

Fire Safety Inspection and Report on Existing Caravan Park



1. TYPE OF REPORT

- Fire Safety Inspection and report Review of Emergency Plan - Fire Safety Only

(Please note: CFA does not review parts of EMPs that relate to other Emergency Services, such as SES, Ambulance and Police. Owners will need to contact these organisations separately for review)

2. ADDRESS OF CARAVAN PARK

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 _____ Mobile No _____

4. OWNER / OCCUPIER DETAILS

Owners / Occupiers Name _____

Postal Address _____

Town/Suburb _____ Postcode _____

Phone No _____ Fax No _____

Email _____ Mobile No _____



5. APPLICANTS DECLARATION

1. I consent to the Chief Officer forwarding any documentation or information obtained during the inspection and report for the Caravan Park to other relevant authorities.
2. I understand that a fee will be charged for this service in accordance with the "Schedule of Fees" section of this application form at the completion of the inspection or at the completion of the report.

Signed

(Applicant)

Date

Printed Name

GUIDE TO INFORMATION REQUIRED (not exhaustive)

Plans of the site/premises drawn to a suitable scale are to be provided with applications for Fire Safety Inspections and indicate the following as appropriate:

- Site plans showing all boundaries, entrances, structures, layout of subject buildings including all means of egress/entry to site)
- Distinguish existing and new works if being undertaken
- 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.

Other Documentation required: (If not already submitted)

- Copy of the most recent Emergency Management Plan
- Documentation of all any determinations sought or obtained from the CFA previously
- Any Fire Engineering Briefs and Fire Engineering Reports relevant to the project including any peer review reports for fire engineering
- Test reports for mains water (flow and pressure) where relevant for hydrant designs.
- Any other fire services maintenance documentation

Note: CFA accepts applications in electronic format only



SCHEDULE OF FEES - Fee Charging for Inspections and reports (Regulation 46A)

The Residential Tenancies (Caravan Parks and Movable Dwellings) Regulations 2010 permit CFA to formally charge a fee for service for inspection and reports on matters of fire safety and emergency management planning within a caravan park. The following extract from the regulations sets the rates that are applicable. The rates are inclusive of GST.

Part 3 of the Regulations states the following:

Regulation 46A

A fire authority may charge a fee for carrying out an inspection and preparing a report in respect of fire safety or emergency management in a caravan park

The maximum fee for carrying out an inspection and preparing a report in respect of fire safety and emergency management planning in a caravan park is –

- 1. 10 fee units for the first hour*
- 2. 2.5 fee units for each subsequent quarter hour or part.*

Currently a fee unit for 1 July 2017 to 30 June 2018 is: \$14.22.

Therefore the fee for an inspection and preparing a report is \$142.20 for the first hour and \$35.55 for each 15mins or part thereafter.

Further information regarding indexation of fee units can be found at Department of Treasury and Finance www.dtf.vic.gov.au

Inspections – Each inspection will be charged at the above rate individually. Travel time to and from an inspection will be included in the time invoiced.

Report Preparation – Where CFA prepares a report, the overall fee for report preparation will be calculated separate to inspections

APPLICATIONS

All applications must be made electronically directly to:

Email: firesafetyreferrals@cfa.vic.gov.au

All telephone enquiries can be directed through the Central Administration office on (03) **9262 8578**.

CFA Headquarters

8 Lakeside Drive
Burwood East 3151
Tel: (03) 9262 8578.

