

# 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**

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## **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



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## **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 2016 to 30 June 2017 is: \$13.94.

Therefore the fee for an inspection and preparing a report is \$139.40 for the first hour and \$34.85 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](http://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.

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## **APPLICATIONS**

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.

