



**Fire Safety Guideline  
PDI (General) Reg 45 Submissions**

**MFS Fire Safety Guideline for PDI (General) Regulation 45 Comment  
and Report Submissions**

# Fire Safety Guideline

## PDI (General) Regulation 45 Submissions

First Issued: 28 December 2005  
Author: FSE Marchant  
Review date: 2 March 2022  
Reviewed by: SFSE Seppelt  
Version: 3.0  
Authorised by: ACFO Community Safety & Resilience

### DOCUMENT CONTROL

#### Revision History:

Version	Revision Description	Date
A	Original	28 December 2005
C	Amended version	1 September 2006
1.0	2017 Departmental review	16 May 2007
2.0	2021 review and update	14 April 2021
3.0	Format update	2 March 2022

#### List of Amendments:

Clause	Amendment
Title	Change from <i>Built Environment Section Guideline 012: Requirements for PDI (General) Regulation 45 Comment and Report Submissions</i> to <i>MFS Fire Safety Guideline for PDI (General) Regulation 45 Comment and Report Submissions</i> .
Whole document	Update to new format.
Referenced Documents	Inclusion of referenced legislation.
Section 4 Required Documentation	New sub-section on 'Submission Method' included regarding new online submission method via the new MFS website.  Update to information as necessary relating to changes to the MFS website and forms.

### CONTENTS

Glossary.....	4
Referenced Documents.....	4
Definitions.....	4
1 Purpose.....	5
2 Consultation Prior to Regulation 45 Referral.....	5
3 Fire Engineering Documents.....	5
4 Required Documentation.....	5
4.1 Forms.....	6
4.2 Design Documentation.....	6
4.2.1 Drawings.....	6
4.2.2 Specifications.....	7
4.2.3 Supplementary Documents.....	7
4.3 Missing Information.....	8

# Fire Safety Guideline

## PDI (General) Regulation 45 Submissions

### GLOSSARY

AFEG	Australian Fire Engineering Guidelines
BES	MFS Built Environment Section
EWIS	emergency warning and intercommunication system
FEB	Fire Engineering Brief
FER	Fire Engineering Report
IFEG	International Fire Engineering Guidelines
MFS	South Australian Metropolitan Fire Service
NCC	National Construction Code
PBDB	performance-based design brief, in accordance with the NCC (refer Definitions)
PDI	Planning, Development and Infrastructure (in relation to the Act and Regulations)
RFI	request for information

### REFERENCED DOCUMENTS

The following documents are referred to in this Guideline:

AS 2419.1 Australian Standard 2419 – *Fire hydrant installations, Part 1: System design, installation and commissioning*

Australian Building Codes Board 2005, *International fire engineering guidelines*, 5<sup>th</sup> edn, Australian Building Codes Board, Canberra.

Australian Building Codes Board 2021, *Australian fire engineering guidelines*, Australian Building Codes Board, Canberra.

Minister for Planning and Local Government, *Ministerial Building Standard MBS 002 – Maintaining the performance of essential safety provisions*, Government of South Australia

*Planning, Development and Infrastructure Act 2016 (SA)*

*Planning, Development and Infrastructure (General) Regulations 2017 (SA)*

South Australian Fire Authorities, *Built Environment Section Policy No. 14 Above ground water storage tanks for fire fighting purposes*, South Australian Metropolitan Fire Service and South Australian Country Fire Service

### DEFINITIONS

**Performance-based design brief (PBDB)** has the meaning as defined in the National Construction Code.

**Performance Solution** has the meaning as defined in the National Construction Code.

# Fire Safety Guideline

## PDI (General) Regulation 45 Submissions

### 1 PURPOSE

To provide advice on the documentation required to be submitted to the South Australian Metropolitan Fire Service (MFS) in order to obtain a relevant fire authority comment and report in accordance with Regulation 45 of the South Australian *Planning, Development and Infrastructure (General) Regulations 2017* (PDI (General) Regulations), or for an opinion for any other purpose.

### 2 CONSULTATION PRIOR TO REGULATION 45 REFERRAL

It is strongly recommended that early consultation occurs with the MFS Built Environment Section (BES) prior to a formal referral for a relevant fire authority comment and report pursuant to Regulation 45, where such a report is required. This ensures that any identified issues or matters of concern are addressed prior to the application, thus expediting and streamlining the formal Regulation 45 process.

To initiate consultation with the BES for building and construction projects, please complete the *New Project Application form* online at:

<https://www.mfs.sa.gov.au/community/building-and-commercial-fire-safety/compliance-and-regulation/pdi-regulation-45-building-design-consultation>

On this webpage you will also find a downloadable form titled *BE000 Regulation 45 Pre-Application Form*, which can be completed and uploaded as part of the above *New Project Application form*. The intent of the BE000 form is to provide a general overview of the project proposal, from which further discussions can be developed. The information provided in this form can also assist in allocating the most appropriate BES Officer and technical staff to the project.

### 3 FIRE ENGINEERING DOCUMENTS

Where a project requires the preparation of a *performance-based design brief* (PBDB) in accordance with the National Construction Code (NCC) A2.2(4), or a Fire Engineering Brief (FEB) / Fire Engineering Report (FER) in accordance with the Australian Fire Engineering Guidelines (AFEG) or International Fire Engineering Guidelines (IFEG), the BES requires that the review and acceptance process for these documents be undertaken prior to and separately from the submission for Regulation 45 comment and report referral.

