

# Scope Reduction Guidelines

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# Scope Reduction Guidelines

## 1. Introduction

Under the *Planning Act 2016* (PA16), *Planning Regulation 2017* (PR17) and the Development Assessment Rules, Queensland Fire and Rescue (QFR) is a referral agency for Building Development Applications to the respective assessment managers.

The referral to QFR is to provide advice to the assessment manager, generally private certifiers, on whether a proposal meets fire service operational requirements. PA16 allows for this advice to be provided to the applicant prior to engaging an assessment manager. These guidelines provide certifiers and applicants with sufficient information to determine whether the proposed building work meets the scope reduction criteria, and the process to submit the required documentation post construction.

Should the building work meet the criteria of the Scope Reduction Initiative these guidelines can be considered QFR's referral agency response before an application is made to the Assessment Manager.

For further information email the Manager, Building Fire Safety Unit on [Building.FireSafety@fire.qld.gov.au](mailto:Building.FireSafety@fire.qld.gov.au).

### Planning Act 2016 Chapter 3 Development assessment

#### 54 Copy of application to referral agency

- (4) Despite subsection (1), the applicant need not give a copy of the application to a referral agency if—
- (a) the applicant gave the assessment manager the referral agency's response stated in section 57(3) with the application; and
  - (b) the referral agency's response states that—
    - (i) the referral agency does not require the applicant to give a copy to the agency; or
    - (ii) the referral agency does not require the applicant to give a copy to the agency if stated conditions, including a time limit within which the application must be made, are satisfied; and
  - (c) any conditions stated in paragraph (b)(ii) are satisfied.

#### 57 Response before application

- (3) If the application—
- (a) is the same or is not substantially different from the proposed application; and
  - (b) is made within the time, if any, stated in the response;
- the response is, or is part of, the person's referral agency's response for the application.

## 1.1 Background

### What is the Scope reduction Initiative?

QFR introduced the Scope Reduction Initiative on 1 January 2015, in an ongoing commitment to work collaboratively with industry. This initiative is intended to offer applicants the opportunity to reduce costs in circumstances where new building work meets specific criteria.

QFR has implemented a process whereby our referral agency response can be accessed at [www.fire.qld.gov.au](http://www.fire.qld.gov.au) replacing, in certain circumstances, the requirement to submit assessment referrals or inspection notices to QFR. Building work which meets these criteria are as follows:

1. involving fire hydrant coverage via a single street hydrant,
2. involving particular performance solutions,
3. involving particular fit-outs,
4. involving particular free-standing shade structures and
5. where fire hydrant coverage is via a single feed hydrant for a marina.

In accordance with the *Building Act 1975*, upon issuing of a Certificate of Occupancy, the submission of development documentation to QFR remains a legislative requirement. This information will be submitted to QFR via a documentation only submission and will be at nil cost to the applicant.

## 1.2 General Information for all Scope reduction Initiative Building Work

The information provided is to assist the applicant/Assessment Manager to ensure that the type of building work identified in this Scope Reduction Initiative is designed and installed to satisfy operational and legislative requirements.

### Advice




Provided that the deemed-to-satisfy provisions of the National Construction Code Volume 1 pertaining to this Scope Reduction Initiative and the additional advice contained on the website has been adhered to, it is discretionary as to whether further advice is to be sought from QFR.

#### Option to submit Request for Assessment

There may be circumstances where the proposed building work meets the scope reduction criteria, however the applicant or assessment manager may still choose to seek referral agency advice.

If it is the preference to proceed with referral agency advice, a 'Request for Assessment' must be submitted. In such cases, the normal QFR assessment process will be undertaken, and fees charged accordingly.

## 1.3 Scope Reduction Initiative Process

<b>Step 1</b> Investigate QFR Scope Reduction Initiative		Determine if the specific building development application meets the criteria for the Scope Reduction Initiative.
<b>Step 2</b> Complete building work and document		If the application meets one of the Scope Reduction Initiatives, refer to the relevant QFR referral agency responses. Collect all relevant documentation.
<b>Step 3</b> Submit documentation to QFR		<p>When the Certificate of Occupancy has been issued the Assessment Manager is to forward to QFR the packaged development documents in accordance with the <i>Building Act 1975</i>.</p> <ul style="list-style-type: none"><li>Forward development documents via e-lodgement (preferred), email, electronic media or hard copy. If not submitted through e-lodgement, the documentation only submission form must be included.</li></ul>

## 1.4 Scope Reduction Initiative Conditions

Should the proposed building work meet the particular Scope Reduction Initiative criteria and no 'Request for Assessment' is submitted, the following conditions apply.

