

**Building Act 1993**  
**Building Regulations 2006**

**REGULATION 1209 & 1215: ANNUAL ESSENTIAL SAFETY MEASURES REPORT<sup>1</sup>**

**Property Address:**

**Building/s or part of building:**

**Classification of building/s or part of building:**

**PART A – Post July 1994 building**

This part of report is in relation to occupancy permit no: *(insert no)* issued:  
*(insert date)* or maintenance determination dated: *(insert date)* and is required to  
be prepared before each anniversary of the date of that occupancy permit or maintenance  
determination.

**Maintenance personnel details**

The following personnel carried out maintenance on the essential safety measures in this  
building during the preceding 12 months.

<b>Essential safety measure</b>	<b>Name</b>	<b>Address</b>

**PART B - All Buildings (pre and post July 1994 Buildings)**

**1) Details of any inspection report provided under section 227E<sup>2</sup> of the Building Act 1993; and**

**2) Compliance**

I hereby state that I have\*/the owner has\* taken all reasonable steps to ensure that—

\* *Delete as applicable*

- (i) each essential safety measure is operating at the required level of performance or to fulfil its purpose; and
- (ii) where applicable each essential safety measure has been maintained in accordance with the occupancy permit or maintenance determination and will fulfil its purpose; and
- (iii) since the last annual essential safety measures report there have been no penetrations to required fire-resisting construction, smoke curtains and the like in the building, other than those for which a building permit has been issued; and
- (iv) since the last annual essential safety measures report there have been no changes to materials or assemblies that must comply with particular fire hazard properties, other than those for which a building permit has been issued; and
- (v) the information contained in this report is correct.

**Signature**

Owner/agent of owner\*<sup>3</sup>

\* *Delete if inapplicable*

Signed:

Date:

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**NOTES**

1. The owner must ensure that this annual essential safety measures report and records of maintenance checks, service and repair work are available on the premises for inspection by the municipal building surveyor or chief officer after 24 hours notice. The penalty for non-compliance is a maximum of 10 penalty units.
2. Section 227E of the *Building Act 1993* provides the power for the chief officer and municipal building surveyor to inspect essential safety measures.
3. Under section 240 and 248(1) of the *Building Act 1993* an agent of the owner must have written authority from the owner to act as their agent. Also note the general rules of “Agency” also apply.