining premises
- Floor plan showing layout of subject buildings including all means of egress/entry
- Elevations & Sections (if applicable)
- Distinguish existing and new building works
- Location of existing and/or proposed fire detection & suppression equipment (Inc. hydrant & hose reels)
- Hydrant and hose reel coverage shortfalls in hatched shading (if applicable). The method of measuring coverage from the fire hydrant should also be clearly indicated.

### **OTHER DOCUMENTATION REQUIRED: (If not already submitted)**

- Documentation of all any modifications/referrals sought or obtained from the BAB.
- Fire Engineering Briefs and Fire Engineering Reports relevant to the project (in colour electronic versions).
- Peer review reports for fire engineering
- Certificates of compliance - Design where issued by design engineers or those undertaking peer reviews.
- Test reports for mains water (flow and pressure) where relevant for hydrant designs.

Note: CFA accepts applications in electronic format only

### **SCHEDULE OF FEES**

The schedule of fees for statutory work is in accordance with Ministerial guidelines. The following rates are applicable and all prices quoted include GST.

#### **1. Statutory Reporting Authority Reports**

Reports relating to variations under the Building (Interim) Regulations 2017:- Regulations 309 (1) (2), 608, 1011 & 1003:

- Minimum charge of \$121.00 (allows for 1 hours work) – excludes travel time.
- Additional time to be charged at \$121.00/hour in increments of 15mins at \$30.25

#### **2. Invoicing**

- Will be accounted progressively on the following stage by stage basis:
  1. Post Fire Engineering Brief
  2. Post each stage for staged projects
  3. Post Regulation 309 Consent and Report Application (1) (2)
  4. Post Regulation 1003 Consent and Report Application
- Administration fee of \$55.00 per invoice including GST

**Please Note:** Fees for Fire Protection Reports issued following an 'Application for Fire Services Written Advice – Dangerous Goods will be charged separately.

### **APPLICATIONS**

All applications must be made electronically directly to:

Email: [firesafetyreferrals@cfa.vic.gov.au](mailto:firesafetyreferrals@cfa.vic.gov.au)

All enquiries can be directed through the Central Administration office:

CFA Headquarters  
8 Lakeside Drive  
Burwood East Vic 3151  
Tel: (03) 9262 8578.