

Do not send in this sample form as the official architect contact form will be sent out by the Fire Authority during the warrant application process.

LB 210 (Rev Jan2010)

ARCHITECT CONTACT FORM

Please sign and return to Lothian & Borders Fire and Rescue Service (see address below), keeping a copy for your own records. Any matters marked as unsatisfactory should be attended to. Where compliance cannot be achieved, please contact us to discuss further.

This form is your proof of consultation with the Fire Authority.

If required, plan drawings should be **uplifted within 21 days** from Service HQ. Any plans not collected will be destroyed.

Domestic (D) or Non Dom (ND)	Home Office Category	Our Reference	Warrant Number
ND			

ARCHITECT ADDRESS:	LOTHIAN & BORDERS FIRE AND RESCUE SERVICE
	COMMUNITY SAFETY: BUSINESS & COMMERCE
	HEADQUARTERS
	LAURISTON PLACE
	EDINBURGH
POSTCODE :	EH3 9DE
TELEPHONE NO :	TEL: 0131 228 2401 FAX: 0131 229 8359
OCCUPIER OF PREMISES:	
ADDRESS OF PREMISES:	
POSTCODE:	

GENERAL INFORMATION

Non Domestic premises (including licensable HMOs) are to comply with the Part 3 of the Fire (Scotland) Act 2005, as amended and the Fire Safety (Scotland) Regulations 2006.

Advanced designs not following Scottish Building Standards Technical Handbooks (e.g. designs to BS 9999 (2008) or BS 7974 (2001)) should be accompanied by a design / fire engineering report, as appropriate.

Domestic Premises

Should domestic premises be used as a licensable House of Multiple Occupation, you should re-contact us, as such premises normally attract a higher standard of fire safety measures than indicated overleaf.

Fire Service Water Supply (inc Hydrants)

Should this form indicate that consultation is required with a "Station Commander" regarding fire service water supply (including the provision of fire hydrants), you should contact the Station Commander for the area directly using the telephone number provided on the form. Hydrant plans, if already provided, will be forwarded to the relevant Station Commander. Where plans have not been submitted, you should arrange for plans indicating hydrant provision to be sent directly to the Station Commander (see overleaf).

= This item to comply with the current Technical Handbooks	SATISFACTORY			* This item to comply with the current British Standards	SATISFACTORY			
	Yes	No	N/A		Yes	No	N/A	
1 = MEANS OF ESCAPE	-	-	-	7*	FIRE WARNING SYSTEM			
2 = STAIRCASE ENCLOSURES	-	-	-	8 *	FIRE DETECTION SYSTEM			
3 = DOORS, WINDOWS ETC	-	-	-	9 *	FIREFIGHTING EQUIPMENT			
4 = SMOKE CONTROL	-	-	-	10*	EMERGENCY LIGHTING			
5 = FIRE SERVICE VEHICLE ACCESS				11*	SIGNS & NOTICES			
6 = FIREFIGHTING FACILITIES				12*	FURNISHINGS			

COMMENTS

1-4	To comply with current Technical Handbooks and Building Standards Officer's Report NB Manual electric remote controls / override controls for smoke control vents to be operable without use of a key (eg yellow box). Where required, stair vent remote control should be sited at fire service access level.		
5	To comply with current Technical Handbooks (Section 2.12) / BS 9999 (2008)		
6	To comply with current Technical Handbooks (Section 2.14) / BS 9999 (2008)		
7	To comply with BS 5839: Part 1: 2002 (Category M)		
8	To comply with BS 5839: Part 1: 2002 – <i>Please confirm Category i.e. L1/L2/L3/L4/L5</i> To comply with BS 5839: Part 6: 2004 – <i>Please confirm Category i.e. LD1/LD2/LD3 and Grade e.g. A/D etc</i>		
9	To comply with BS 5306: Part 3: 2009 & Part 8:2000 and BS EN 3 and appropriate to risk. Sprinkler systems to comply with BS EN 12845: 2004 or BS 5291: 2005 depending on type of premises.		
10	To comply with BS 5266: Part 1: 2005 (Non-maintained / Maintained) or protected circuit (Escape route lighting) as per Domestic Technical Handbook section 2.10 in common escape routes		
11	To comply with BS 5499: Part 1: 2002 and/or the Health & Safety (Signs & Signals) Regs. 1996		
12	To comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 and pass the BS 5852: 2006 Ignition Sources 0 & 5 Test & Cigarette & Match Ignitability Test		
Officer (Print)		Architects Representative (Print)	
Signature		Signature	
Date		Date	

Fire Service Water Supply (inc Hydrant Provision) **(Technical Handbook Section 2.13)**

Contact Station Commander @ (if indicated)	Tollcross	0131 228 2401	<input type="checkbox"/>
	McDonald Road	0131 228 2401	<input type="checkbox"/>
	Sighthill	0131 228 2401	<input type="checkbox"/>
	Dalkeith	0131 228 2401	<input type="checkbox"/>

Unless submitted previously, plans indicating hydrant provision should be sent directly to the Station Commander (Group Manager) at the appropriate address :

Tollcross Fire Station, 6 West Tollcross, Edinburgh EH3 9QN

McDonald Road Fire Station, 93 McDonald Road, Edinburgh EH7 4LX

Sighthill Fire Station, 376 Calder Road, Edinburgh EH11 4AT

Dalkeith Fire Station, 36 Abbey Road, Eskbank, Dalkeith, Midlothian EH22 3AD