

Modification to Fire Safety Order Request 2025/2026



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4114
Phone	1300 434 434			Last Updated	August 2025
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Business Unit	Environmental Compliance
				Application No.	
				Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community.
Intended recipients	Northern Beaches Council staff.
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek.
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information.

Lodgement options	
In person	Visit one of our Customer Service Centres (listed above) to submit your application over the counter.
Via post	Send the completed application form to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au.

Part 1: Property details

Address:				Postcode:	
	Legal property Description	Lot:	Section:	DP/SP:	

Part 2: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.				
Title	Mr	Mrs	Ms	Other
Full family name				
Full given names				
Name of company/business				
Address to which extension relates				
Phone			Alternate	
Mobile			Facsimile	
Email				
Contact				
Signature			Date	

Part 3: Order details

Fire Safety Order	Order Reference number:	Order date:
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Part 4: Details of persons whom has been given the Order

Person(s) names			
Address of person(s)			Postcode
Name of company/business			
Are you the owner(s) of the premises?	Yes	No	
Have the owner(s) been notified of the making of this modification form?	Yes	No	
By signing this form, the person(s) to whom the Fire Safety Order is given agrees to the modification of the Order referenced in Part 3 and for a modified order to be served?			
Signature of person(s) to whom the Order is given to			Date

Part 5: Reasons for modification

Item no. of Order	Reason/s for modification must include specific justification for each item where modification is requested and be supported by a report from an A1 or A2 accredited certifier (Building Surveyor) accredited by the Building Professionals Board. Council may also need to contact you to discuss this request and/or undertake a site inspection in order to provide an adequate assessment.	Supporting evidence provided? Yes or No
		Yes No
		Yes No
		Yes No
		Yes No