

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: firesafetyreferrals@cfa.vic.gov.au

Enquiries related to caravan park fire safety can be directed to caravanparks@cfa.vic.gov.au.

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.