SCHEDULE 2

(Section 4(3))

CERTIFICATE OF COMPLIANCE

APPLICATION FORM

FOR OFFICIAL USE ONLY

To the Chief Fire Officer

I hereby apply for a certificate of compliance in respect of the buildings / business premises / undertaking of which details are given below. I make this application as, or for and on behalf of, the occupier / owner of the buildings / business premises / undertaking.

……………………………….…   …………………...…………………………..

Signature of Applicant   ADDRESS

………………………………….   ……………………………………...………….

Name of Applicant *(in block letters)*   DATE

I am signing this application for and on behalf of …………………………………….………….... in the capacity of ……………………………………..………………. (*if applicable*)

To be completed by the Applicant

1.   Postal address of the building / business premises / undertaking ………..……..……………...….………

2.   Name of the owner of the building/ business premises / undertaking …………………..……..…………

3.   Address of the owner of the building / business premises / undertaking …………………..………..……

[*Where the building is in plural ownership, the names and addresses of all owners should be given*]

4.   Details of building / business premises / undertaking [*If the certificate of compliance is to cover the use of more than one set of premises in the same building, details of each set of premises should be given on a separate sheet.*]

         (a)   Name of occupier …………………………………………………………………...........

         (b)   Trading name of occupier, if different from paragraph (a) …………………………..……

         (c)   Uses to which premises are put …………………………………………………………….

         (d)   Floor(s) in building on which business premises are situate (e.g. basement, ground floor, first floor) ……………………………………………………………………………….……….

         (e)   Number of persons employed to work in the business premises ..…………………………....

(f) Maximum number of persons at work or it is proposed will work on the business premises at any one time……………………………………………………………….………………...

(g) Maximum number of persons other than persons at work likely to be 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) above the first floor of the building……………….…………………………………...
 (iv) in the building……………...…………………………………………………..

(h) Number of persons (*including staff, guests and other residents*) for whom sleeping accommodation is provided in the business premises—
 (i) below the ground floor of the building…………………………………………………...…
 (ii) above the first floor of the building……………………………...…………………
 (iii) in the building……………….……………………………………………………

5. If the business premises consist of part only of a building, state the uses to which the other parts of the building are put, on a floor by floor basis……………………………………………………..………………

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6. The total number of—
 (a) floors, excluding basements, in the building in which the business premises are situated………………………………………………………………………...…………
 (b) basements in such building……………………………………………………………

7. The approximate date of construction of the building / business premises…………………...………...

8. The nature and quantity of any explosive or highly flammable materials stored or used in or under the building / business premises (*use additional sheets if necessary*)

Materials	Maximum quantity stored	Method of storage	Maximum quantity liable to be exposed at any one time

Details of fire-fighting equipment available for use in the building / business premises (*use additional sheets if necessary*)

Nature of equipment	Number provided	Where installed	Is the equipment regularly maintained
Hose reels			YES / NO
Portable fire extinguishers			YES / NO
Others			YES / NO
[*specify types e.g. sand/water buckets, fire blankets*]			

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