



Automatic Fire Alarm System Agreement

Guideline No. 3

Application to Cease Monitoring of an Alarm Installation

Issued under Automatic Fire Alarm System Services Agreement

Field Operations Division

1 Purpose

The purpose of this document is to provide Automatic Fire Alarm Service Providers (AFASPs) with a guideline to cease monitoring of Alarm Installations at Protected Premises.

2 Scope

The scope of this document is Automatic Fire Alarm Installations at Protected Premises in New South Wales for which monitoring by AFASPs is to cease.

3 Legislative Requirements

AFASPs and the owners of buildings must be compliant with the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* (NSW).

The owner of a building to which an essential fire safety measure is applicable (e.g. Automatic Fire Alarms) must maintain each essential fire measure in the building premises in accordance with the standard set out in any applicable fire safety schedule or, where there is no fire safety schedule, in accordance to a standard no less than that to which the measure was originally designed and implemented.

4 Process

An AFASP may withdraw an application to cease monitoring submitted to Fire and Rescue NSW (FRNSW) at any time before Alarm Installation disconnection.

4.1 AFASP

4.1.1 The AFASP will identify the reason for the cessation of monitoring, such as:

- failure of the Customer of the premises to pay accounts;
- the premises are to undergo demolition or major refurbishment;
- Approved by the Regulatory Authority, the local council;
- consolidation of Alarm Installations.

4.1.2 If the AFASP identifies a reason for the cessation of monitoring, the AFASP must submit a written notice to the relevant Regulatory Authority, the local council, within 21 days of the AFASP first becoming aware of the reason.

The AFASP is to ensure their customer has obtained development consent for the consolidation, removal and installation of an ASE in accordance with the requirements of the *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulation 2021* and the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. A copy of the development consent is to be included as part of the application to consolidate the monitoring of a protected site.

4.1.3 On the same date as submission of written notice to the Regulatory Authority, the local council, the AFASP must submit a *Cessation AFA Request* to FRNSW online via *FARMS*. The application must include:

- the reason for the cessation of monitoring of the Alarm Installation;
- an AFASP-nominated Alarm Installation disconnection date; and
- a copy of the AFASP notification to the Regulatory Authority, the local council and any other relevant correspondence with the Regulatory Authority, the local council, as an attachment.
- a copy of the development consent. If a copy of the development consent is not provided by the AFASP, FNSW may decline the application to cease or consolidate the monitoring of the protected site.

4.2 FRNSW

4.2.1 FRNSW will:

- (a) receive the Cessation AFA Request online via FARMS.
- (b) check the application is in accordance with the process stated in paragraph 4: Process - AFASP.
- (c) confirm receipt of the application, or reject the application giving reasons, online via FARMS within 5 business days of receipt.

Note: FRNSW may reject the application if:

- (a) the AFASP has not submitted the cessation of monitoring notice to the Regulatory Authority, the local council, within 21 days;
- (b) the application is otherwise incomplete or incorrect.

4.2.2 FRNSW reviews the cease application.

4.2.3 If FRNSW receives an objection from the Regulatory Authority, the local council, FRNSW forwards the objection to the AFASP.

4.2.4 If FRNSW support the application, the Alarm Installation equipment is disconnected and alarm details removed from ESCAD by Operational Communications and the process is completed.

4.2.5 FRNSW advises online via *FARMS* that the application is supported or not supported, giving reasons within 21 days from the date of notice to Regulatory Authority, the local council.

4.3 AFASP

4.3.1 If supported, the AFASP is notified *via FARMS* to remove the Alarm Installation Equipment and the AFASP must promptly remove such Alarm Installation Equipment.

Note: The AFASP must continue monitoring of the Alarm Installation until the AFASP receives advice from FRNSW.

4.3.2 If the application to Cease Monitoring is not supported, the AFASP must:

- (a) either:
 - (i) withdraw the *Request to Cease Monitoring via FARMS* within 5 business days; or
 - (ii) remove the Alarm Installation Equipment; if the Alarm Installation equipment is removed the AFASP must notify FRNSW via *FARMS*; and

- (b) send written confirmation to the Regulatory Authority, the local council, that it has ceased monitoring of the premises Alarm Installation has occurred on the same date as it either removes the Alarm Installation Equipment or withdraws the request in accordance with clause 4.3.2(a) above.

4.4 FRNSW

4.4.1 FRNSW may take any of the following actions in relation to the Cessation of monitoring of an Alarm Installation:

- (a) refer the matter to the Regulatory Authority, the local council; and/or
(b) instigate an investigation by Authorised Fire Officers of FRNSW.

5 Retention of Alarm Number

If an AFASP (either the former or another) resumes monitoring of a premises Alarm Installation that has been disconnected, the original alarm number must be retained.

6 References

Identifier	Title
AFA-G-01	<i>Guideline No. 1: Alarm Installation Location Requirements for FRNSW Response</i>
	<i>Automatic False Alarm Training Manual V2</i>

Note: For the meaning of terms used in this Guideline, see *Automatic Fire Alarm System Services Agreement, clause 1.1: Definitions*.