



Jersey

## **FIRE PRECAUTIONS (PRESCRIBED FORMS) (JERSEY) ORDER 2012**

### **Arrangement**

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Jersey

## **FIRE PRECAUTIONS (PRESCRIBED FORMS) (JERSEY) ORDER 2012**

*Made*

*Coming into force*

**THE MINISTER FOR HOME AFFAIRS**, in pursuance of Articles 3 and 15 of the Fire Precautions (Jersey) Law 1977, orders as follows –

### **1 Application form for a fire certificate**

- (1) Subject to paragraph (2), an application for a fire certificate under Article 3 of the Fire Precautions (Jersey) Law 1977 shall be made in the form set out in Schedule 1.
- (2) Where a fire certificate has been issued in respect of any premises, an application for a subsequent fire certificate in respect of the same premises shall be made in the form set out in Schedule 2.

### **2 Revocation of Order**

The Fire Precautions (Prescribed Forms) (Jersey) Order 2011 shall be revoked.

### **3 Citation**

This Order may be cited as the Fire Precautions (Prescribed Forms) (Jersey) Order 2012 and shall come into force on 1st January 2013.

*Signed*.....



*Date*.....

*Minister for Home Affairs*

**SCHEDULE 1**

(Article 1(a))

**APPLICATION FOR FIRE CERTIFICATE**

 <p><b>Jersey Fire &amp; Rescue</b>  <i>..making Jersey a safer community</i></p> <p>Fire Service Headquarters, Rouge Bouillon,          St Helier, Jersey, JE2 3ZA          Tel: +44 (0) 1534 445967          www.gov.je/Fire</p>	<p><b>FPA1</b></p> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>FOR OFFICE USE ONLY</b></p> <p>Application No:  <b>FPA1/</b></p> </div>																						
<p><b>Fire Precautions (Jersey) Law 1977</b>  <b>Application for a Fire Certificate</b></p> <p>Please ensure you read the guidance notes to assist you in completing all the relevant sections correctly, using BLOCK CAPITALS throughout. Do not enclose payment with this application, as you will be invoiced independently by the 'Treasurer of the States'. Please remember to sign and date the Declaration and send the form to the address detailed in Guidance Note 4.</p>																							
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**FPA1**

4. Is this a new construction or conversion of existing premises?

New

Conversion

5. What is the current use of the premises?

6. Details of the premises (if the fire certificate is to cover the use of two or more premises in the same building, details of each of the premises should be given on a separate sheet).

(a) Name of the occupier (and any trading name if different):

(b) Use or uses to which premises are to be put:

(c) Number of floors in building in which premises are situated:

(d) Maximum number of persons employed or proposed to be employed to work at any one time:

- (i) below the ground
- (ii) on the ground floor
- (iii) above the ground floor
- (iv) total number in premises

(e) Maximum number of persons, other than employees, likely to be in the premises at any one time:

(f) Number of persons in the premises, **inclusive of infants and children** (including staff, guests, residents or other occupants) for whom sleeping accommodation is used or capable of being used:

- (i) below the ground floor
- (ii) above the first floor
- (iii) in the whole premises

**FPA1**

7. Number of households occupying the living accommodation within the premises. (See Guidance Note 3)

Number of households

8. If the premises consist of part only of a building, the uses to which the other parts of the building are put.

**This Application Form must be signed by the Applicant**

APPLICANT DECLARATION: I am aware that it is an offence to submit false or misleading information with an application.

As part of the application process, I am aware and agree that information supplied in this application may be disclosed to relevant States Departments, other relevant authorities, made accessible to members of the public and published in the local media or on the States of Jersey website. Confidentiality is maintained under the Data Protection (Jersey) Law 2005.

I hereby apply for a Fire Certificate in respect of the premises detailed above. I make the application as or on behalf of, the owner/responsible person of the premises.

Applicant Signature  Date

Full Name

Telephone No.  Mobile

If signing as agent on behalf of a company or other person, state capacity in which signing.

