

[FP 1 (Rev) 1993]

# Application for a Fire Certificate

Fire Precautions Act 1971

To the Chief Executive of the Fire Authority\* (See Notes 7 and 9)

I hereby apply for a fire certificate in respect of the premises of which details are given below. I make the application as, or on behalf of, the occupier/owner of the premises

Signature .....

Name and Initials Mr/Mrs/Miss .....  
(in block capitals)

If signing on behalf of a company or some other person, state the capacity in which signing

.....

Address .....

Telephone Number ..... Date .....

## To be completed by the Applicant:

### 1. Postal Address of the Premises

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### 2. Name and address of the owner of the premises (in the case of premises in plural ownership, the names and addresses of all owners should be given) (See Notes 7 and 9)

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### 3. Details of the premises

(if the fire certificate is to cover the use of two or more sets of premises in the same building, details of each set of premises should be given on a separate sheet) (See Note 9)

- (a) Name of occupier (and any trading name if different)
- (b) Use(s) to which premises put
- (c) Floor(s) in building on which premises situated (eg basement(s), ground floor, first floor, etc.)

Mr/Mrs/Miss

\*in the case of Crown premises substitute H.M. Inspector of Fire Services

- (d) Number of persons employed to work in the premises .....
- (e) Maximum number of persons at work or it is proposed will work in the premises at any one time (*including employees, self employed persons and trainees*):
- (i) Below the ground floor of the building .....
- (ii) On the ground floor of the building .....
- (iii) On the first floor of the building .....
- (iv) In the whole of the premises ...
- (f) Maximum number of persons other than persons at work likely to be in the premises at any one time .....
- (g) Number of persons (*including staff, guests and other residents*) for whom sleeping accommodation is provided in the premises:
- (i) Below the ground floor of the building .....
- (ii) Above the first floor of the building .....
- (iii) In the whole of the premises ...

**4. If the premises consist of part only of a building, the uses to which the other parts of the building are put (*on a floor by floor basis*)**

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5. (a) Total number of floors (*excluding basements*) in the building in which the premises are situated
- (b) Total number of basements in that building .....
6. Approximate date of construction of the premises .....

**7. Nature and quantity of any explosive or highly flammable materials stored or used in or under the premises (*See Note 8*)**

Materials	Maximum quantity stored	Method of storage	Maximum quantity liable to be exposed at any one time
<i>(continue on a separate sheet if necessary)</i>			

**8. Details of fire fighting equipment available for use in the premises (*See note 10*)**

Nature of equipment	Number provided	Where installed	Is the equipment regularly maintained?
(a) Hosereels (b) Portable fire extinguishers (c) Others ( <i>specify type eg sand/ water buckets, fire blanket</i> )	<i>(continue on a separate sheet if necessary)</i>		Yes/No Yes/No Yes/No

## Notes on completing Application Form for a Fire Certificate

1. An application for a fire certificate is required under the Fire Precautions Act 1971 as amended by the Fire Safety and Safety of Places of Sport Act 1987 in respect of any premises which are put to a use designated by Order made by the Secretary of State under section 1 of the Act. Orders have so far been made relating to hotels and boarding houses, factories, offices, shops and railway premises.

### Hotels and Boarding Houses

2. A fire certificate is required for any premises used as a hotel or boarding house if sleeping accommodation is provided for more than 6 persons (whether guests or staff) or there is some sleeping accommodation above the first floor or below the ground floor.

### Factories, Offices, Shops and Railway Premises

3. An application for a fire certificate is required for any premises used as factory, office, shop or railway premises in which

- (a) more than 20 persons are at work at any one time;  
or
- (b) more than 10 persons are at work elsewhere than on the ground floor.

Additionally a fire certificate is required if a building contains 2 or more premises of this kind and the aggregate of persons at work in all these premises in the building exceeds 20 or the aggregate number at work elsewhere than on the ground floor in these premises exceeds 10.

4. A fire certificate is also required in respect of factory premises in or under which explosive or highly flammable materials are used or stored other than those of such kind and quantity that the fire authority has determined that the issue of a fire certificate is not required. (See note 8).

### Definition of Factory, Office, Shop and Railway Premises

5. The Designation Order defines these premises as places where people are employed to work by reference to the definitions contained in the Factories Act 1961 and the Offices, Shops and Railway Premises Act 1963, subject to the addition in the former of electrical stations and institutions and the exclusion in the latter of premises consisting of a covered market place where a market is held by virtue of a grant from the Crown or of prescription or under statutory authority wherein shop premises are aggregated. Railway premises (including structures) to which regulations made under section 12 of the Fire Precautions Act 1971 apply are also excluded. If you are uncertain whether your premises come within the definitions you should consult the fire authority for your area.

### Application for a Fire Certificate

6. If your premises need a fire certificate, the application form should be completed and sent to:

- (a) the fire authority for the area in which the premises are situated, or  
  
if the premises are owned or occupied by the Crown
- (b) in England and Wales, to HM Inspector of Fire Services, Home Office, White Rose Court, Woking, Surrey GU22 7LG
- (c) in Scotland to HM Inspector of Fire Services, The **Scottish Office, Home and Health Department, St Andrew's House, Edinburgh EH1 3DE**

### Who should complete the Application Form

7. The occupier of premises should complete the application form and send it to the fire authority (or in the case of Crown owned or occupied premises, to HM Inspector of Fire Services). If, however, the premises are factory, office, shop or railway premises and are held under a lease and consist of part of a building, all parts of which are in the same ownership, or consist of part of a building in which different parts are owned by different people, the Fire Precautions Act 1971, as modified, makes the owner(s) of the building responsible if the premises are used without a fire certificate being in force. Thus in such cases application should be made on behalf of the owner(s) of the building and the occupier(s) must supply information as appropriate to the owner(s). The occupiers of such premises are advised to check that a fire certificate is in force or that an application has been made for one.

