Modification to Fire Safety Order Request

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
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

Office use only	
Form ID	4114
Last Updated	August 2026
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: 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 2: Property details

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

Part 3: Order details

Fire Safety Order	Order Reference number:	Order date:

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