

How to lodge an Annual Fire Safety Statement (AFSS) via Inner West Council's portal



Have you registered to become a portal user yet? You will need to register before you can lodge your AFSS via the portal

To register and log in go to:

www.innerwest.nsw.gov.au/about/get-in-touch/get-it-done-online

A step by step guide on how to lodge:

Select **[Annual Fire Safety Statement]** from your portal home page

Apply for...

- Parking Permits
- Tree Approvals
- Certificates (10.7, 603, etc)
- Road related approvals
- Pre-DA Meeting
- Annual Fire Safety Statement**
- Other Applications

Step 1 – Application Details

- ▶ Select from list **[Lodge an Annual Fire Safety Statement]**
- ▶ Search for the relevant property address
- ▶ Select **Next**

Details

Type of Application/Lodgement Required

Select from list *

Lodge an Annual Fire Safety Stat... ▼

Property Address or Legal Description

Search for your property or land *

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Step 2 – Further Details

- ▶ Check all sections on the AFSS have been completed correctly by checking against each question. Answering **[No]** will result in a non-compliant lodgement. You will be required to amend these sections on your statement before submitting.
- ▶ Enter the name of the person making the declaration in Section 8 of the statement
- ▶ Enter the date Section 8 was signed and dated
- ▶ Select **[Yes]** to pay by credit card or debit card, or **[No]** if you are a managing agent or government department without a credit card or debit card.
- ▶ Enter the AFS reference number if you know it. (This is not mandatory)
- ▶ Select **Next**

Step 3 – Important Information

- ▶ This section will tell you what you need to provide with your lodgement
- ▶ Select **Next**

Step 4 – Upload Attachments

- ▶ Attach the AFSS under the mandatory attachment section
- ▶ Attach the Fire Safety Schedule (FSS) under **[Other Attachments]**
- ▶ Select **Next** at the bottom of the page

Step 5 – Applicant Name and Contact Details

Please do not update your details in this section. If your details have changed either email us at **council@innerwest.nsw.gov.au** or create a customer request via Council's website

- ▶ Select **Next**, this can be found at the very bottom of the screen.

Step 6 – Review and Submit

- ▶ Review and select **[Submit and Pay]**

Step 7 – Make Payment

- ▶ Please be aware that lodgement is *not final* until both payment is received, and compliance is confirmed.

Please check your email for receipt of your lodgement. You will receive confirmation of compliance after your statement has been reviewed.

Need help lodging?

Go to **www.innerwest.nsw.gov.au/AFSS** or call customer service on **02 9392 5000**