

SCHEDULE 2

(Section 4(3))

CERTIFICATE OF COMPLIANCE

APPLICATION FORM

<p><u>FOR OFFICIAL USE ONLY</u></p>
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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

.....

Name of Applicant (in block letters)

.....

ADDRESS

.....

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.....

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

9. 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]

SCHEDULE 3
(Section 4(3 and 8))

FEES

Area of Building	Fee	
	Application for Certificate of Compliance	Application for Renewal of Certificate of Compliance
0-1499 sq. ft.	\$200	\$100
1500-1999 sq. ft.	\$250	\$125
2000-2499 sq. ft.	\$300	\$150
2500-2999 sq. ft.	\$350	\$175
3000-3499 sq. ft.	\$400	\$200
3500-3999 sq. ft.	\$450	\$200
4000-4499 sq. ft.	\$500	\$250
4500-5000 sq. ft.	\$550	\$300
5000 sq. ft.+	\$600	\$350