

# SCOPE REDUCTION INITIATIVE GUIDELINES



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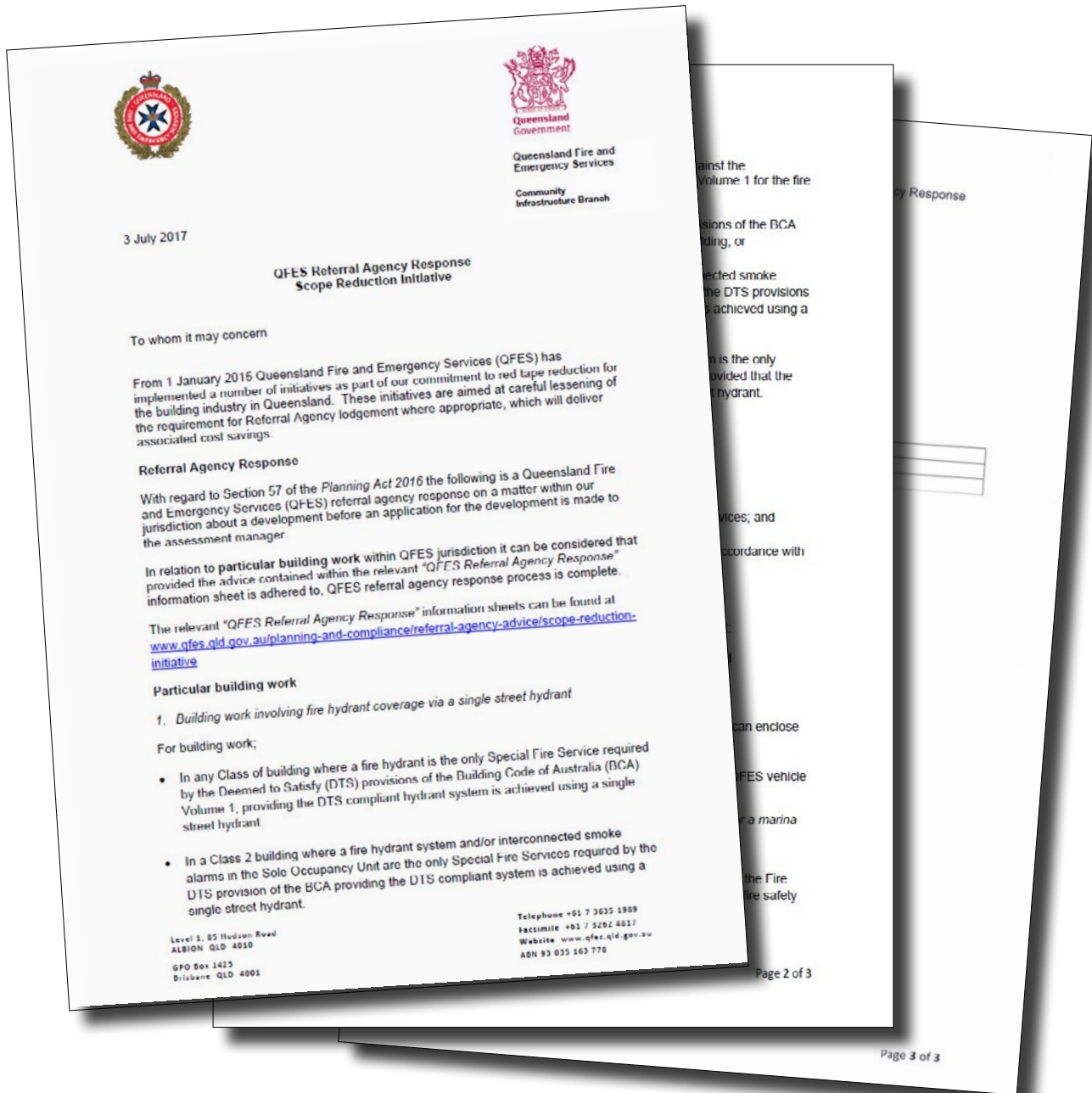
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# SCOPE REDUCTION GUIDELINES

## 1. Introduction

The information contained within this booklet describes the various types of building work that the Queensland Fire and Emergency Services (QFES) Scope Reduction Initiative covers. This booklet is designed to provide certifiers and applicants with sufficient information to determine whether their building work meets the scope reduction criteria, and the process to submit the required documentation post construction. For further information email the QFES Manager, Building Fire Safety Unit on [Building.FireSafety@qfes.qld.gov.au](mailto:Building.FireSafety@qfes.qld.gov.au).