Capacity

Address

Postcode

Email

**FPA1****Guidance Notes**

1. When writing the address of the premises, include the post code and building number where applicable. For example: 'The Lodging House', 15 St. Saviour's Road, JE2 7BS, and not just 'The Lodging House', St. Saviour's Road.
2. The 'responsible person' means –
  - (a) in relation to a workplace, the employer, if the workplace is to any extent under his or her control;
  - (b) in relation to any premises not being a workplace under the control of the employer –
    - (i) the person who has control of the premises (as occupier or otherwise), or
    - (ii) the owner, where no other person has control of the premises (as occupier or otherwise).
3. Who is included in a 'household' for the purposes of the Fire Precautions (Jersey) Law 1977?
  - (a) Persons are to be regarded as not forming a single household unless they are all members of the same family or there exists any of the circumstances in Regulation 2 (See Appendix A);
  - (b) A person is a member of the same family as another person if –
    - (i) Those persons are married to each other or in a civil partnership with each other, or live together as though husband and wife or civil partners,
    - (ii) One of them is a relative of the other, or
    - (iii) One of them is, or is a relative of, one member of a couple and the other is a relative of the other member of the couple.
  - (c) A "couple" means 2 persons who are married to each other or in a civil partnership with each other, or live together as though husband and wife or civil partners;
  - (d) "Relative" means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin;
  - (e) A relationship of the half-blood shall be treated as a relationship of the whole blood; and
  - (f) The stepchild of a person shall be treated as his or her child.
4. The application form should be sent to:

The Chief Fire Officer  
States of Jersey Fire and Rescue Service  
Fire Service Headquarters  
Rouge Bouillon  
St Helier  
Jersey  
JE2 3ZA

## FPA1

**Appendix A**

## Fire Precautions (Designated Premises) (Jersey) Regulations 2012

## Regulation 2

## 2 Circumstances where persons to be regarded as forming single household

## (1) Where –

- (a) a person (“person A”) occupies living accommodation in a building or part of a building; and
- (b) another person (“person B”) and any member of person B’s family living with him or her occupy living accommodation in the same building or part,

those persons are only to be regarded as forming a single household for the purposes of Regulation 1(3)(a) or Article 2(5) of the Law if their circumstances are those described in paragraph (2).

## (2) The circumstances are that –

- (a) person A carries out work or performs a service of an exclusively domestic nature for person B or such a member of person B’s family;
- (b) person A’s living accommodation is supplied to him by person B or by such a member of person B’s family as part of the consideration for carrying out the work or performing the service; and
- (c) person A does not pay any rent or other consideration in respect of his living accommodation (other than carrying out the work or performance of the service).

## (3) Work or a service usually carried out or performed by any of the following is to be regarded as work or service of a domestic nature for the purpose of paragraph (2)(a) –

- (a) au pair;
- (b) nanny;
- (c) nurse;
- (d) carer;
- (e) governess;
- (f) servant, including maid, butler, cook or cleaner;
- (g) chauffeur;
- (h) gardener;
- (i) secretary; or
- (j) personal assistant.

## (4) Where person A and person B are to be regarded as forming a single household under paragraph (1) any member of person A’s family occupying the living accommodation with him or her is to be regarded as forming a single household with person A, person B and any member of person B’s family living with him or her for the purpose of Regulation 1(3)(a).

## (5) Where a person and his or her foster parent occupy living accommodation in the same building or part of a building, they are to be regarded as forming a single household for the purposes of Regulation 1(3)(a) if that person is placed with the foster parent under the provisions of the Children (Placement) (Jersey) Regulations 2005.



For further information as to whether or not premises are a house in multiple occupation, please refer to the links on our website at [www.gov.je/Fire](http://www.gov.je/Fire)



**SCHEDULE 2**

(Article 1(b))

