

2024 Fees for Fire Safety Applications

Applications for all chargeable Fire Safety related matters will be subject to an appropriate fee. This leaflet contains a schedule of fees that apply from 1st January 2024.

Payments of fees will be independently invoiced to you by the Treasurer of the States; do not send payment with your application. It is important you retain all receipts, as you may be eligible for a refund for part of the fee if your application is unsuccessful.

Notes are provided overleaf to help calculate the required fee. Failure to ensure the correct fees are paid will mean that your application cannot be processed and will be returned.

Description		Fees Payable
		£
1	For a renewal/replacement fire certificate	440.00
2	For a change of owner/occupier amendment to a fire certificate (FPA3)	52.00
3	For an application / amendment of a fire certificate less than 100 square metres floor area	440.00
4	For an application / amendment of a fire certificate greater than 100 square metres floor area, per square metre or part thereof	4.40
5	For each square metre of floor area or part thereof in newly certificated buildings	4.40

General Notes

- An application which is refused will receive a 50% refund of the fee paid.
- Failure to return your completed application of renewal by the expiry date will incur a 100% submission penalty which will be added to the standard renewal fee.
- Where an application is in respect of Material or Structural work commenced prior to receipt of an application the fee charged will be twice the fee that would otherwise be payable.
- Where it can be demonstrated that exceptional circumstances exist, the Minister reserves the right to waive all or part of any required fee.
- For very large developments the Minister may negotiate the fee charged.
- *Floor Area* of the building, extension or alteration means the aggregate of all floors in the building if newly erected, or in the extension(s), alteration(s) if the building is to be extended or altered and is measured to the inside of external walls.

Checklist

In order to enable the Department to respond promptly to any application, it is vitally important that any applications received are both complete and correct in every detail. As such when submitting your application we ask that you pay particular attention to ensure that you:

- Read the relevant notes on the application form. This will help you to complete all relevant sections of the application form correctly. The notes will also help to ensure that you are submitting the correct type of application with appropriately detailed plans.
- Read the fee schedule carefully to ensure that you have applied the correct fee formula.
- Do not enclose payment with your application; you will be invoiced independently by the Treasurer of the States.
- Sign and date all application forms and other documents.
- Retain your receipt.

Note:

For premises which have a current fire certificate:

You must inform the Minister for Home Affairs in advance if you are proposing:

- (a) *to make a material extension of, or material structural alteration to, the premises; or*
- (b) *to make a material alteration in the internal arrangements of the premises or in the furniture or equipment with which the premises are provided.*

By 'material' is meant any alteration which would render means of escape and related fire precautions inadequate in relation to the normal conditions of use of the premises as explained to, and seen by, the inspecting officer at the time the fire certificate was issued.

It is unlikely, therefore, that you will need to tell the Minister for Home Affairs each time you want to rearrange the furniture in a room or to redecorate it, but you should do so if your proposals involve physical alterations to the means of escape and its associated protection, even if these are only temporary, if in doubt, it is always safer to ask the authority first.

Applications which are incorrect or incomplete will be returned in the post to the applicant or agent. This will inevitably cause delay and should be avoided wherever possible. If you require any help with your application, please do not hesitate to contact the Technical Fire Safety Department on 445967.