Should your building work meet the Scope Reduction Initiative, the information contained within this booklet can be considered QFES' referral agency response before an application is made to the Assessment Manager. A letter detailing QFES' ability to provide a response to the Assessment Manager can be found on the QFES website at <https://www.qfes.qld.gov.au/sites/default/files/2021-07/Referral-Agency-Advice-Scope-Reduction-Initiative-Letter-03072017.pdf>





## 1.1 Background

### What is the Scope Reduction Initiative About?

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

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

1. Building work involving fire hydrant coverage via a single street hydrant
2. Building work involving particular performance solutions
3. Building work involving particular fit-outs
4. Building work involving particular free-standing shade structures, and
5. Building work 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 Classification, the submission of development documentation to QFES remains a legislative requirement.

This information will be submitted to QFES 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

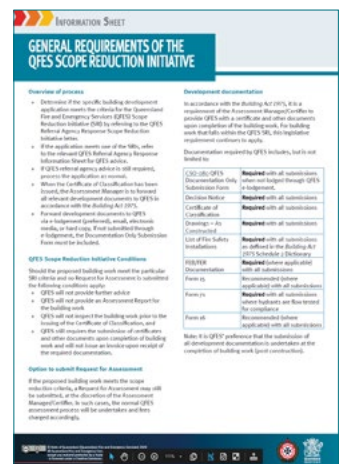
Provided that the deemed-to-satisfy provisions of the *National Construction Code Volume 1* pertaining to this QFES Scope Reduction Initiative and the additional advice contained on the QFES website has been adhered to, it is discretionary as to whether further advice is to be sought from QFES.

When using the information sheets provided on each category of building work located on the QFES website, they must be read in conjunction with the [General Requirements of the QFES Scope Reduction Initiative](#).

### Option to submit Request for Assessment


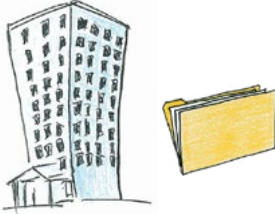

There may be circumstances where the proposed building work meets the scope reduction criteria; however, the Assessment Manager/Certifier may still choose to seek QFES referral agency advice.

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



## 1.3 Scope Reduction Initiative Process

The information below explains the process to follow to ensure that your building work meets the Scope Reduction Initiative criteria and that you supply required documents to QFES to meet legislative requirements.

<p><b>Step 1</b> <b>Investigate</b> QFES Scope Reduction Initiative to ensure the building work fits.</p>		<p>Determine if the specific building development application meets the criteria for the QFES Scope Reduction Initiative by referring to the QFES general requirements information sheet and referral agency response Scope Reduction Initiative letter found at <a href="http://www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative">www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative</a>.</p>
<p><b>Step 2</b> <b>Build and Document</b> Build and gather required documentation</p>		<p>If the application meets one of the Scope Reduction Initiatives, refer to the relevant QFES referral agency response information sheet for QFES advice — <a href="http://www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative">www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative</a>.</p>
<p><b>Step 3</b> <b>Submit</b> Submit documentation to QFES</p>	<p style="text-align: center;"><b>QFES e-lodgement</b></p> 	<p>Upon completion of the building work, when the Certificate of Classification has been issued the Assessment Manager is to forward to QFES the packaged development documents in accordance with the <i>Building Act 1975</i>.</p> <ul style="list-style-type: none"> <li>› Forward development documents to QFES 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> <li>› Ensure that a copy of the QFES Scope Reduction Initiative letter and relevant information sheet is retained for your records.</li> </ul>

## 1.4 The QFES 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:

- › QFES will not provide further advice
- › QFES will not provide an assessment report for the building work
- › QFES will not inspect the building work prior to the issuing of the Certificate of Classification, and
- › QFES will still require the submission of 'certificates and other documents' upon completion of building work and will not 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 QFES in accordance with the *Building Act 1975*. QFES must be provided with 'certificate and other documents' upon completion of the building work.