### 4 REQUIRED DOCUMENTATION

The documentation as detailed in this section is required to be submitted to the MFS BES when seeking a Relevant Fire Authority Comment and Report pursuant to Regulation 45. Additional information and documentation should be included with the submission where it is considered relevant to the referral and to benefit the review process.

All submitted documentation is to be in electronic form. The forms detailed in Section 4.2 are required to be provided in Microsoft Word format, whilst all other documents should be in PDF. The MFS may request full-sized hardcopies of particular documents, as required, for reviewing purposes.

#### 4.1 Submission Method

Regulation 45 referral submissions are to be made electronically via the *Referral for Fire Authority Report* tab on the *Regulation 45 – Building Design Consultation* page on the MFS website:

<https://www.mfs.sa.gov.au/community/building-and-commercial-fire-safety/compliance-and-regulation/pdi-regulation-45-building-design-consultation>

# Fire Safety Guideline

## PDI (General) Regulation 45 Submissions

As indicated on the above webpage, some documents may need to be submitted via email after the primary online submission. This arrangement can be indicated in the online submission.

From 19 March 2021, all documentation associated with a Regulation 45 referral may alternatively be submitted to the MFS BES via the SA Planning Portal. The required documentation as detailed in this Guideline must be included in submissions via the SA Planning Portal.

### 4.2 Forms

In addition to completing the online submission form, the following forms are to be completed in full and uploaded with each online Regulation 45 submission. The forms are available for download from the MFS website within the *Referral for Fire Authority Report* tab, as detailed above:

1. BE002 *Regulation 45 Required Information Form*
2. BE003 *Regulation 45 Document Submittal Form*
3. BE004 *MFS Service Agreement Form*

The MFS is unable to commence the Regulation 45 comment and report process until all relevant entries in the forms **have been completed**.

The forms have been provided in Microsoft Word format for convenience and to assist in expediting the Regulation 45 process. Once downloaded from the website they are no longer controlled documents. The MFS requests that these forms be submitted in Word format but recommends that the applicant retain a PDF copy of the final, submitted forms for document control and record keeping purposes. These PDF copies are not required by the MFS for the purposes of completing the Regulation 45 referral process.

Please refer the particular instructions at the beginning of and within the forms for guidance on form completion and submission.

As these forms may be periodically updated, it is recommended that the forms are downloaded from the website for each new Regulation 45 referral.

### 4.3 Design Documentation

#### 4.3.1 Drawings

1. Site plan – scaled and showing:
  - a. any proposed and/or existing structures erected on the site,
  - b. the boundaries of the site,
  - c. the levels of the site,
  - d. vehicular access roads within the site,
  - e. adjoining street, and
  - f. compass point.

2. Architectural drawings, dimensioned and comprising:
  - a. an architectural plan of each floor level, drawn to scale of not less than 1:100, including dimensioned elevations and sections of the proposed structure,
  - b. sections,
  - c. elevations, showing the relative levels of the floors to the lowest level having direct egress to a public space,
  - d. ceiling plans, where relevant.
  
3. Fire services – layout and detail drawings of all fire safety systems, including:
  - a. compartmentation and fire wall/separation details,
  - b. hydrant and booster details,
  - c. detector layout,
  - d. sprinkler layout,
  - e. fire hose reel locations,
  - f. smoke hazard management details,
  - g. EWIS details and location of warning devices,
  - h. emergency lighting,
  - i. required exits and exit lighting, and
  - j. materials stored and storage heights.

These drawings should show fire services layers so that these services are clearly and unambiguously presented (i.e. any included architectural, mechanical, electrical layers shown lighter).

4. Mechanical services (where relevant).

### 4.3.2 Specifications

A copy of the building Fire Services Specification and additional specifications as relevant to the submission (e.g. Mechanical Services), stipulating any Australian Standard or other Code to which the work must comply.

### 4.3.3 Supplementary Documents

1. A cover letter identifying any Performance Solutions for the proposed development. Where a PBDB or FER do not form part of the submission, full details of any non-compliances or Performance Solutions must be provided. All Performance Solutions must be accompanied with appropriate supporting evidence and Verification Methods as required by the NCC.
2. A copy of the final version of either the PBDB report or FER, as accepted by the relevant stakeholders including the building rules consent approval authority.
3. Where a fire hydrant system or sprinkler system is to be installed, or a street fire hydrant utilised, a recent certificate of flow test (and Network Analysis, if available) by the water supply authority of the water supply main to which the system will be connected and the proposed size of the connection.

4. Where the building classification is Class 3, 9a or 9b, the design number of persons to be accommodated in the building and their distribution within rooms.

#### 4.4 Missing Information

The information as contained in the documentation detailed above is essential for the Regulation 45 comment and report to be supplied in the specified time frame. Pursuant to Section 122 of the PDI Act, where necessary documentation or information is missing from the Regulation 45 submission, or additional information is required in order to assess a Regulation 45 application, a request for further information (RFI) will be made by the MFS. Such RFIs will necessitate an extension of time to the prescribed period within which the Regulation 45 Relevant Fire Authority Comment and Report is to be made, for the period of time that the applicant takes to provide such additional documents or information.