**APPLICATION FOR SUBSEQUENT FIRE CERTIFICATE**

 <p><b>Jersey Fire &amp; Rescue</b>  <i>...making Jersey a safer community</i></p> <p>Fire Service Headquarters, Rouge Bouillon,          St Helier, Jersey, JE2 3ZA          Tel: +44 (0) 1534 445967          www.gov.je/Fire</p>	<p style="text-align: center; color: red;"><b>FPA1(A)</b></p> <p style="text-align: center; color: red;"><b>FOR OFFICE USE ONLY</b></p> <p style="text-align: center; color: red;"><i>Application No:</i>  <b>FPA1(A)/</b></p>															
<p>Fire Precautions (Jersey) Law 1977</p> <p><b>Application for Renewal of a Fire Certificate</b></p> <p>Please ensure you read the guidance notes to assist you in completing all the relevant sections correctly, using BLOCK CAPITALS throughout. Do not enclose payment with this application, as you will be invoiced independently by the 'Treasurer of the States'. Please remember to sign and date the Declaration and send the form to the address detailed in Guidance Note 7.</p>																
<p>1. Give the existing Fire Certificate number. (See Guidance Note 1)</p> <p style="text-align: center;"> <input style="width: 150px; height: 20px; border: 1px solid #ccc;" type="text" value=" / /"/> </p>																
<p>2. Give the full address of the premises that is the subject of this renewal. (See Guidance Note 2)</p> <p style="text-align: center;"> <input style="width: 350px; height: 20px; border: 1px solid #ccc;" type="text"/>  <input style="width: 350px; height: 20px; border: 1px solid #ccc;" type="text"/>  <input style="width: 350px; height: 20px; border: 1px solid #ccc;" type="text"/>  <input style="width: 350px; height: 20px; border: 1px solid #ccc;" type="text"/> </p> <p style="text-align: right; margin-right: 50px;"> <input style="width: 100px; height: 20px; border: 1px solid #ccc;" type="text" value="Postcode"/> </p>																
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**FPA1(A)**

5. What use do the premises have, as noted in the current fire certificate?

[Redacted]

(a) Has the use changed since the granting of that certificate? YES/NO

(b) If yes, what is the current use of the premises?

[Redacted]

6. Details of the premises (if the fire certificate is to cover the use of two or more premises in the same building, details of each of the premises should be given on a separate sheet).

(a) Name of the occupier (and any trading name if different):

[Redacted]

(b) Use or uses to which premises are to be put:

[Redacted]

(c) Number of floors in building in which premises are situated:

[Redacted]

(d) Maximum number of persons employed or proposed to be employed to work at any one time:

- (i) below the ground [Redacted]
- (ii) on the ground floor [Redacted]
- (iii) above the ground floor [Redacted]
- (iv) total number in premises [Redacted]

(e) Maximum number of persons, other than employees, likely to be in the premises at any one time:

[Redacted]

(f) Number of persons in the premises, **inclusive of infants and children** (including staff, guests, residents or other occupants) for whom sleeping accommodation is used or capable of being used:

- (i) below the ground floor [Redacted]
- (ii) above the first floor [Redacted]
- (iii) in the whole premises [Redacted]

**FPA1(A)**

7. Number of households occupying the living accommodation within the premises. (See Guidance Note 4)

Number of households

8. If the premises consist of part only of a building, the uses to which the other parts of the building are put.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

9. Give dates of the last 'maintenance service' for the following active fire safety measures in the premises: (See Guidance Note 5)

- (i) fire alarm system
- (ii) emergency lighting system
- (iii) fire extinguishers
- (iv) sprinkler system (if fitted)
- (v) dry rising main (if fitted)

**Proof of the above maintenance services must be submitted along with this application.**

10. Have there been any changes to the following (please tick the relevant box):

- The existing active and passive fire safety precautions as shown on the plan/s at the rear of the existing Fire Certificate. (See Guidance Note 6)

Yes  No

- The internal layout of the premises (movement of doors, walls, change of use of rooms, construction of additional rooms and/or facilities) as per the layout shown on the plan/s at the rear of the Fire Certificate.

Yes  No

- The number of households residing on the premises.

Yes  No

If you answered YES to any of the above questions, please give full details of the changes in the Notes section at the end of this form.

FPA1(A)

**This Application Form must be signed by the Applicant**

APPLICANT DECLARATION: I am aware that it is an offence to submit false or misleading information with an application.

As part of the application process, I am aware and agree that information supplied in this application may be disclosed to relevant States Departments, other relevant authorities, made accessible to members of the public and published in the local media or on the States of Jersey website. Confidentiality is maintained under the Data Protection (Jersey) Law 2005.

I hereby apply for a renewal of the existing Fire Certificate in respect of the premises detailed above. I make the application as or on behalf of, the owner/responsible person of the premises.

Applicant Signature  Date

Full Name

Telephone No.  Mobile

If signing as agent on behalf of a company or other person, state capacity in which signing.