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

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



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

	Documentation Only Submissions
CSO-080 QFES Documentation Only Submission Form	<b>Required</b> with all submissions when not lodged through QFES e-lodgement
Decision Notice	<b>Required</b> with all submissions
Certificate of Classification	<b>Required</b> with all submissions
Drawings – As Constructed	<b>Required</b> with all submissions
List of Fire Safety Installations	<b>Required</b> with all submissions
Fire Engineering Brief or Fire Engineering Report Documentation	<b>Required</b> (where applicable) with all submissions
Form 72 (or Form 71 if new hydrant is to be installed)	<b>Required</b> 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

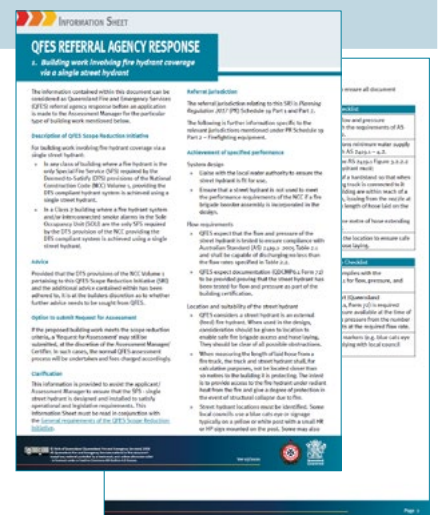
General information for each category is briefly described in this booklet. For more detailed information refer to the specific information sheets by visiting the QFES website at: [www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative](http://www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative)

## 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

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### 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

- › QFES expect that the flow and pressure of the street hydrant is tested to ensure compliance with Australian Standard AS 2419.1- 2005 Table 2.1 and shall be capable of discharging no less than the flow rates specified in Table 2.2.
- › QFES expect documentation (*Queensland Development Code* MP6.1 Form 72) to 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

- › QFES 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 10 metres 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 cats 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 10 metres 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 20 metres from the street hydrant to the fire brigade appliance then 60 metres from the fire appliance to a point one metre into the most disadvantaged room served. A 10 metre hose stream can then be added for coverage in that room. Note: Hose streams cannot bend around walls.
- › 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

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- › 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

<input type="checkbox"/>	The fire hydrant system flow and pressure requirements comply with the requirements of Australian Standard AS 2419.1 – Table 2.1 and 2.2.
<input type="checkbox"/>	The fire hydrant installations minimum water supply requirements comply with Australian Standard AS 2419.1 – 4.2.
<input type="checkbox"/>	For a feed fire hydrant (see Australian Standard AS 2419.1, Figure 3.2.2.2(a), (b), (d) and (e)), the hydrant must be: <ul style="list-style-type: none"> <li><input type="checkbox"/> within 20 metres of a hardstand so that when a fire brigade pumping truck is connected to it, all portions of the building are within reach of a 10 metre hose stream, issuing from the nozzle at the end of a 60 metre length of hose laid on the ground; and</li> <li><input type="checkbox"/> a minimum of one metre of hose extends into any room served.</li> <li><input type="checkbox"/> Consideration is given to the location to ensure safe fire brigade access and hose laying.</li> </ul>

