



APPLICATION FOR DISCONNECTION OF FIRE ALARM MONITORING



FIRE ALARM MONITORING

QUEENSLAND FIRE AND EMERGENCY SERVICES

Phone: 1800 449 992

Email: qfes.alarms@qfes.qld.gov.au

SECTION 1 PREMISES DETAILS

Fire Communication Alarm (FCA) No. Lot/Plan No

Premises Name

Street Address

City/Suburb State Postcode

Is the premises currently occupied? YES NO

SECTION 2 APPLICANT'S DETAILS

THIS SECTION MUST BE FILLED OUT **BY THE PREMISES OWNER.**

Registered Owner's Name
(as per Titles Office)

Contact Name Phone

Email Mobile

SECTION 3 REASON FOR DISCONNECTION - (one check box MUST be selected)

- Demolition** - Please provide demolition permit
- Change of Classification** - Please provide supporting documentation from a Building Certifier
- Non Required System at time of Fire Alarm Monitoring commencement** - Please provide supporting documentation from a Building Certifier

SECTION 4 INVOICING INFORMATION (Please print clearly in Capitals)

INVOICING DETAILS FOR DISCONNECTION FEE

QFES Customer Number If the Customer Number is known, leave the fields below blank.

Company Name

C/- if any

Postal Address

ABN

Accounts Contact Details

Name Office

Email Mobile

Preferred Method of Payment

SECTION 5 APPLICANT'S DECLARATION

It is important that you read the following information which includes the terms and conditions applicable when applying for disconnection of your monitored fire alarm.

Process

In order to commence this process, it will be necessary for you to complete this form. This application and supporting documentation will be forwarded to the relevant QFES Community Safety office for assessment.

An incomplete or incorrect application will not be processed.

Fees and Equipment Charges

A Disconnection fee is payable upon application as per the QFES Schedule of Charges.

* An invoice will be issued to the party listed above in Section 4.

Until final approval, the QFES will continue monitoring your premises which will incorporate standard fees and charges in accordance with the current QFES Schedule of Charges including any Unwanted Alarm Activations which occur up to and including the date of disconnection.

Return of Equipment

The Equipment remains the property of QFES. The Equipment comprises of one ASE, any End of Line Resistors and an Antenna. The Fire Indicator Panel and detectors remain the property of the Premises owner. Upon approval of the disconnection application and when the Equipment is ready to be removed, the premises owner must ensure all equipment is returned to the QFES in good working order, fair wear and tear excepted. The premises owner can engage their Fire Protection Company to remove and return the Equipment. Alternatively, you can request the QFES to undertake this work. Charges will apply in accordance with the current QFES Schedule of Charges.

Any Equipment should be returned with a completed OM062 ASE form which will be forwarded to you on approval of this application. Should the Equipment not be returned to our office within 10 working days from date of disconnection, an Alarm Equipment Charge for the ASE as per the QFES Schedule of Charges, will be invoiced.

Please phone 1800 449 992 for further information on any of the information above.

I/We, the registered owners, hereby apply for an alarm disconnection with QFES and certify that all information supplied in the application is true and correct at the time of writing. We acknowledge the terms and conditions as established in the Alarm Management Agreement and understand that the protected premises will continue to be monitored until final approval has been authorised by QFES.

Applicant 1 Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>
Applicant 2 Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

SECTION 6 SUBMIT APPLICATION FOR DISCONNECTION

If you try to submit the form without these fields filled out an error message will appear. Close the error message and return to the form and enter the required information before re-submitting.

Once you click "Submit Form" a dialog box will appear asking you to "**Select Email Client**".

If you are using a desktop email client such as MICROSOFT OUTLOOK, select the first option and click "OK". This will automatically send the form to QFES Fire Alarm Monitoring. Otherwise select the second option. You will then need to select a place to save the form on your computer. Attach the file and send to qfes.alarms@qfes.qld.gov.au as you would a normal email.

If no dialog box appears the enhanced functions of this form are not working. Please save the form on your computer, attached the saved file and email to us. Alternatively, please scan and email the form or print and return by post to:

Email: qfes.alarms@qfes.qld.gov.au **Mail:** QFES Fire Alarm Monitoring, GPO Box 1425 Brisbane QLD 4001

Privacy Policy: This information is being collected for the purposes of administering the provision of fire and emergency services in Queensland, including the management of fire alarm monitoring services. It may be disclosed to partnering agencies of the QFES for the purpose of providing fire alarm monitoring services. For more information on our privacy policy, please go to <http://www.qld.gov.au/legal/privacy/>.

REGIONAL COMMUNITY SAFETY AUTHORISATION

Fire Communication Alarm (FCA) No.

DISCONNECTION AUTHORISED

DISCONNECTION REJECTED

Comments

Approval

Officer's Name

Phone

Signature

Date

Email the full application to qfes.alarms@qfes.qld.gov.au

Please phone 1800 449 992 with any enquiries

*** CSO to contact customer if rejected. YES