QFR will not:

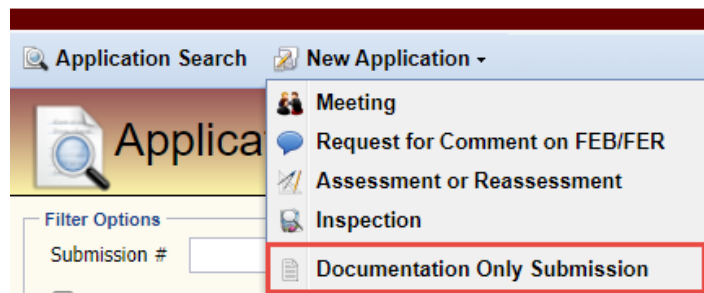
- provide further advice,
- provide an assessment report for the building work,
- inspect the building work prior to the issuing of the Certificate of Occupancy, and
- issue an invoice upon receipt of the required documentation.

## 1.5 Submitting Documentation

The legislative requirement remains for the Assessment Manager/Certifier to submit the packaged documentation to QFR in accordance with the *Building Act 1975* upon completion of the building work.

QFR will accept the submission of documentation via the following means:

- e-lodgement,
- email,
- over the counter.



The documentation required upon completion of building work includes but is not limited to:

	Documentation Only Submissions
<a href="#">CSO-080</a> QFR Documentation Only Submission Form	Required with all submissions when not lodged through e-lodgement
Decision Notice	Required with all submissions
Certificate of Occupancy	Required with all submissions
Drawings – As Constructed	Required with all submissions
List of Fire Safety Installations	Required with all submissions
Fire Engineering Brief or Fire Engineering Report Documentation	Required (where applicable) with all submissions
Form 72 (or Form 71 if new hydrant is to be installed)	Required with all submissions where hydrants are flow tested for compliance
Form 15	Recommended (where applicable) with all submissions
Form 16	Recommended (where applicable) with all submissions

# Building Work

## 2. Building Work Involving Fire Hydrant Coverage via a Single Street Hydrant

### 2.1 Description

For building work involving fire hydrant coverage via a single street hydrant:

- In any class of building where a fire hydrant is the only special fire service required by the deemed-to-satisfy provisions of the National Construction Code Volume 1, providing the deemed-to-satisfy compliant hydrant system is achieved using a single street hydrant.
- In a Class 2 building where a fire hydrant system and/or interconnected smoke alarms in the sole occupancy unit are the only special fire services required by the deemed-to-satisfy provision of the National Construction Code, providing the deemed-to-satisfy compliant system is achieved using a single street hydrant.

### 2.2 Clarification

#### Referral Jurisdiction

The referral jurisdiction relating to this Scope Reduction Initiative is *Planning Regulation 2017*, Schedule 19.

#### Achievement of Specified Performance

##### **System Design**

- Liaise with the local water authority to ensure the street hydrant is fit for use.
- Ensure that a street hydrant is not used to meet the performance requirements of the National Construction Code if a fire brigade booster assembly is incorporated in the design.

##### **Flow requirements**

- QFR expect that the flow and pressure of the street hydrant is tested to ensure it shall be capable of discharging no less than the flow rates specified in AS 2419.1:2021.
- QFR expect documentation (Queensland Development Code MP6.1, Form 72) be provided proving that the street hydrant has been tested for flow and pressure as part of the building certification.