Capacity

Address

Postcode

Email

**FPA1(A)****Guidance Notes**

1. The existing Fire Certificate number is found on the top right-hand corner of every page of the Fire Certificate document (red book) e.g. A321/12/3.
2. When writing the address of the premises, include the post code and building number where applicable. For example: 'The Lodging House', 15 St. Saviour's Road, JE2 7BS, and not just 'The Lodging House', St. Saviour's Road.
3. The 'responsible person' means –
  - (a) in relation to a workplace, the employer, if the workplace is to any extent under his or her control;
  - (b) in relation to any premises not being a workplace under the control of the employer –
    - (i) the person who has control of the premises (as occupier or otherwise), or
    - (ii) the owner, where no other person has control of the premises (as occupier or otherwise).
4. Who is included in a 'household' for the purposes of the Fire Precautions (Jersey) Law 1977?
  - (a) Persons are to be regarded as not forming a single household unless they are all members of the same family or there exists any of the circumstances in Regulation 2 (See Appendix A);
  - (b) A person is a member of the same family as another person if –
    - (i) Those persons are married to each other or in a civil partnership with each other, or live together as though husband and wife or civil partners,
    - (ii) One of them is a relative of the other, or
    - (iii) One of them is, or is a relative of, one member of a couple and the other is a relative of the other member of the couple.
  - (c) A "couple" means 2 persons who are married to each other or in a civil partnership with each other, or live together as though husband and wife or civil partners;
  - (d) "Relative" means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin;
  - (e) A relationship of the half-blood shall be treated as a relationship of the whole blood; and
  - (f) The stepchild of a person shall be treated as his or her child.
5. The maintenance service is that carried out by a competent person, qualified in the relevant field of active fire safety measures. Proof of maintenance can be in the form of the original (or copy) of the maintenance certificate or a copy of the invoice for the services rendered by the maintenance contractor.
6. Refer to the symbols on the key of the Fire Certificate plan/s. Examples of active fire safety precautions include the detection system, alarm system, emergency lighting, sprinkler systems, other fire suppression systems and smoke control systems. Examples of passive fire safety precautions include fire doors and furniture (e.g. self-closing devices, latches etc.), fire-resisting glazing, fire-resisting walls and partitions, penetration seals for pipes, cables and other services.

**FPA1(A)**

7. The application form should be sent to:

The Chief Fire Officer  
States of Jersey Fire and Rescue Service  
Fire Service Headquarters  
Rouge Bouillon  
St Helier  
Jersey  
JE2 3ZA

**Notes**

[Empty rectangular box for notes]

Should you require extra space please attach a blank sheet and denote with your Fire Certificate number.

**FPA1(A)****Appendix A**

## Fire Precautions (Designated Premises) (Jersey) Regulations 2012

## Regulation 2

**2 Circumstances where persons to be regarded as forming single household**

## (1) Where –

- (a) a person ("person A") occupies living accommodation in a building or part of a building; and
- (b) another person ("person B") and any member of person B's family living with him or her occupy living accommodation in the same building or part,

those persons are only to be regarded as forming a single household for the purposes of Regulation 1(3)(a) or Article 2(5) of the Law if their circumstances are those described in paragraph (2).

## (2) The circumstances are that –

- (a) person A carries out work or performs a service of an exclusively domestic nature for person B or such a member of person B's family;
- (b) person A's living accommodation is supplied to him by person B or by such a member of person B's family as part of the consideration for carrying out the work or performing the service; and
- (c) person A does not pay any rent or other consideration in respect of his living accommodation (other than carrying out the work or performance of the service).

## (3) Work or a service usually carried out or performed by any of the following is to be regarded as work or service of a domestic nature for the purpose of paragraph (2)(a) –

- (a) au pair;
- (b) nanny;
- (c) nurse;
- (d) carer;
- (e) governess;
- (f) servant, including maid, butler, cook or cleaner;
- (g) chauffeur;
- (h) gardener;
- (i) secretary; or
- (j) personal assistant.

## (4) Where person A and person B are to be regarded as forming a single household under paragraph (1) any member of person A's family occupying the living accommodation with him or her is to be regarded as forming a single household with person A, person B and any member of person B's family living with him or her for the purpose of Regulation 1(3)(a).

## (5) Where a person and his or her foster parent occupy living accommodation in the same building or part of a building, they are to be regarded as forming a single household for the purposes of Regulation 1(3)(a) if that person is placed with the foster parent under the provisions of the Children (Placement) (Jersey) Regulations 2005.

For further information as to whether or not premises are a house in multiple occupation, please refer to the links on our website at [www.gov.je/Fire](http://www.gov.je/Fire)

