



# Application for Fire Service Written Advice Dangerous Goods

(TO BE COMPLETED IN FULL)

## 1. Type of Request

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### Dangerous Goods (Storage and Handling) Regulations 2012

Placarding – Regulation 49

Fire Protection – Regulation 54

Emergency Procedures – Regulation 55

### Dangerous Goods (Explosives) Regulations 2011

Explosives

### Occupational Health and Safety Regulations 2017

Major Hazard Facility

## 2. Premises Details

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Premises/Company Name \_\_\_\_\_ Site Name \_\_\_\_\_  
Street No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Street Name \_\_\_\_\_ Suburb \_\_\_\_\_  
Postcode \_\_\_\_\_ Municipality \_\_\_\_\_ Melway Reference \_\_\_\_\_  
Type of Business \_\_\_\_\_

## 3. Applicant Details

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Applicant Name \_\_\_\_\_ Applicant Company \_\_\_\_\_

Email Address \_\_\_\_\_

### Postal Address

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ Suburb \_\_\_\_\_

Postcode \_\_\_\_\_ Phone Number \_\_\_\_\_ ABN \_\_\_\_\_

Site Contact Name \_\_\_\_\_ Site Contact Number \_\_\_\_\_

### Notes:

*Please ensure your application is submitted to the appropriate fire service to the location of your site. There may be a charge for this service at the rate shown on the 'CFA Schedule of Fees' over page. Invoices will be issued subsequently to the delivery of the report at which time payment will be due to CFA. CFA may forward any documentation received to other relevant authorities if necessary.*

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## 4. Submit Application to CFA

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

CFA will issue an invoice following the issuing of the Fire Protection report at which time payment will be due.  
Please refer to the table over page for an indication of fees.

*If you are unsure as to which jurisdiction your site is under, please refer to either the CFA ([www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)) or MFB ([www.mfb.vic.gov.au](http://www.mfb.vic.gov.au)) website for details regarding MFB/CFA boundaries.*



## **Information for making an application**

CFA strongly recommends that all applicants are thoroughly conversant with their responsibilities under the relevant regulations before submitting a formal application for written advice.

### **Information Required**

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1. This **application form**; completed in full and signed.
2. Any **emergency planning information** and a copy of the contents of your **Emergency Information Book**.
3. One (1) set of **plans/drawings of the site/premises**, preferably A3 size, that show:
  - (a) All boundaries, entrances, structures and names of adjoining premises;
  - (b) Floor plan of all structures showing all doors, exits and production equipment;
  - (c) The location of existing and/or preferred fire detection and fire protection equipment and systems;
  - (d) Provision for spill containment;
  - (e) Location, class and quantity of all dangerous goods located on the site;
  - (f) Where dangerous goods operations/storage adjoins the site boundary, indicate nature of the adjoining occupancy; and
  - (g) The names of surrounding streets and an arrow displaying northern orientation.

This information can be distributed across several plans/drawings of the site if appropriate.

4. A **manifest, list or register of packaged dangerous goods** and their quantity, class, packaging groups and UN number; AND a **manifest, list or register of bulk dangerous goods**, the name and capacity of container.
5. Copies of **results of pressure and flow tests from hydrant systems** on site;
6. A list of **Safety Data Sheets for bulk and packaged dangerous goods** (only for CFA sites).
7. Any **current correspondence from WorkSafe Victoria** regarding the site.
8. Any evidence that the installed/proposed fire safety system is compatible with the hazards and risks at the facility/site.

### **CFA Schedule of Fees for Major Hazard Facilities, Dangerous Goods Sites and Explosives Sites**

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<b>Item</b>	<b>Type of Site</b>	<b>Fees (Includes GST)</b>
1	Major Hazard Facility	\$950
2	Dangerous Goods (see note)	\$750
3	Fire Protection, e.g., >20 tonnes dangerous goods (see note)	\$250 to \$750
4	Manifest and known industries/conditions, e.g., service stations	\$150
5	Explosives - Manufacturers MHF	\$950
6	Explosives - Magazines	\$250
7	Explosives - Pyrotechnics	\$60 to \$100
8	Explosives - Keep and Sell Licences	\$60 to \$100

**Note:** Item 2 – Where a Dangerous Goods site holds >10% Schedule 9 materials under the OH&S (Major Hazard Facilities) Regulations 2007.

**Note:** Item 3 – Fee flexibility may be determined as follows: a minimum fee may apply for a single class at 'fire protection' quantities, as per Schedule 2 of the Dangerous Goods (Storage and Handling) Regulations 2012. If required, higher fees will be determined based on multiple classes above 'fire protection' quantities (\$250 to \$750), dependent on the complexity of fire service written advice provided.

**The above fees are effective as at 1 December 2012 and remain so until further notice.**