## Street Fire Hydrant Inspection Checklist

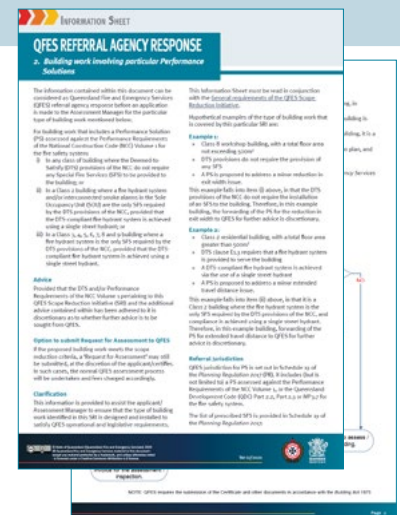
<input type="checkbox"/>	The single fire hydrant complies with the requirements of Australian Standard AS 2419.1 for flow, pressure and location.
<input type="checkbox"/>	A flow and pressure report ( <i>Queensland Development Code</i> MP6.1, Form 72) is required indicating the static pressure available at the time of the test and the available pressure from the number of required hydrant outlets at the required flow rate.
<input type="checkbox"/>	Street fire hydrants have markers (e.g. blue cats 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 assessed against the Performance Requirements of the *National Construction Code Volume 1* for the fire safety system:

- i. 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
- ii. 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
- iii. 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.



### 3.1 Clarification

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



### Example 1:

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- › Class 8 workshop building, with a total floor area not exceeding 500 square metres.
- › 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 falls into 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 QFES for further advice is discretionary.

### Example 2:

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- › Class 2 residential building, with a total floor area greater than 500 square metres.
- › Deemed-to-satisfy clause E1.3 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 QFES for further advice is discretionary.

### Referral Jurisdiction

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QFES 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.

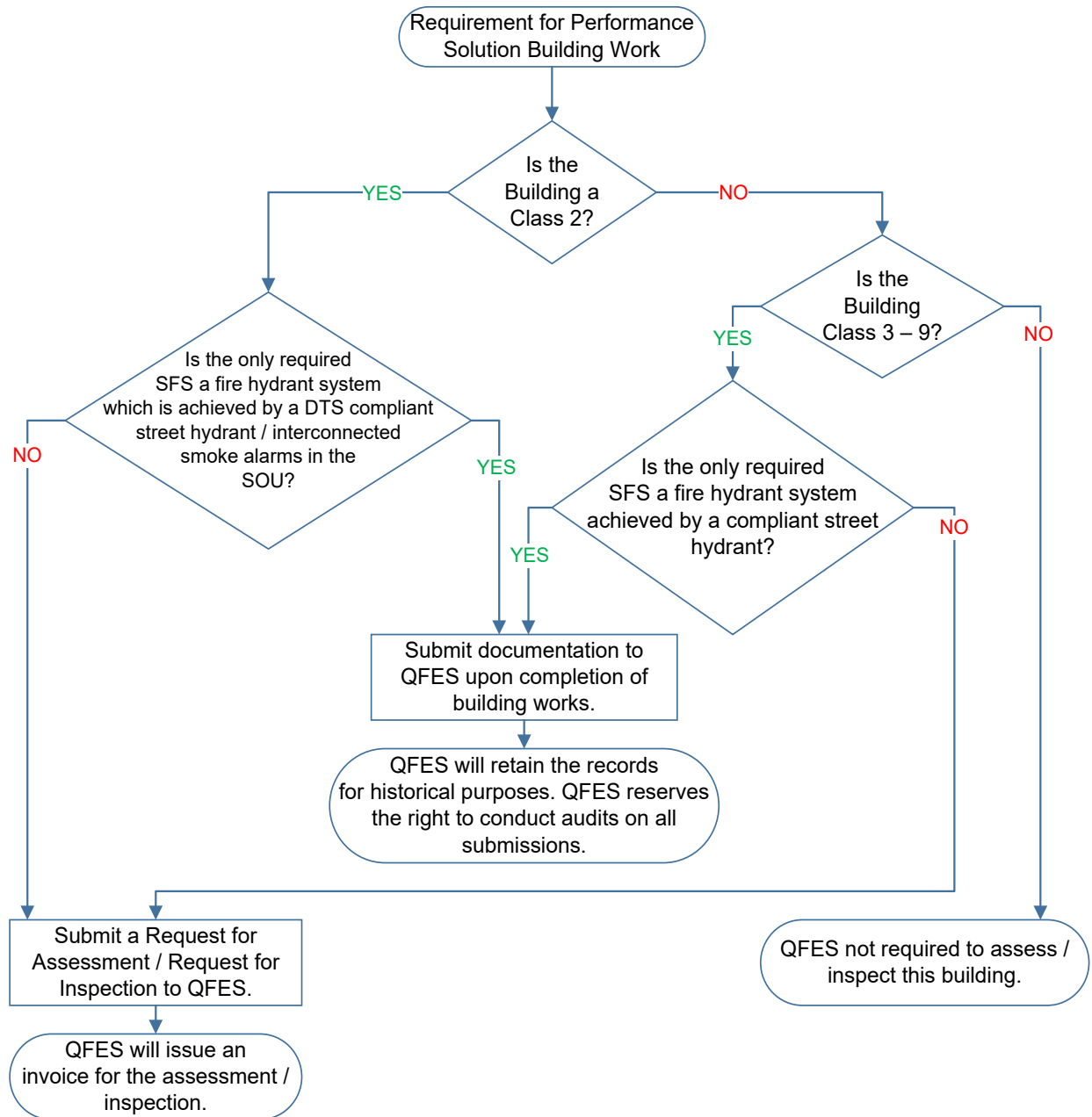
The list of special fire services is provided in Schedule 2 of the *Building Act 1975*.