##### **Location and suitability of the street hydrant**

- QFR consider a street hydrant as an external (feed) fire hydrant. When used in the design, consideration should be given to location to enable safe fire brigade access and hose laying. They should be clear of all possible obstructions.
- When measuring the length of laid hose from a fire truck, the truck and street hydrant shall, for calculation purposes, not be located closer than 10m to the building it is protecting. The intent is to provide access to the fire hydrant under radiant heat from the fire and give a degree of protection in the event of structural collapse due to fire.
- Street hydrant locations must be identified. Some local councils use a blue cat's eye or signage typically on a yellow or white post with a small HR or HP sign mounted on the



post. Some may also paint the hydrant lid and surround yellow for ease of identification. The cover of the hydrant pit mostly is identified by a HP forged into the lid.

- A street hydrant must be located no less than 10m from any high voltage main electrical distribution equipment such as transformers and distribution boards and from liquefied petroleum gas and other combustible storage.
- Total hose coverage must be achieved within a distance of 20m from the street hydrant to the fire brigade appliance then 70m from the fire appliance to all parts of the building.
- When calculating distance, the hose length must be on the ground measured along the normal path of travel and to the outer perimeter in stairs.
- 

#### Provisions for Hardstand for Fire Appliances

- Hardstand is required to ensure the fire appliance does not become immobilised due to water leakage during firefighting operations.
- The street should provide hardstand however in some circumstances the hydrant may not be located on or near the street and hardstand must be provided.

### 2.3 Checklists

Use the following checklists to ensure all document requirements have been met.

#### Street Fire Hydrant Design Checklist

- ☐ The fire hydrant system flow and pressure requirements comply with the requirements of AS 2419.1:2021
- ☐ The fire hydrant installations minimum water supply requirements comply with AS 2419.1:2021.
- ☐ For a feed fire hydrant (see Australian Standard AS 2419.1:2021), the hydrant must be:
  - ☐ within 20m of a hardstand so that when a fire brigade pumping truck is connected to it, all portions of the building are within 70m of hose laid on the ground.
  - ☐ Consideration is given to the location to ensure safe fire brigade access and hose laying.

#### Street Fire Hydrant Inspection Checklist

- ☐ The single fire hydrant complies with the requirements of AS 2419.1 for flow, pressure, and location.
- ☐ A flow and pressure report (Queensland Development Code MP6.1, Form 72) is required indicating the static pressure available at the time of the test and the available pressure from the number of required hydrant outlets at the required flow rate.
- ☐ Street fire hydrants have markers (e.g., blue cat's eye location indicators) complying with local council specifications.

### 3. Building Work Involving Particular Performance Solutions

#### 3.1 Description

For building work that includes a performance solution assessed against the Performance Requirements of the National Construction Code Volume 1 for the fire safety system:

- In any class of building where the deemed-to-satisfy provisions of the National Construction Code do not require any special fire services to be provided to the building; or
- In a Class 2 building where a fire hydrant system and/or interconnected smoke alarms in the sole occupancy unit are the only special fire service required by the deemed-to-satisfy provisions of the National Construction Code, provided that the deemed-to-satisfy compliant fire hydrant system is achieved using a single street hydrant: or
- In a Class 3, 4, 5, 6, 7, 8 and 9 building where a fire hydrant system is the only special fire service required by the deemed-to-satisfy provisions of the National Construction Code, provided that the deemed-to-satisfy-compliant fire hydrant system is achieved using a single street hydrant.

#### 3.2 Clarification

Hypothetical examples of the type of building work that is covered by this particular Scope Reduction Initiative are:

##### Example 1:

- Class 8 workshop building, with a total floor area not exceeding 500m<sup>2</sup>.
- Deemed-to-Satisfy provisions do not require the provision of any special fire service.
- A performance solution is proposed to address a minor reduction in exit width issue.

This example relates to item 3.1(i), in that the deemed-to-satisfy provisions of the National Construction Code do not require the installation of a special fire service to the building. Therefore, in this example, the forwarding of the performance solution for the reduction in exit width to QFR for further advice is discretionary.

##### Example 2:

- Class 2 residential building, with a total floor area greater than 500m<sup>2</sup>.
- Deemed-to-satisfy clause E1D2 requires that a fire hydrant system is provided to serve the building.
- A deemed-to-satisfy-compliant fire hydrant system is achieved via the use of a single street hydrant.
- A performance solution is proposed to address a minor extended travel distance issue.