### Factories in or under which Explosive or Highly Flammable Materials are Stored or Used

8. Question 7 is designed to provide information about the nature and quantity of any explosive or highly flammable materials stored or used in or under the premises. There is a requirement for all factory premises in or under which explosive or highly flammable materials are stored or used to have a fire certificate except in cases where fire authorities determine that the materials are of such a kind and in such a quantity that they do not constitute a serious additional risk to persons in the premises in case of fire. To assist fire authorities in determining whether or not exemptions are justified as much information as possible, particularly about the method of storage, should be given.

### Guidance on Completion of the Application Form

- 9. (i) Persons completing the application form should state whether the application is made by or on behalf of the occupier or owner, and, if they complete on behalf of a company or some other person, the capacity in which they are signing.
- (ii) If the premises are in a building which is in plural ownership the names and addresses of all owners should be given.
- (iii) If the application is for a fire certificate to cover a number of premises in the same building, information as to other premises, as required in Question 3, should be given on a separate sheet.
- (iv) All the designated uses (see note 1) to which the premises are put should be included in the answer to question 3(b).
- (v) Question 3(d) refers to those persons who are, or will be, employed to work under a contract of employment or apprenticeship. The answer to question 3(e) (i)-(iv) should include those persons employed to work given at 3(d) and any persons who work for gain or reward who are not under a contract of employment or apprenticeship, whether or not they employ other persons; and persons receiving training under arrangements made under the Employment and Training Act 1973 or the Enterprise and New Towns (Scotland) Act 1990. At question 3(f) information should be provided about the number of persons other than those in 3(e) who are likely to be in the premises at any one time. This would include, for instance,

customers in a shop or department store. Question 3(g) is designed to provide information about sleeping accommodation in hotels and boarding houses.

- (vi) It is recognised that the occupiers of premises may not be able to complete questions 4 and 6 accurately, but they should be completed to the best of their ability.

### Details of firefighting equipment available for use by persons in the premises

10. Information given in answer to question 8 is intended to provide the fire authority with details of firefighting equipment which is available for use by the occupants of the premises. This information will assist fire authorities in placing the premises in the correct order or priority for inspection. Brief details only are required. For example, if the premises are provided with firefighting equipment the answer to question 8 might be:

#### EXAMPLE

Nature of equipment	Number provided	Where installed	Is equipment regularly maintained?
(a) Hosereels	10	2 per floor	Yes/No ✓
(b) Portable fire extinguishers	20	4 per floor	Yes/No ✓
(c) Others ( <i>specify type, eg sand/water buckets, fire blanket</i> )	1 fire blanket	Kitchen on ground floor	Yes/No ✓

11. If further information is required as to whether an application needs to be made for a fire certificate enquiries should be addressed to the fire authority (or in the case of Crown owned or occupied premises, HM Inspector of Fire Services). Further guidance on any matter can also be obtained from the authority or from the following guides issued by the Home Office, and available from HMSO and accredited booksellers.

Guide to Fire Precautions in Premises used as Hotels and Boarding Houses which require a Fire Certificate

Fire Safety Management in Hotels and Boarding Houses (a basic guide for the owner, manager or proprietor)

Guide to Fire Precautions in Existing Places of Work which require a Fire Certificate (Factories, Offices, Shops and Railway Premises)

Fire Safety at Work (a basic guide for the employer, manager and supervisor)

### Plans of premises

12. On receipt of an application for a fire certificate the fire authority may require plans of the premises to be produced. These should indicate detailed layout of premises. If however the plans are not provided within the time limit given by the fire authority the application for a fire certificate will be deemed to have been withdrawn.

### Inspection of premises

13. Following the receipt of plans the fire authority will inspect the premises to assess the adequacy of the fire precautions. If they are not satisfied they will issue a notice specifying the steps that need to be taken before they will issue a fire certificate. If applicants are aggrieved at these requirements they have the right of appeal to a magistrates' or in Scotland the Sheriffs court under section 9 of the Fire Precautions Act 1971.

### Interim duty

14. Section 5(2A) of the Fire Precautions Act 1971 provides that, where an application is made for a fire certificate with respect to any premises, it is the duty of the occupier to secure that, when the application is made and pending its disposal:

- (i) the means of escape in case of fire with which the premises are provided can be safely and effectively used at all material times;
- (ii) the means for fighting fire with which the premises are provided are maintained in efficient working order; and
- (iii) any persons employed to work in the premises receive instruction or training in what to do in case of fire.

Where an application for a fire certificate is made on behalf of the owner(s) of a building (see note 7), the owner(s) is (are) responsible for complying with the interim duty and should take reasonable steps to ensure that the occupiers are aware of the requirements and that they comply with them in their turn.

### Fees for issue or amendment of a Fire Certificate

15. Section 8B of the Fire Precautions Act 1971 empowers the fire authority to charge a fee for the issue or amendment of a fire certificate. No charge is made for the cost of the inspection made by the fire authority. The level of the fee varies in each case in relation to the complexity of the premises and the consequent amount of work required to draw up and issue the certificate.