### Considerations

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- › 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 Classification 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 and Emergency Services Act 1990*, the *Building Act 1975* and the *Building Fire Safety Regulation 2008*.

## 3.2 Flowchart



NOTE: QFES requires the submission of the Certificate 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 300 square metres, 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 QFES is required. However, no fee will be charged for a compliant assessment and inspection.

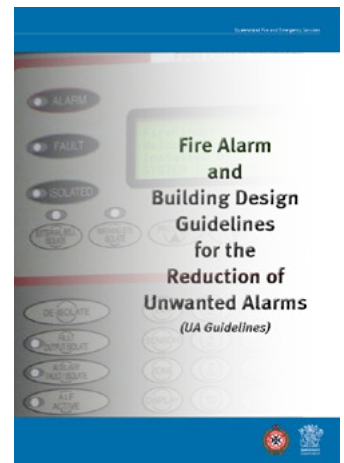
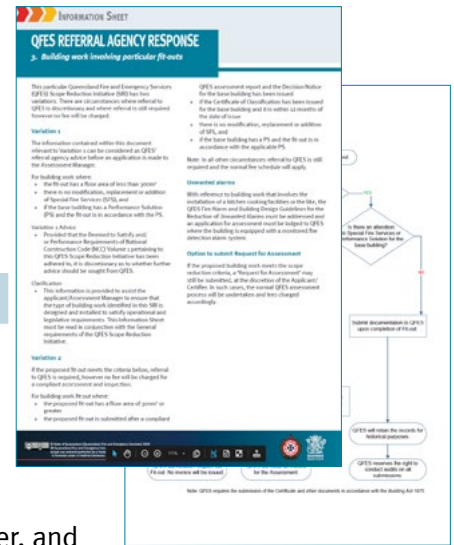
For building work fit-out where:

- › The proposed fit-out has a floor area of 300 square metres or greater, and
- › The proposed fit-out is submitted after a compliant QFES assessment report and the decision notice for the base building has been issued, and
- › If the Certificate of Classification 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.

