Application for Structural Fire Safety

Inspection and other Services

**(To be completed in full)**

**Type of Request: (Tick the appropriate Box/s)**

**NFA use only**

|  |  |
| --- | --- |
| **Date received** |  |
| **Received by** |  |
| **Receipt Number** |  |
| **Approval Date** |  |
| **Completion Certifications Received** |  |
| **Inspection Date**  |  |
| **Completed date** |  |
| **Conducted By** |  |

**Inspection**

Business License



Liquor License

Hotel Licence

* Fire Safety Inspection request
* Fireworks Display
* Fire Works Display & Storage

**Other Services**

* Fire investigation
* Special Services

**1.0 Site Inspection Details**

 **1.1 Site Address**

 Site Name.………………………………………….. Company Name.………………………….

 Lot No Street Name.…………………………………... Town/City……………..............

 Suburb.......................................

 **Occupancy Type: Please tick**

 Retail Shop … Restaurant Supermarket Warehouse& storage Accommodation Factory

 Office Public Building Service Station Residential License Premises Others

**2.0 Ownership Details:**

 **2.1 Owner Details**

 First Name: ............................. Surname: ....................................... ........................................

 **2.2 Company Details**

 Lot No Street Name.……………...............Town/City...............................Suburb………………

 **Contact Details**

 Phone No...…………….…………Fax No.……….…….…………... Mobile No...……………

 Email ………………………………........................

 Applicant Name……………………………….. Signature .…………………………………...…

 Date.………………

**Notes** I/We understand that there is a charge for this service at the rate shown on the “Schedule of Fees” accompanying this application form. Fees are to be paid upon application; the methods of payment are listed on the back of this form.

The locations for lodgement of applications are listed on the back of this form or it can be sent through email or fax.

The Fire Service may forward any documentation received to other relevant authorities if any important issues are identified.

Fees can be paid by cheque, cash or direct and online bank transfer to:

**National Fire Authority**

**Bank Account**

**HFC Bank**

 Account no: 5829S10.2

 **BSP Bank**

 Account No: 1204800

 Please include your name as reference

**Submit Applications to:**

**NFA HQ (includes Central and Eastern Divisions)**

Fire Station, Argo St, WaluBay, SUVA

Phone: 331 2877 Fax: 330 3348

 Email: sfsplans.nfa@gmail.com, stosfs.nfa@gmail.com

**NFA Western Division**

Fire Station, Elizabeth Square, Tavewa ave LAUTOKA

Phone: 666 0211 Fax: 666 9113

Email: sfswest.nfa@gmail.com, stosfs.nfa@gmail.com

**NFA Northern Division**

Fire Station, Hospital Rd LABASA

Phone: 881 1333, Fax: 881 1334

 Email: sfsnorth.nfa@gmail.com, stosfs.nfa@gmail.com

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## Schedule of Fees: See attached fee schedule

|  |  |  |
| --- | --- | --- |
| **Service** |  | **Fees** |
| **Liquor License** | Small premises | $163.50 VIP |
|  | Larger premises | $436 VIP |
|  |  | Includes final inspection and one re-inspection |
| **Business License** | Small shops and businesses (15 mins) | $54.50 VIP |
|  | Medium sized shops and businesses | $109 VIP |
|  | Large business | $163.50 VIP |
|  |  | Includes one re-inspection |
| **Fire safety report** | Additional to any statutory requirements.Pre purchase reports. | $261.60 VIP |
| **Joint report** |  | $200/hr (VEP)One fee to cover NFA and Municipal Building Surveyor costs |
| **Additional fees** | Additional re-inspection  | $30 /quarter hour (VEP) |
|  | Travelling time if more than 15 minutes from NFA Fire Station @ $20/hr | PSC travelling rates/ km |
|  | Travelling expenses at cost. Client to determine method of travel. | PSC travelling rates/ kmPSC accommodation rates |