

 **TOOL 7: APPLICATION FOR REGISTRATION OF AN FPA AND FPO [FORM 2]**

**DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES:**

**FORM 2: APPLICATION FOR THE REGISTRATION OF A FIRE PROTECTION ASSOCIATION PART 2  
AND APPLICATION FOR THE REGISTRATION OF ITS FIRE PROTECTION OFFICER**

May 2004 version

**1. Name of the Fire Protection Association (the information for this item should be the same as in Form 1)**

1.1. Name: .....

1.2. District(s) or Metropole(s): .....

1.2.1 Subdivision (local council) within which the FPA is located:

.....

1.3. Province: .....

**2. Particulars of the representative of the Fire Protection Association (this person should not be the proposed Fire Protection Officer)**

2.1. Surname: .....

2.2. Initials: ..... 2.3. Title: .....

2.4. Postal address: .....

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..... 2.4.1. Postal code: .....

2.5. Physical address (only if different from postal address): .....

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..... 2.5.1. Postal code: .....

2.6. Contact telephone number during office hours:

2.6.1. Area code:..... 2.6.2. Number: .....

2.6.3. Extension:..... 2.6.4. Cellphone: .....

2.7. E-mail address: .....

**3. Address of the office of the Fire Protection Association, if established**

3.1. Physical address: .....

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3.2. Postal address: .....  
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..... 3.2.1 Postal code: .....

3.3. Telephone number during office hours:  
3.3.1. Area code: ..... 3.3.2. Number: .....

3.4. E-mail address: .....

**4. Particulars of the founding meeting**

4.1. Attach copies of advertisements of the founding meeting published in newspapers, if any  
Attached/not attached.

4.2. Describe other means by which owners were notified of the founding meeting, if any.  
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4.3. Attach the minutes of the founding meeting, including the attendance register.

4.4. Attach a list of names and contact details of members of the elected Executive Committee.

**5. Declaration that no owner has been deliberately excluded from the formation of the Fire Protection Association**

I hereby declare that to the best of my knowledge no owner within the area of the Fire Protection Association has been deliberately excluded from joining the founding meeting of this Fire Protection Association and that all reasonable steps have been taken to include owners in the meeting.

.....  
Name Signature  
.....  
Capacity Date

**6. Constitution of the Fire Protection Association**

6.1. Attach a copy of the Association's constitution

**7. Declaration that the membership of the Fire Protection Association will be representative of owners within the area**

7.1. I hereby declare that to the best of my knowledge all owners within the area of the Fire Protection Association have had the opportunity to join the Fire Protection Association and that the area has not been defined in such a way as to deliberately exclude any owner from the Fire Protection Association.

.....  
Name Signature  
.....  
Capacity Date

**8. Record of any objections to the formation of the Fire Protection Association**

8.1. Attach a list of the names and addresses of those objecting, and describe the nature of objections raised, if any.

**9. Particulars of the Fire Protection Officer of the Fire Protection Association**

9.1. Surname: .....

9.2. Initials: ..... 9.3. Title: .....

9.4. ID number: .....

9.5. Position held in employer organisation: .....

9.6. Contact address: .....

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..... Postal code: .....

9.7. Attach curriculum vitae of the Fire Protection Officer designate.

9.8. Please provide the details of two referees:

First referee:

9.8.1. Surname: .....

9.8.2. Initials: ..... 9.8.3. Title: .....

9.8.4. Postal address: .....

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..... Postal code: .....

9.8.5. Contact telephone number during office hours:

9.8.5.1. Area code: ..... 9.8.5.2. Number: ..... 9.8.5.3. Extension: .....

9.8.5.4. Cellphone: .....

9.8.6. E-mail address: .....

Second referee:

9.8.7. Surname: .....

9.8.8. Initials: ..... 9.8.9. Title: .....

9.8.10. Postal address: .....

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..... Postal code: .....

9.8.11. Contact telephone number during office hours:

9.8.11.1. Area code: ..... 9.8.11.2. Number: ..... 9.8.11.3. Extension: .....

9.8.11.4. Cellphone: .....

9.8.12. E-mail address: .....

9.9. Is the Fire Protection Officer the Chief Fire Officer of your Fire Service? Yes / No

9.10. If yes, give the name of Fire Service: .....

9.11. If no, indicate by choosing the appropriate reason below why the Chief Fire Officer has not been designated:

a) There is no designated fire service within the municipality that includes the area of the fire protection association: Yes / No

OR

b) There is a designated fire service within the municipality that includes the area of the fire protection association but the Chief Fire Officer has declined to take the position of Fire Protection Officer: Yes / No

9.12 Terms of delegation if the Chief Fire Officer is not the Fire Protection Officer

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9.13 Have there been any objections to the appointment of the person named above as Fire Protection Officer?

