



# Application for Structural Fire Safety Approval, Inspection and Services

(To be completed in full)

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

### Approval

- New Building approval
- Existing Building approval (alterations/additions)
- Subdivision approval

### Inspection

- Liquor License application
- Business License application
- Fire Safety Inspection request

NFA use only

File Number	
Date received	
Received by	
Receipt Number	
Fire Engineer certification received	
Application processed by	
Completed date	
Application returned via	
Final Inspection	

## 1. Address of Premises:

Premises/Company Name.....Site Name.....  
 Street No.....Lot No.....Street.....Town/Suburb.....  
 Municipality or Local Rural Authority .....

Building will be used for ..... Estimated cost of development \$.....

## 2. Applicant's Details:

Applicant Name..... Company.....  
 Street No.....Street Name.....Town/Suburb.....  
 Phone No .....Fax No ..... Mobile No .....

Email .....

- Note 1** I/We understand that there is a charge for this service at the rate shown on the "Schedule of Fees" accompanying this application form.
- Note 2** The locations for lodgement of applications are listed on the back of this form.
- Note 3** Fees are to be paid upon application, the methods of payment are listed on the back of this form.
- Note 4** The Fire Service may forward any documentation received to other relevant authorities if any important issues are identified.

Signed.....Printed Name.....Date.....

# Application Requirements

**NFA strongly recommend that all applicants are thoroughly conversant with their responsibilities under the relevant Regulations before submitting a formal application for advice.**

## Information required

1. Application Form - To be completed **in full**
2. Certification from a suitably qualified Fire Engineer stating that the structural fire protection elements, fire cell calculations and any proposed fire suppression and detection systems comply with the National Building Code of Fiji.
3. Required fee or purchase order.

Along with the above items - the following information is required to accompany your application:-

1. Three (3) sets of clear and legible plans of the site/premises drawn to scale. One set of plans will be retained by NFA.

**Note** A set of plans should show:

- a. Site plan showing all boundaries, entrances, structures and details and boundary offsets of adjoining premises.
  - b. Floor plan of all structures showing all doors, exits and production equipment where applicable.
  - c. Elevations
  - d. The location of existing and/or preferred fire detection and suppression equipment.
  - e. Existing fire detection and suppression equipment (hydrants, hose reels, extinguishers etc)
  - f. Location and distance from the entrance(s) of street hydrants.
  - g. Fire service plumbing and pipe work including size of street mains.
  - h. Location, class and quantity of all dangerous goods located on the site.
2. Additional required information
    - a. List Dangerous Goods Class, Quantity and Packaging Groups.
    - b. Location of fuel, LPG or other flammable material storage

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**Schedule of Fees:** See attached fee schedule

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

A purchase order is acceptable

**National Fire Authority  
ANZ House**

BSB: 010 890

Account no: 1204800

Please include your name as reference

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## Submit Applications to:

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

Fire Station, Argo St, Walu Bay, SUVA

Phone: 331 2877 Fax: 330 3348

email: [firesafety@nfa.gov.fj](mailto:firesafety@nfa.gov.fj)

### **NFA Western Division**

Fire Station, Elizabeth Square, Tavewa ave LAUTOKA

Phone: 666 0211 Fax: 666 9113

email: [firesafety@nfa.gov.fj](mailto:firesafety@nfa.gov.fj)

### **NFA Northern Division**

Fire Station, Hospital Rd LABASA

Phone: 881 1333 Fax: 881 1334

email: [firesafety@nfa.gov.fj](mailto:firesafety@nfa.gov.fj)

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