This example falls into item 3.1(ii), in that it is a Class 2 building where the fire hydrant system is the only special fire service required by the deemed-to-satisfy provisions of the National Construction Code, and compliance is achieved using a single street hydrant. Therefore, in this example building, forwarding of the performance solution for extended travel distance to QFR for further advice is discretionary.



## Referral Jurisdiction

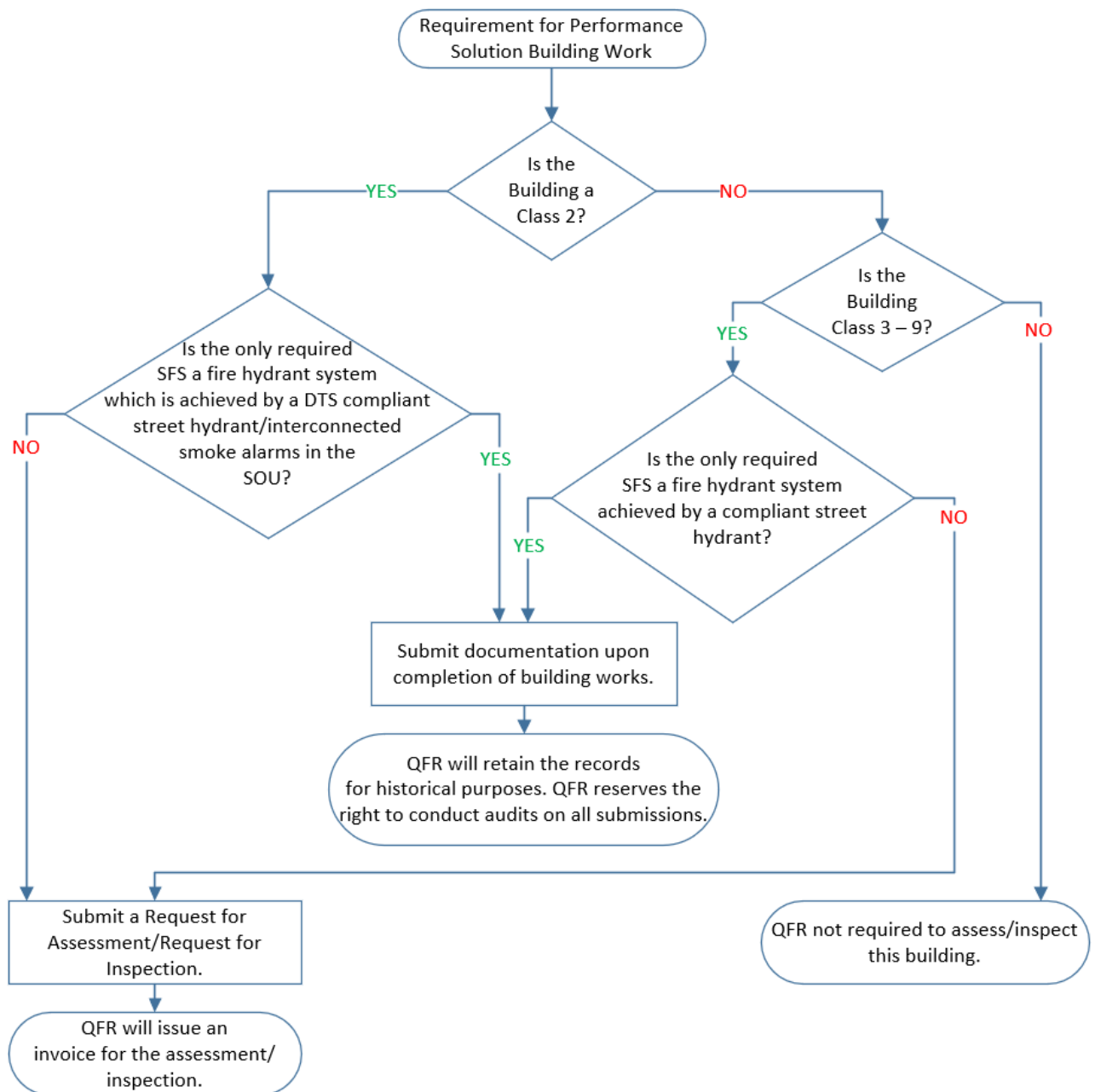
QFR jurisdiction for performance solutions is set out in Schedule 9 of the *Planning Regulation 2017*. It includes (but is not limited to) a performance solution assessed against the performance requirements of the National Construction Code, Volume 1, or the Queensland Development Code Part 2.2 Part 2.3 or MP3.7, for the fire safety system.