Yes / No

If yes, please specify (a) how objections have been resolved, if so:

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and (b) the nature of any outstanding objections:

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9.10. Does the Fire Protection Association require the Director-General of the Department to designate an officer of the Department to act as its Fire Protection Officer? Yes / No

If yes, please give a brief summary of the reasons for this:

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9.11 Please attach 2 ID photographs of the proposed Fire Protection Officer:

**10. Particulars of the business plan of the Fire Protection Association**

10.1. Attach a copy of the business plan

**11. Particulars of the rules of the Fire Protection Association**

11.1. Confirm that the business plan contains the rules of the Association. Yes / No

**12. Umbrella Association that will support the Fire Protection Association (if any)**

12.1. Name of the Umbrella Association: .....

12.2. Services to be provided by the Umbrella:  
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12.3. Name of the Chief Executive Officer of the Umbrella Association:  
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12.4. List of names of other Fire Protection Associations under the same Umbrella:  
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12.5. Declaration by the Chief Executive Officer of the Umbrella:  
  
I declare that the Executive of the ..... Umbrella Fire Protection Association has agreed to provide the services as specified in 12.2 above.

.....  
Name: Signature:

.....  
Date:

**13. Description of the capability of the Fire Protection Association**

13.1. The National Veld and Forest Fire Act requires that the Minister must be satisfied about the capability of the Fire Protection Association before registering it. This will be judged by the contents of the business plan required in 10 above, and the support if any to be provided by an umbrella association. However, if you wish to add more information relating to capability please do so below.

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13.2. Where the Fire Protection Officer is not the local Chief Fire Officer and a fire service exists within the municipality(ies) that include the area of the Fire Protection Association, include a description of agreements to co-operate with the Chief Fire Officer:

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OR refer to contents of the business plan where this is set out:

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**14. Approval of the application to form the Fire Protection Association**

14.1. Attach a copy of the minutes of the meeting(s) at which members approved:

- (a) the constitution of the Association
- (b) the appointment of the Fire Protection Officer;
- (c) the business plan; and
- (d) this application.

**15. Statement by an appropriate representative of local government (District or Metropolitan or Local Municipality) of commitment to the Fire Protection Association**

I declare that the constitution and business plan of the ..... Fire Protection Association have the full support of this District Municipality/ Metropole/ local municipality (strike out those that are not applicable).

.....  
Name Signature  
Mayor OR Chairperson of Executive  
Committee OR Municipal Manager

.....  
Name of local government Date

**16. Declaration by the representative of the Fire Protection Association**

16.1. Surname: .....

16.2. Initials: ..... 16.3. Title: .....

16.4. I declare that the information given in this form is true and correct.

.....  
Signature Date

**17. Recommendation by the regional representative of the Department of Agriculture, Forestry and Fisheries**

17.1. Surname: .....

17.2. Initials:..... 17.3. Title:.....

17.4 Position: .....

I recommend the registration of the proposed Fire Protection Association, with the following conditions attached (if any):

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OR

I do not recommend the registration of the proposed Fire Protection Association, for the following reasons:

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.....  
Signature Date

I recommend that the proposed Fire Protection Officer should be registered, with the following conditions attached (if any):

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OR

I do not recommend that the proposed Fire Protection Officer should be registered, for the following reasons:

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.....  
Signature Date

17.5. If the Fire Protection Association requests the Director-General of the Department to designate an officer of the Department to act as its Fire Protection Officer in 9.10 above, provide a statement on the availability of a competent person from the Department's regional staff complement.

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Signature Date

**18. Declaration by the Regional Chief Director (Cluster Manager) of the Department of Agriculture, Forestry and Fisheries**

18.1. Surname: .....  
18.2. Initials: ..... 18.3. Title: .....  
18.4 Position: .....

I support the recommendation set out in 17 above.

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Signature Date

**FOR OFFICE USE ONLY:**

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