

Application For Fire Safety Inspection Or Fire Safety Advice



1. TYPE OF REPORT

- Fire Safety Evaluation
- Fire Brigade Intervention Model (FBIM)
- Removal of hose from equipped hydrants
- Hospital Accreditation Report
- Essential Service Maintenance Inspection
- Other _____

2. ADDRESS OF PREMISES

Premises/Company Name _____

Site Name _____

Street No. _____ Lot No. _____

Street _____

Town/Suburb _____ Postcode _____

Municipality _____

3. APPLICANT'S DETAILS

Applicant Name _____

Company _____

Postal Address _____

Town/Suburb _____ Postcode _____

Phone No. _____ Fax No. _____

Email address: _____ Mobile: _____

4. OWNER / OCCUPIER DETAILS

Owner's Name _____

Owner's Address _____

Town/Suburb _____ Postcode _____

Occupier's Name _____

5. BUILDING PARTICULARS

Building Use _____

Floor Area (m²): Existing: _____ Addition: _____ Total: _____

Class of Building _____ Type of Construction: A B C



Applicant's Declaration

1. I consent to the Chief Officer forwarding any documentation or information obtained during the assessment of the Report to other relevant authorities.
2. I understand that there is a charge for this service in accordance with the "Schedule of Fees" section on Part 6 of this application form.

Signed (Applicant) _____ Date _____

Printed Name _____

It is an offence under Section 246 of the Building Act 1993 for a person to knowingly make a false or misleading statement or provide any false or misleading information to a person or body carrying out any function under the Building Act 1993 or the Building Regulations 2006.

6. SCHEDULE OF FEES

The schedule of fees for statutory work is in accordance with Ministerial guidelines. The following rates are applicable and all prices quoted include GST.

1. Statutory Reporting Authority Reports

Reports relating to variations under the Building Regulations 2006:- Regulations 309 (1) (2), 608, 1011 & 1003:

- Minimum charge of \$121.00 (allows for 1 hours work) – excludes travel time.
- Additional time to be charged at \$121.00/hour in increments of 15mins at \$30.25.

(It is noted that both Regulation 309 (1) (2) and 1003 reporting authority reports will be separately invoiced)

Reports relating to maintenance provisions (Part 12) of the Building Regulations 2006:

- No Charge

2. Consultancy Service for review of Fire Safety Engineering Reports in terms of fire brigade intervention

- Minimum charge of \$121.00 (allows for 1 hours work)
- Additional time to be charged at \$121.00/hour in increments of 15 mins at \$30.25.

3. Reports relating to Fire Safety Inspection reports, FBIM, Hospital Accreditation reports and Caravan Park Inspections reports

- Minimum charge of \$121.00 (allows for 1 hours work)
- Additional time to be charged at \$121.00/hour in increments of 15 mins at \$30.25.

4. Other Consultancy Services

- Charged at \$121.00/hour in increments of 15 mins at \$30.25, irrespective of the number of projects discussed.

5. Copies of Reports

Search fee

- Minimum charge of \$30.25 (allows for 15 mins work)
- Additional time to be charged at \$121.00/hour in increments of 15 mins at \$30.25

Photocopying

- Charged at 40 cents/A4 sheet
- Larger copies are charged at cost.

6. Invoicing

- Invoicing will occur upon determination of the application.



GUIDE TO INFORMATION REQUIRED (not exhaustive)

If possible it is recommended that a copy of plans of the site/premises drawn to a suitable scale be provided with the application. This plan should show the following information as appropriate:

- Site plan showing all boundaries, entrances, structures and details of adjoining premises
- Floor plan showing layout of subject buildings including all means of egress/entry
- Elevations & Sections (if applicable)
- Distinguish existing and new building works
- Location of existing and/or proposed fire detection & suppression equipment (inc. hydrant & hose reels)
- Hydrant and hose reel coverage shortfalls in hatched shading (if applicable). The method of measuring coverage from the fire hydrant should also be clearly indicated.

DOCUMENTATION:

- Documentation of all alternative solutions and any modifications/referrals sought or obtained.
- Provide current owner's written consent to inspect buildings for fire safety evaluation requests.

CFA OFFICES LOCATIONS

Applications should be made directly to the Fire Safety Officer at local Area Headquarters of the subject property to avoid any processing delays. Contact details for each area are listed in relation to the regional map below. Furthermore, the boundaries between CFA and MFB fire districts can be accurately determined in the Melways.

South West Area (Region 4 & 5)

92-94 Coleraine Road
HAMILTON 3300 (PO BOX 389)
Ph: (03) 5551 1500
Fax: (03) 5551 1582

Midlands-Wimmera Area (Region 15,16& 17)

19 Learmonth Road
WENDOUREE 3350 (PO Box 222W Ballarat West 3353)
Ph: (03) 5329 5510
Fax: (03) 5329 5582

Barwon-Corangamite Area (Region 6 & 7)

61 Separation Street
NORTH GEELONG 3215 (PO Box 586)
Ph: (03) 5240 2700
Fax: (03) 5277 1515

North East Area (Region 23 & 24)

1 Ely Street
WANGARATTA 3677
Ph: (03) 5721 4122
Fax: (03) 5721 3497

Gippsland Area (Region 9, 10 & 11)

Level 3, Port Of Sale Business Centre
Foster Street
SALE 3850 (PO Box 1212)
Ph: (03) 5149 1000
Fax: (03) 5149 1082

North East Area (Region 12 & 22)

195-205 Numurkah Road
SHEPPARTON 3630 (PO Box 932)
Ph: (03) 5833 2400
Fax: (03) 5833 2482

North West Area (Region 2 & 20)

45 Chapel Street
BENDIGO 3550
Ph: (03) 5430 2200
Fax: 5442 2246

Outer Metro Northwest Area (Region 14)

251 High Street
MELTON 3337 (PO Box 50)
Ph: (03) 8746 1400
Fax: (03) 9746 7698

North West Area (Region 18)

120 Curlewis Street
SWAN HILL 3585 (PO Box 558)
Ph: (03) 5023 5617
Fax: (03) 5023 8553

Westernport Area (Region 8)

120-122 Princes Highway
DANDENONG 3175
Ph: (03) 9767 1800
Fax: (03) 9767 1881

Yarra Area (Region 13)

18-22 Lakeview Drive
LILYDALE 3140
Ph: (03) 8739 1300
Fax: (03) 8739 1382