The list of special fire services is provided in Schedule 2 of the *Building Act 1975*.

## Considerations

- A performance solution must satisfy all relevant performance requirements of the National Construction Code.
- A performance solution is to be developed in line with the International Fire Engineering Guidelines.
- Comprehensive details of the performance solution must be included on the Certificate of Occupancy for the building, in accordance with relevant legislative requirements.
- It is recommended that a permanent notice be provided in a prominent location advising that the building is subject to a performance solution, with a clear description of the extent of the performance solution provided on the notice/sign.
- If a performance solution includes a fire safety management procedure as a condition of occupation and use of the building, it is a legislative requirement that the building occupier ensures that:
  - a record of the fire safety management procedure is included in the building's fire and evacuation plan, and
  - the plan adequately reflects the fire safety management procedure.
- It is a legislative requirement to adequately maintain all prescribed fire safety installations.
- Reference must be made to applicable legislation including (but not limited to) the *Fire Services Act 1990*, the *Building Act 1975*, and the *Building Fire Safety Regulation 2008*.

### 3.3 Flowchart



NOTE: QFR requires the submission of the Certificate of Occupancy and other documents in accordance with the *Building Act 1975*.

## 4. Building Work Involving Particular Fit-outs

### 4.1 Variation 1

For building work where:

- The fit-out has a floor area of less than 300m<sup>2</sup>, and
- There is no modification, replacement, or addition of special fire service, and
- If the base building has a performance solution and the fit-out is in accordance with the performance solution.

### 4.2 Variation 2

If the proposed fit-out meets the criteria below, referral to QFR is required. However, no fee will be charged for a compliant assessment and inspection.

For building work fit-out where:

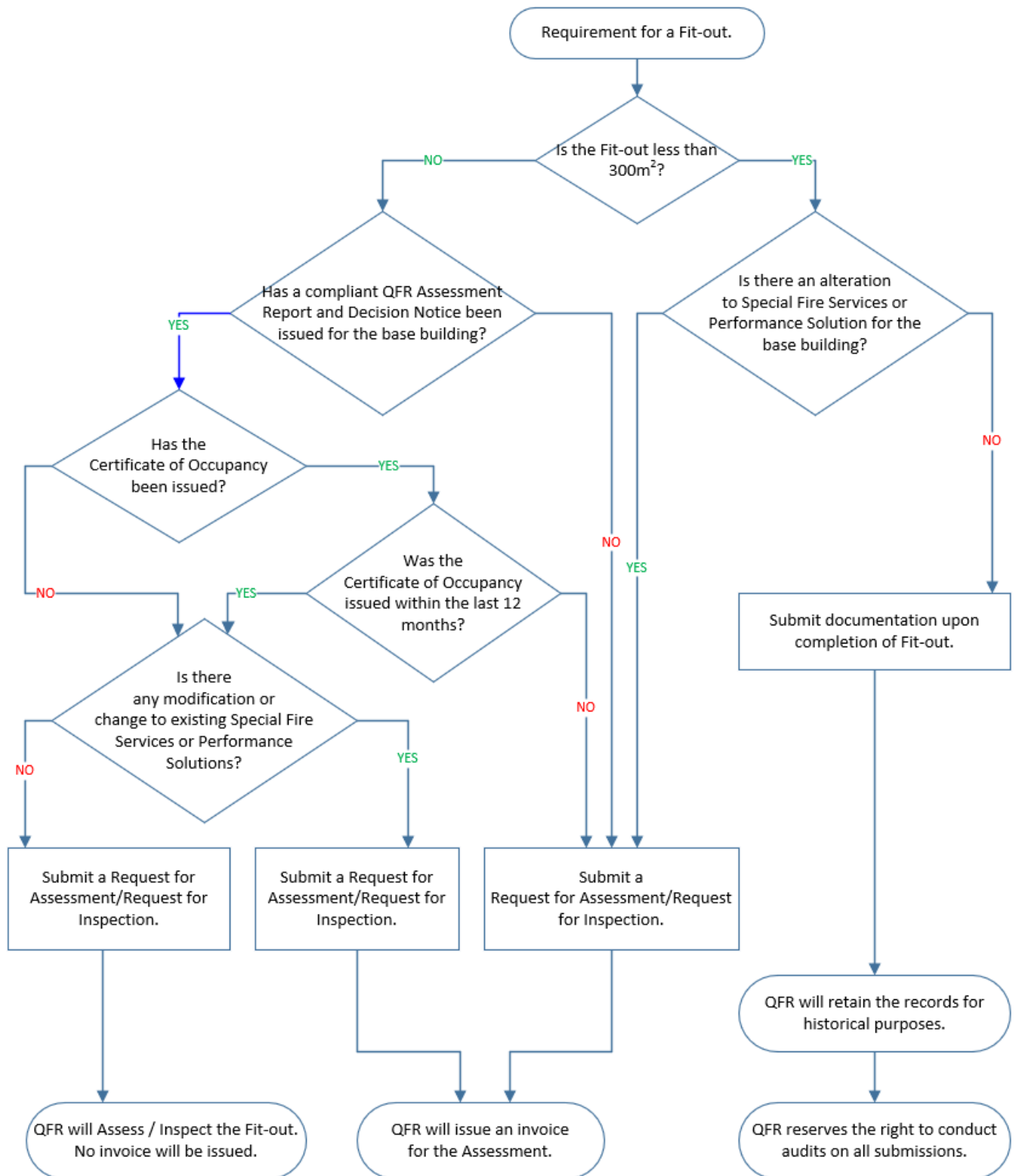
- The proposed fit-out has a floor area of 300m<sup>2</sup> or greater, and
- The proposed fit-out is submitted after a compliant QFR assessment report and the decision notice for the base building has been issued, and
- If the Certificate of Occupancy has been issued for the base building, and it is within 12 months of the date of issue, and
- There is no modification, replacement, or addition of special fire Services, and
- If the base building has a performance solution and the fit-out is in accordance with the applicable performance solution.

Note: In all other circumstances referral to QFR is still required and the normal fee schedule will apply.

### 4.3 Unwanted Alarms

With reference to building work that involves the installation of a kitchen cooking facilities or the like, the Fire Alarm and Building Design Guidelines for the Reduction of Unwanted Alarms at <https://www.fire.qld.gov.au/compliance-and-planning/referral-agency-advice/referral-agency-advice-guidelines> must be addressed and an application for assessment must be lodged to QFR where the building is equipped with a monitored fire detection and alarm system.

## 4.4 Flowchart



Note: QFR requires the submission of the Certificate of Occupancy and other documents in accordance with the *Building Act 1975*.

## 5. Building Work Involving Particular Free-standing Shade Structures

### 5.1 Description

A shade structure is a shade cloth/fabric structure designed to provide permanent shade that is attached to steel, timber posts or the like.

For building work that involves a shade structure that:

- Is free-standing and more than 6m from another building on the allotment, and
- Is an open structure allowing access from all sides, and
- Has no walls or provision for doors, windows, or sashes or the like that can enclose the area.

Note: This does not include shade structures on top of buildings or where emergency vehicle access is required beneath the structure.

## 6. Building Work Where Coverage is via a Single Feed Hydrant for Marina

### 6.1 Description

For building work involving a marina where;

- A double-headed pillar or street hydrant (feed) is to be used to satisfy the Fire Hydrant System – Design Solution 1 outlined in the Guideline for fire safety systems in marinas at <https://www.fire.qld.gov.au/compliance-and-planning/referral-agency-advice/referral-agency-advice-guidelines>

### 6.2 Clarification

#### Referral Jurisdiction

QFR is identified as an advice agency under the *Planning Regulation 2017* for operational work made assessable under the Act, that is:

- Tidal work, and
- Involves a marina, as defined under the *Transport Operations (Marine Pollution) Regulation 2008*, with more than six vessel berths.

