

# Essential Safety Provisions Annual Maintenance

## What are Essential Safety Provisions?

Essential Safety Provisions (ESP's) are fire safety features in commercial or multi-unit residential buildings.

Essential Safety Provisions may include fire safety features such as fire detection and alarm systems, sprinkler systems, fire doors, emergency and exit lighting, fire hydrants, fire hose reels and the like.

Properly maintained fire safety features can provide occupants more time to exit a building in the event of a fire, and lessen the chance of fire spreading within a building or to adjoining property.

## Maintaining Essential Safety Provisions

Building owners are responsible for the ongoing maintenance of their own building's fire safety features for the life of the building.

In most cases, building owners are required to provide annual certification to Council that the necessary essential safety provisions for the building are being maintained and operating satisfactorily.

This is known as a 'Form 3' maintenance certificate and is usually created as part of a development approval for building work or change in building use. This must be submitted to Council within 60 business days after the end of the calendar year.



### You should know that:

**The onus is on a property owner to return their Form 3 annually.**

## What if multiple Form 3's have been issued for my building over the years?

Where multiple schedules exist, owners may apply to consolidate their essential safety provisions into one document for the purpose of ; -

- updating maintenance and testing practices that may have changed over time, and/or
- re-establishing base line data for the building.

## What happens if an owner doesn't comply ?

Failure to submit a Form 3 within legislated timeframes may result in fines or infringement notices against a property owner.

In serious cases, Councils can revoke a Certificate of Occupancy if non-compliance puts occupants at risk.

Fines may range from \$750.00 on the spot fee to \$10,000 if prosecuted.

## Current Form 3 Template

[Form 3 - ESP maintenance certificate | PlanSA](#)

Plan SA has issued a Form 3 template under the PDI Act. **This Form 3 template must be used from calendar year 2023.**

## Further information

If you have any questions about how to maintain the essential safety features in your building, please contact City of Marion's building department:

Phone: (08) 8375 6685

Email: [Building@marion.sa.gov.au](mailto:Building@marion.sa.gov.au)

## Council Contact Details

Phone : (08) 8375 6600

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