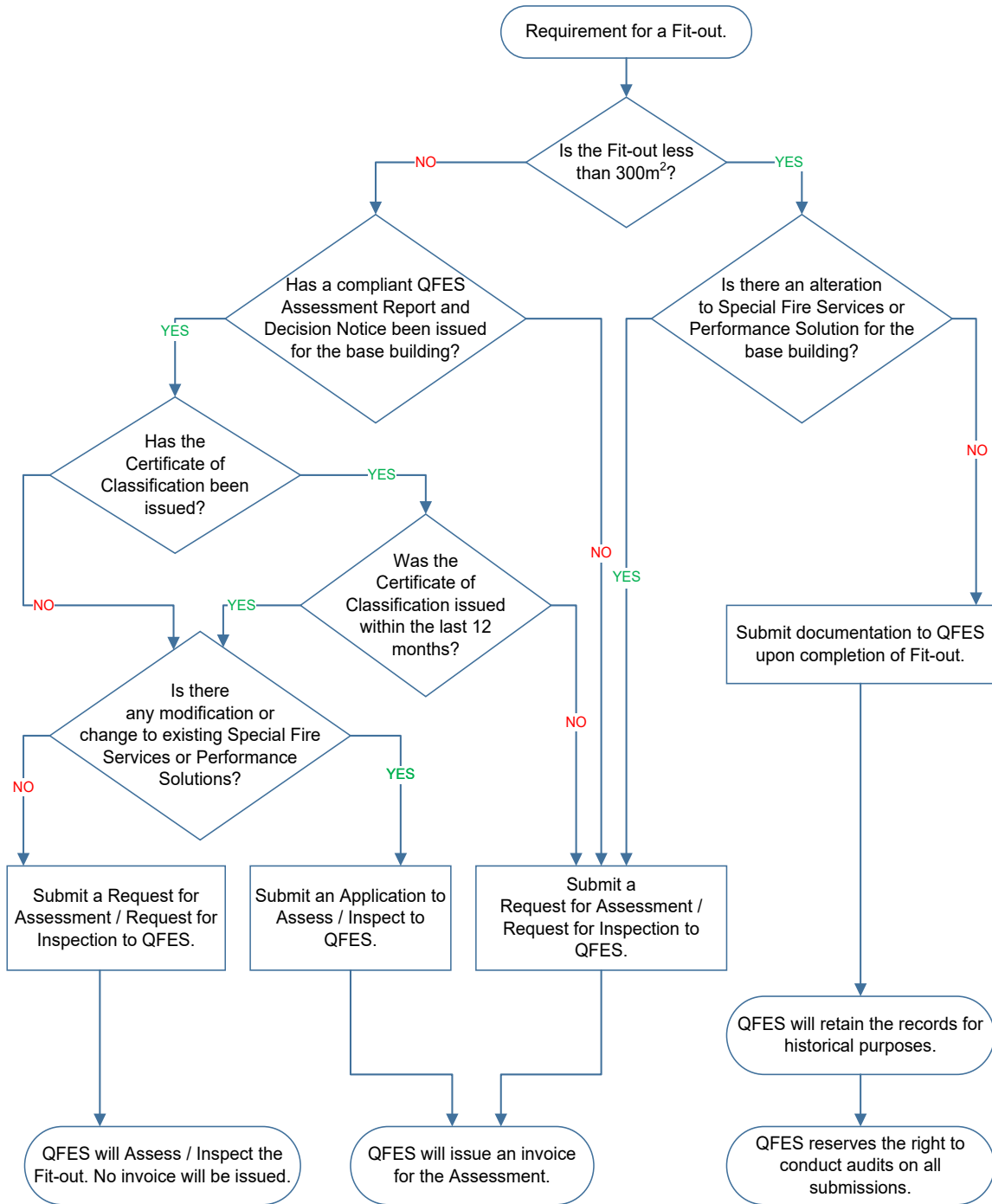
Note: In all other circumstances referral to QFES is still required and the normal fee schedule will apply.

### 4.3 Unwanted Alarms

With reference to building work that involves the installation of a kitchen cooking facilities or the like, the [QFES Fire Alarm and Building Design Guidelines for the Reduction of Unwanted Alarms](#) must be addressed and an application for assessment must be lodged to QFES where the building is equipped with a monitored fire detection and alarm system.



## 4.4 Flowchart



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



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

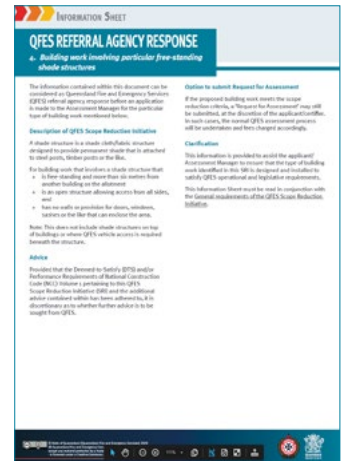
### 5.1 Description

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 six metres 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 QFES vehicle access is required beneath the structure.



