

APPLICATION FOR FIRE SERVICE WRITTEN ADVICE DANGEROUS GOODS FORM TO BE COMPLETED IN FULL

INFORMATION REQUIRED FOR MAKING AN APPLICATION FOR WRITTEN ADVICE (AWA)

Fire Rescue Victoria (FRV) strongly recommends that all applicants are thoroughly conversant with their responsibilities under the relevant regulations before submitting an AWA to FRV. Fees are applicable to all applications in accordance with the fee schedule.

The following information must be submitted in electronic form with your AWA:

- Application Form to be completed in full.
- Emergency planning information and procedural documents.
- Emergency Information Book and contents.
- Plans/drawings of the site/premises that show the following:
 - all boundaries, entrances, structures and names of relevant buildings
 - floor plan of all structures showing all doors and exits
 - the location of existing fire protection equipment and systems
 - drainage systems and provision for spill containment
 - location and class of all dangerous goods located on the site
 - the names of surrounding streets and an arrow displaying northern orientation. This information can be distributed across several plans/drawings of the site and any other relevant documents or evidence.
- A manifest, list, or register of, and the quantity, class, packaging groups, UN for packaged dangerous goods and bulk dangerous goods.
- Copies of routine service results for installed fire protection systems and equipment (e.g. hydrant pressure and flow results).
- Current correspondence from WorkSafe Victoria, including Improvement Notices (if applicable), and a copy of the WorkSafe Licence for Dangerous Goods.
- Documentation or evidence that the installed/proposed fire safety system is compatible with the hazards and risks at the facility/site and fit for purpose. This may include fire safety studies and the like.

INFORMATION COLLECTION AND DISCLOSURE

An AWA requires the applicant to provide information to FRV. An AWA also involves the collection of information about the applicant by FRV in the course of processing the AWA.

If the premises in relation to which the AWA is made are located in the country area of Victoria as defined by the *Country Fire Authority Act 1958 (Vic)*, FRV will disclose to the Country Fire Authority (CFA) the information provided by the applicant and collected by FRV in the course of processing the AWA. This is because the CFA has a legislative function to provide written advice for premises located in the country area of Victoria. By submitting an AWA to FRV, the applicant consents to FRV disclosing information provided by the applicant to the CFA. The applicant also acknowledges that in such cases, the written advice will be provided by CFA.

FRV may also:

- (a) be required to disclose the applicant's information to third parties in accordance with the *Freedom of Information Act 1982 (Vic)* (FOI Act)
- (b) where permitted by law, provide personal information to WorkSafe Victoria or other regulatory authorities in relation to:
 - i. major hazard facilities, safety cases and prescribed mines as defined in the *Occupational Health and Safety Regulations 2017*
 - ii. risks, hazards to safety and incidents pursuant to the *Occupational Health and Safety Act 2004 (Vic)*
 - iii. dangerous goods as defined under the *Dangerous Goods Act 1985 (Vic)*.

FRV treats personal information in accordance with the Privacy and Data Protection Act 2014 (Vic). FRV's privacy statement can be accessed at: [Privacy statement \(frv.vic.gov.au\)](https://www.frv.vic.gov.au/privacy-statement).

APPLICATION FORM

(Please tick appropriate boxes and enter relevant details below)

WorkSafe Victoria Improvement Notice Issued

Dangerous Goods (Storage and Handling) Regulations 2022

Purpose of application and/or additional comments

General Enquiry _____

Placarding (Regulation 48) _____

Fire Protection (Regulation 52) _____

Emergency Procedures (Regulation 53) _____

Occupational Health and Safety Regulations 2017

Purpose of application and/or additional comments

Major Hazard Facility _____

Dangerous Goods (Explosives) Regulations 2022

Purpose of application and/or additional comments

Explosives _____

PREMISES DETAILS

Premises/Company Name: _____

Site Name: _____

Street No: _____ Lot No: _____ Street Name: _____

Town/Suburb: _____ Postcode: _____

Type of Business: _____

APPLICANT DETAILS

Applicant Name: _____

Applicant Company: _____

Address: _____

Town/Suburb: _____ Postcode: _____

Phone No: _____ Mobile No: _____

Email: _____ ABN: _____

BILLING DETAILS

Please note that FRV will not invoice third parties. All invoices will be sent to the **applicant**.

FRV account number (if known): _____

Please provide the email address of your accounts department if you would like FRV to provide them with a copy of the invoice.

Accounts email address: _____

Further billing information, including government gazetted rates, is available at www.frv.vic.gov.au located under Home > Safety > Dangerous Goods > Dangerous Goods Information; '**Fees for FRV Dangerous Goods advice and services**'.

APPLICANT'S SIGNATURE

Signature: _____

Date: _____

APPLICATIONS TO BE SUBMITTED TO:

Email: dangerousgoods@frv.vic.gov.au

Please complete this form and submit with required documentation to the email address above. For any queries, please contact FRV's Dangerous Goods Unit via the above email.