# SCHEDULE OF ESSENTIAL SAFETY PROVISIONS (ESPS)

## *Planning, Development and Infrastructure (PDI) Act 2016*

### FORM 3 - ESP Maintenance verification

This form is an approved form for the purposes of regulation 94(11) of the *Planning, Development and Infrastructure (General) Regulations 2017*.

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| For the purposes of the annual Form 3 return due within 60 business days after the end of the 2021 calendar year, the Form 3 certificate in Schedule 16 of the repealed *Development Regulations 2008* is also an approved form for the purposes of regulation 94(11) of the *Planning, Development and Infrastructure (General) Regulations 2017*. For the avoidance of doubt, the Form 3 certificate in Schedule 16 of the repealed *Development Regulations 2008* will not be an approved form for the purposes of regulation 94(11) of the *Planning, Development and Infrastructure (General) Regulations 2017* for any annual Form 3 return due more than 60 business days after the end of the 2021 calendar year. |

|  |
| --- |
| To the Municipal or District Council of: *(or relevant authority)* Click here to enter text. |
| Development number (*if relevant*): Click here to enter text. |
| Project or building name: Click here to enter text. |
| Relevant building or building part to which this form relates: Click here to enter text. |
| Address of building/proposed development: Click here to enter text. |

|  |
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| **Maintenance verification:**The essential safety provisions (ESPs) for this building as listed in **Column 1** of **Table 3.1** of this **Form 3** have been maintained and tested in accordance with the relevant maintenance standards listed in **Column 3** and any other requirements listed in **Table A1 (**for performance solutions) that are relevant, and the current status of their performance is that: *(tick the applicable box or boxes\*)* |
| [ ]  no defects or failures have been identified by the maintenance contractor and all essential safety provisions are performing to the required standard; or |
| [ ]  all defects, failures or non-conformances identified by the maintenance contractor in the maintenance records have been rectified and all essential safety provisions are performing to the required standard; |
| [ ]  the outstanding defects, failures or non-conformances identified by the maintenance contractor as listed in **Table 3.2** of this form and in the maintenance records are in the process of being rectified. |
| **\*** *Failure to tick the applicable box may invalidate this Form 3 – ESP Maintenance verification.* |

*Signed by the maintenance contractor, company manager or other person responsible for the maintenance and testing of the listed ESPs:*

Signed Date: Click here to enter text.

[ ]  *If being lodged electronically please tick to indicate agreement to this declaration.*

Print name: Click here to enter text. Licence no.\* Click here to enter text. or

*\*Note that fire protection and electrical services contractors are required to have a licence. Where the maintenance contractor is not required to be licensed, state the relevant competency and/or qualifications of the contractor and the relevant name of the training organisation.*

I have the following relevant competency and/or qualification to verify this work:

Click here to enter text.

Name of training organisation: Click here to enter text.

Company name: Click here to enter text. Position held: Click here to enter text.

Contact details: Click here to enter text.

#### Table 3.1 – Schedule of essential safety provisions and their maintenance requirements

|  |  |  |
| --- | --- | --- |
| **COLUMN 1****Relevant essential safety provisions (ESPs) in the building that have been inspected and tested**  | **COLUMN 2** **The applicable installation standards (which establish the baseline data to be maintained) as nominated on the Form 1\*** | **COLUMN 3** **The applicable maintenance and testing standards or other requirements as nominated on the Form 1\*\*** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

*Strike through any listed ESP items that are not included in this maintenance verification*

*\* Where a performance solution is proposed for the relevant ESPs listed in Column 1, the baseline data required to be met at installation will be that listed in Column 2 of the approved Form 1.*

*\*\* Where a performance solution is proposed for the relevant ESPs listed in Column 1 and there is no applicable deemed-to-satisfy maintenance standard, the requirements for maintaining and testing of the ESPs necessary to maintain their performance will be that listed in Column 3 on the approved Form 1.*

*Complete the following if applicable:*

#### Table 3.2 - Schedule of outstanding defects (critical and non-critical) and non-conformances *(including those arising from missed services)*

|  |  |
| --- | --- |
| **ESP installed in the building** | **Description of defect or nonconformity** |
| Click here to enter text. | Click here to enter text. |

**Records of performance solution data and referenced documents**

*Where a performance solution includes a non-deemed-to-satisfy installation standard for an ESP (as listed in* ***Column 2*** *of* ***Form 1 Schedule of ESPs installed or to be installed)****, the maintenance of that ESP may be subject to specific requirements (to maintain the baseline data) that differ from the deemed-to-satisfy ESP maintenance standards, and these should be recorded for future reference by completing* ***Tables A1*** *and* ***Table A2*** *where relevant (and attaching as appendices to the Form 3).*

*Where the baseline data and the maintenance needed to maintain the baseline data is too complex or detailed to be listed adequately in the ESP schedule, these tables can then be used to provide additional clarification of the requirements.* ***Table A1*** *should be completed as a reference for the annual maintenance and performance verification and as a continuous record of the completion of the required maintenance.*

#### Table A1 - Performance Solution Baseline Data Schedule

|  |  |  |
| --- | --- | --- |
| **Performance solution reference number** | ***ESP* installed or to be installed in the building** | **Description/clarification of base line data that must be maintained and maintenance methodology to be used** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

#### Table A2 - List of documents associated with the approved performance solution/s

|  |  |  |
| --- | --- | --- |
| **Title** | ***Date*** | **Scope** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

A fire authority report is available for the above performance solution [ ]  YES [ ]  NO

*Attach any relevant documents that clarify the maintenance and testing requirements.*

**Building owner verification:**

The essential safety provisions (ESPs) for this building as listed in **Column 1** of **Table 3.1** of this **Form 3** have been maintained and tested in accordance with the requirements of regulation 94 of the *Planning, Development and Infrastructure (General) Regulations 2017* and *Ministerial Building Standard MBS 002 – Maintaining the performance of essential safety provisions.*

*Signed by the building owner or building manager:*

Signed Date: Click here to enter text.

[ ]  *If being lodged electronically please tick to indicate agreement to this declaration.*

Print name: Click here to enter text.

If not the building owner, state your authority status: Click here to enter text.

Contact details: Click here to enter text.

*Unless exempted by regulation 94(12), this form must be forwarded by the building owner to the council no later than 60 business days after the end of the calendar year in which maintenance and testing has been carried out as proof that the listed ESPs have been maintained and tested and are continuing to perform at least to the standard that was required when they were installed.*

*A person who fails to ensure that the performance of each essential safety provision in a building is being maintained; or fails to provide annual maintenance verification to council (unless exempt by regulation 94(12)); or fails to produce written proof to an authorised officer (when requested) that maintenance and testing of essential safety provisions has been carried out as required, can be found guilty of an offence.*