

# 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 (m<sup>2</sup>): 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 Districtal map below. Furthermore, the boundaries between CFA and MFB fire districts can be accurately determined in the Melways.

**Barwon South Region (District 4, 5, 6 & 7)**

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

**Grampians Region (District 15,16& 17)**

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

**Gippsland Region (District 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

**Hume Region (District 23 & 24)**

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

**Loddon Mallee Region (District 2 & 20)**

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

**Hume Region (District 12 & 22)**

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

**Loddon Mallee Region (District 18)**

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

**NorthernWestern Metropolitan Regions (District 14)**

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

**Yarra Area (District 13)**

Suites 1,2,3 & 8  
96 Manchester Road  
MOOROOLBARK 3138  
Ph: (03) 8739 1300  
Fax: (03) 8739 1382

**Southern Metropolitan Region (District 8)**

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

**Eastern Metropolitan Region (District 13)**

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

