



NSW AFSS Lodgement Checklist

A short, practical checklist for building owners, strata and agents to prepare an Annual Fire Safety Statement (AFSS) package and lodge it.

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1) Confirm scope and due date

- ☐ Confirm your building has a current **Fire Safety Schedule (FSS)** and list of **essential fire safety measures**.
- ☐ Confirm the **AFSS due date** for the building and who the **owner/responsible person** is for signing.
- ☐ Confirm where you must lodge: typically your **local council** and **Fire and Rescue NSW (FRNSW)** (verify for your building).

2) Gather building details

- ☐ Building address and identifier details (lot/DP if applicable).
- ☐ Relevant approvals/consents reference numbers (if you have them).
- ☐ Latest Fire Safety Schedule and any supplementary schedules (keep the latest version together).

3) Evidence and inspections

- ☐ Engage appropriately qualified contractors/practitioners to assess, inspect and test each essential fire safety measure.
- ☐ Collect service reports, test results and rectification notes (where applicable).
- ☐ Ensure exit systems have been checked where required (verify with an accredited practitioner).

4) Complete and sign the AFSS

- ☐ Use the current approved AFSS template/form.
- ☐ List every essential fire safety measure that applies to the building (do not omit items).
- ☐ Confirm each measure is capable of performing to the required standard at the time assessed.
- ☐ Sign, date and keep a copy of the final statement and supporting evidence.



5) Lodge and record

- ☐ Lodge the AFSS with your local council using their process (portal/email/post) and keep the receipt/reference number.
- ☐ Submit to FRNSW using their online submission process where required and keep confirmation.
- ☐ Update your register: due date, contacts, evidence location, and reminder timeline for next year.

Common mistakes that cause delays

- Using an outdated schedule/template, or mixing versions of the schedule and statement.
- Missing signatures/dates or incorrect owner details.
- Omitting measures that appear on the Fire Safety Schedule.
- No evidence on file to support statements made in the AFSS.
- Leaving lodgement until the last day (no buffer for rework).

Official resources (start here)

[FRNSW - Annual fire safety statement form](#)

[FRNSW - Lodge a fire safety statement \(online submission\)](#)

[NSW Planning Portal - Fire safety certification \(guidance + template\)](#)

[NSW Planning Portal - Fire safety statement template \(DOCX\)](#)

[NSW Government - Fire safety schedule template](#)

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