## 6. Building Work Where Fire Hydrant Coverage is via a Single Feed Hydrant for a 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 [Guidelines for Fire Safety Systems in Marinas](#).

### 6.2 Clarification

Refer to [Guidelines for Fire Safety Systems in Marinas](#).

#### Referral Jurisdiction

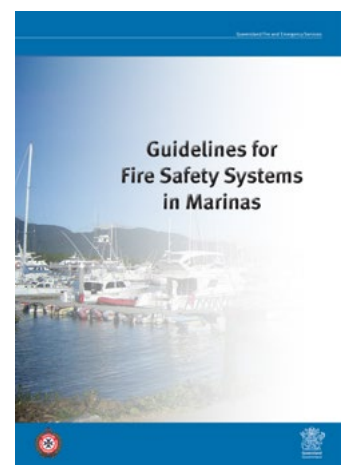
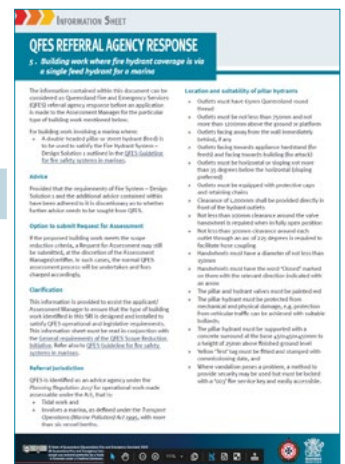
The QFES is identified as an advice agency under the *Planning Regulation 2017* for operational work made assessable under the Act, that is:

- › 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, if any
- › 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 1,000mm 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 QFES Scope Reduction Initiative or to provide feedback on the information booklet, please email [Building.FireSafety@qfes.qld.gov.au](mailto:Building.FireSafety@qfes.qld.gov.au).

### 7.2 Support Documents

Further information, including documents required to be retained by the Assessment Manager/Certifier for Documentation Only Submissions, are available on the QFES website at [www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative](http://www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/scope-reduction-initiative).

### 7.3 e-lodgement Support

To register for the QFES e-lodgement, visit the QFES website at: [elodge.qfes.qld.gov.au/elodge/](http://elodge.qfes.qld.gov.au/elodge/).

For assistance using the QFES e-lodgement application refer to the User Guidelines and frequently asked questions. They can be found using on the QFES website at: [www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/elodgement](http://www.qfes.qld.gov.au/planning-and-compliance/referral-agency-advice/elodgement).

To contact the QFES e-lodgement Support team:

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

## 8. Frequently Asked Questions

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

You can submit all types of application that relate to the QFES 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 Classification) to QFES regarding my application or submission?***

If you lodged the application or submission via QFES e-lodgement, then all documentation you need to provide in relation to that application should be submitted via QFES 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 QFES e-lodgement profile. Please note, however, that QFES 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
	<b>Assessment Application</b>
Drawings – For Assessment	<b>Required</b> with all applications
FEB/FER Documentation	<b>Required</b> with all performance solution applications
Unwanted Alarm Guidelines	<b>Required</b> with all applications where detection system is to be monitored
Form 15	Recommended with all applications to assist with assessment process
	<b>After Assessment Stage</b>
Decision Notice	<b>Required</b> before the inspection application can be processed
	<b>Inspection Application</b>
Form 71	<b>Required</b> 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
	<b>After Inspection Stage</b>
Certificate of Classification	<b>Required</b> for all applications
Drawings – As Constructed	<b>Required</b> with Certificate of Classification for all applications
List of Fire Safety Installations	<b>Required</b> with Certificate of Classification for all applications

To provide feedback to  
Queensland Fire and Emergency Services  
on this document, please email  
[Building.FireSafety@qfes.qld.gov.au](mailto:Building.FireSafety@qfes.qld.gov.au)