

Caravan Park Fire Safety Inspection and Report Application



1. PARK DETAILS

Company Name: _____

Site Name: _____

Street No.: _____ Lot No.: _____

Street: _____

Town/Suburb: _____ Postcode: _____

Municipality: _____

2. APPLICANT DETAILS

Name: _____

Postal Address: _____

Town/Suburb: _____ Postcode: _____

Phone No.: _____ Fax No.: _____

Email: _____ Mobile No.: _____

3. OWNER / OCCUPIER DETAILS (if different to Applicant)

Name: _____

Postal Address: _____

Town/Suburb: _____ Postcode: _____

Phone No.: _____ Fax No.: _____

Email: _____ Mobile No.: _____

4. APPLICATION

Fire Safety Inspection and Report

Annual review of Emergency Plan

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.

Part A

The 2024 version of the CFA Guideline applies to *new parks*, or *new works in existing parks* (for example, replacing old annual sites with new UMD's).

- No** works have occurred since 29 June 2024 – **go to Part B**
- Works **have** occurred since 29 June 2024, or this is a new park – **go to Part C**

Part B

Parks (or parts thereof) in operation prior to 29 June 2024 can continue to meet the provisions of the *CFA Caravan Park Fire Safety Guideline 2012* if they wish.

Only new works will be assessed against the provisions of the 2024 version of the CFA Guidelines, unless requested by the applicant.

- I request that the **2012** version of the Guidelines be used (existing sections of park only).
- I request that assessment against the **2024** version of the Guidelines be used for the whole park, including existing sections, instead of the 2012 version of the Guidelines.

Part C

If there's a mixture of existing and new areas (i.e. where works have occurred since 29 June 2024) within a park, a plan that clearly shows the existing and new areas must be provided.

- This is a new park; **or**
- I have included a site plan that clearly shows areas where works have occurred since 29 June 2024.

5. REQUIRED DOCUMENTATION *(not exhaustive)*

The application cannot be processed until all information is received.

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, location of dangerous goods, layout of subject buildings including all means of egress/entry to site and access roads.
- Distinguish existing and new works if being undertaken.
- Location of existing and/or proposed fire equipment (inc. hydrant & hose reels).
- Copy of any current Schedule of Works and Registration Certificate.

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.



6. DECLARATION

1. I have completed all sections of this application.
2. I have included all required documentation as part of this application.
3. 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.
4. I understand that a fee will be charged for this service in accordance with the "Schedule of Fees" at Section 8 of this application form at the completion of the inspection or at the completion of the report.

Signed (applicant) _____ **Date** _____

Printed Name _____

7. SUBMISSION

CFA accepts applications in electronic format only.

All applications must be made to:

Email: caravanparks@cfa.vic.gov.au

All telephone enquiries can be directed through the Central Administration office on **(03) 9262 8578**.

8. SCHEDULE OF FEES

Fee Charging for Inspections and reports (Regulation 46A).

The *Residential Tenancies (Caravan Parks and Movable Dwellings) Regulations 2024* (the Regulations) 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. GST is not applicable to Fee Units.

Regulation 46: Fees

- (1) A fire authority may charge a fee for carrying out an inspection and preparing a report in respect of fire safety and emergency management in a caravan park.**
- (2) The maximum fee for carrying out and inspection and preparing a report in respect of fire safety and emergency management planning in a caravan park is –**
 - a) 10 fee units for the first hour; and**
 - b) 2.5 fee units for each subsequent quarter hour or part.**

Currently a fee unit for 1 July 2024 to 30 June 2025 is: \$16.33.

Therefore, the fee for an inspection and preparing a report is \$163.30 for the first hour and \$40.80 for each 15 minutes or part thereafter.

Fee charging for provision of advice on fire prevention and suppression matters (*Regulation 100(1)(b)*).

Country Fire Authority Regulations 2014 Regulation 100(1)(b) permit CFA to formally charge a fee for other advice for caravan parks including:

1. Expert advice.
2. Review of Alternative Solution or Alternative Risk Control documentation.
3. Preparing a request for further information.

This advice will be charged at \$163.30 per hour plus GST.

Further information regarding indexation of fee units can be found at Department of Treasury and Finance www.dtf.vic.gov.au