

# Application for Fire Safety Inspection Or Fire Safety Advice



## 1. TYPE OF REPORT

- |   |   |
|---|---|
| <input type="checkbox"/> Fire Safety Evaluation                 | <input type="checkbox"/> Hospital Accreditation Report            |
| <input type="checkbox"/> Fire Brigade Intervention Model (FBIM) | <input type="checkbox"/> Essential Service Maintenance Inspection |
| <input type="checkbox"/> Removal of hose from equipped hydrants | <input type="checkbox"/> 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 (m<sup>2</sup>): Existing: \_\_\_\_\_ Addition: \_\_\_\_\_ Total: \_\_\_\_\_

Class of Building \_\_\_\_\_ Type of Construction:  A  B  C




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**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**

- 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.



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**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.

**APPLICATIONS**

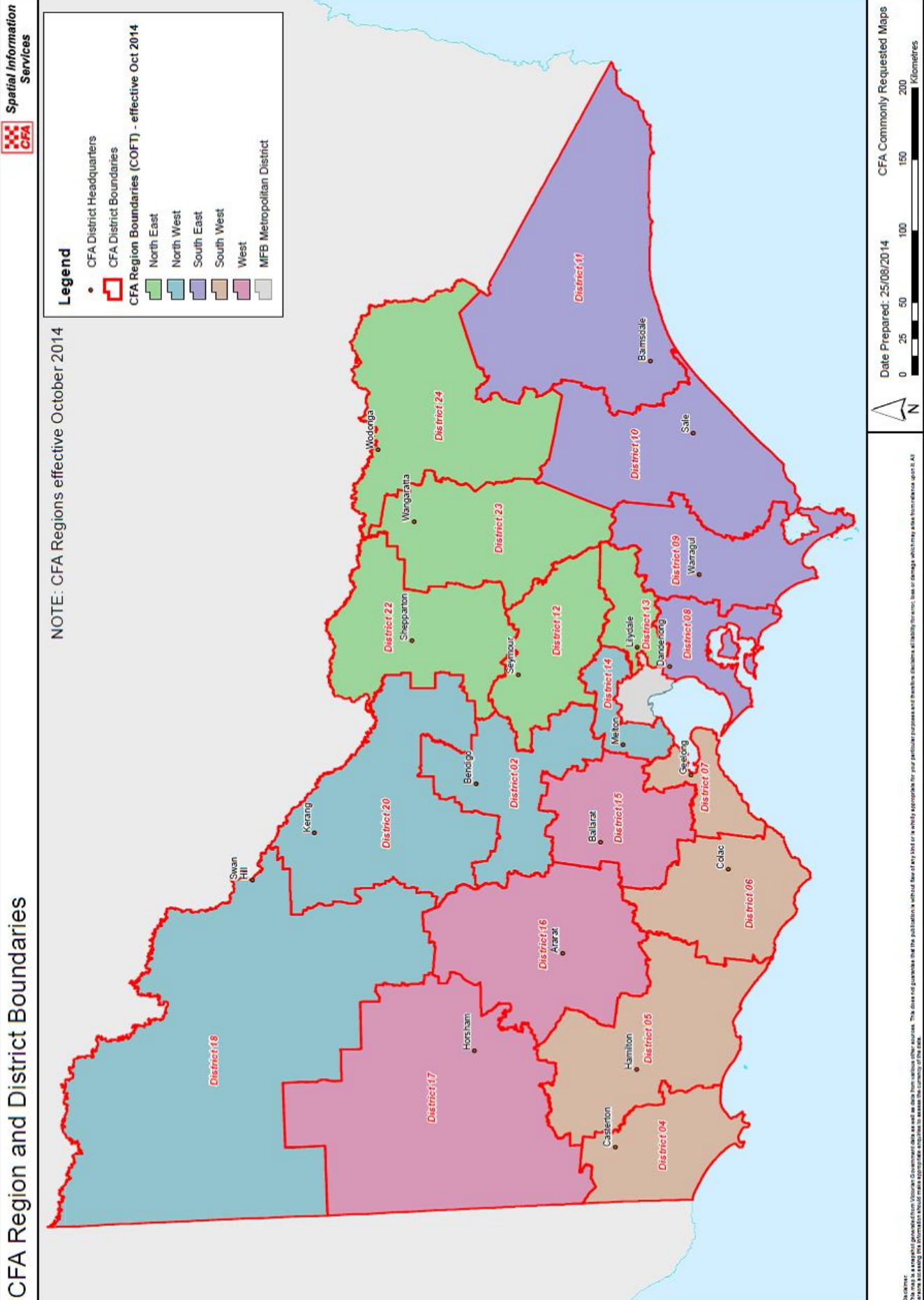
To avoid any processing delays all applications must be made electronically directly to:

**Email:** [firesafetyreferrals@cfa.vic.gov.au](mailto: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.



CFA Region and District Boundaries

Spatial Information Services  
CFA

NOTE: CFA Regions effective October 2014

**Legend**

- CFA District Headquarters
- CFA District Boundaries
- CFA Region Boundaries (COFT) - effective Oct 2014
- North East
- North West
- South East
- South West
- West
- MFB Metropolitan District

Date Prepared: 25/08/2014

CFA Commonly Requested Maps

0 25 50 100 150 200 Kilometres

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