#### Location and Suitability of Hydrant

Pillar Hydrant Requirements

- Outlets must have 65mm Queensland round thread,
- Outlets must be not less than 750mm and not more than 1,200mm above the ground or platform,
- Outlets facing away from the wall immediately behind,

- Outlets facing towards appliance hardstand (for feeds) and facing towards building (for attack),
- Outlets must be horizontal or sloping not more than 35 degrees below the horizontal (sloping preferred),
- Outlets must be equipped with protective caps and retaining chains,
- Clearance of 1m shall be provided directly in front of the hydrant outlets,
- Not less than 100mm clearance around the valve handwheel is required when in fully open position,
- Not less than 300mm clearance around each outlet through an arc of 225 degrees is required to facilitate hose coupling,
- Handwheels must have a diameter of not less than 150mm,
- Handwheels must have the word 'Closed' marked on them with the relevant direction indicated with an arrow,
- The pillar and hydrant valves must be painted red,
- The pillar hydrant must be protected from mechanical and physical damage, e.g., protection from vehicular traffic can be achieved with suitable bollards,
- The pillar hydrant must be supported with a concrete surround at the base 450mm x 450mm x 450mm to a height of 25mm above finished ground level,
- Yellow 'Test' tag must be fitted and stamped with commissioning date,
- Where vandalism poses a problem, a method to provide security may be used but must be locked with a '003' fire service key and easily accessible.

## 7. Additional Information

### 7.1 Scope Reduction Initiative Advice and Feedback

For questions regarding the Scope Reduction Initiative or to provide feedback on the information booklet, please email [Building.FireSafety@fire.qld.gov.au](mailto:Building.FireSafety@fire.qld.gov.au).

### 7.2 E-lodgement support

To register for e-lodgement, visit <https://elodge.qfes.qld.gov.au/elodge/>

For assistance using e-lodgement refer to the User Guidelines and frequently asked questions. They can be found at: <https://www.fire.qld.gov.au/compliance-and-planning/referral-agency-advice/elodgement>

To contact the e-lodgement Support team:

- email [QFES.e-lodgement@fire.qld.gov.au](mailto:QFES.e-lodgement@fire.qld.gov.au)
- phone (07) 3635 1799 Monday to Friday 8am – 3pm (excluding public holidays)



## 8. Building Work Involving Particular Fit-outs

What sort of applications can I submit through e-lodgement?

You can submit all types of application that relate to QFR Referral Agency Advice under the *Planning Act 2016*. This includes:

- Request for Meeting.
- Request for Comment on Fire Engineering Brief.
- Request for Assessment.
- Request for Inspection.
- Documentation Only Submission

What if I just need to send an amended drawing or other document (e.g., Certificate of Occupancy) to QFR regarding my application or submission?

If you lodged the application or submission via the e-lodgement application, then all documentation you need to provide in relation to that application should be submitted via e-lodgement. The Submit Additional Documentation function has been developed for this purpose. This will allow for a full history of all correspondence and documentation to be retained in your e-lodgement profile. Please note, however, that e-lodgement is not intended to replace general email or phone conversations.

I am unsure what documents I am required to attach to my application to make it complete. Is there a checklist I can refer to?

The following table may assist you when submitting your application. The list is indicative only and outlines the minimum documentation required to complete an Assessment/Reassessment, Inspection or Documentation Only Submission. Any additional documentation relating specifically to your application can also be submitted.

Documents	Application Type
	Assessment Application
Drawings – For Assessment	Required with all applications
FER Documentation	Required with all performance solution applications
Unwanted Alarm Guidelines	Required with all applications where detection system is to be monitored
Form 15	Recommended with all applications to assist with assessment process
	After Assessment Stage
Decision Notice	Required before the inspection application can be processed
	Inspection Application
Form 71	Required with all applications where hydrants and/or sprinklers are included
Form 16	Recommended with all applications (where applicable) to assist with inspection process
Block Plans	Recommended with all applications (where hydrant, sprinkler or detection systems are installed or modified) to assist with inspection process
	After Inspection Stage
Certificate of Occupancy	Required for all applications
Drawings – As Constructed	Required with Certificate of Occupancy for all applications
List of Fire Safety Installations	Required with Certificate of Occupancy for all applications