



1. Information

- 1.1 The charges referred to in this invoice are being made under section 18C of the Fire and Rescue Services Act 2004 (as amended), which states a fire and rescue authority may charge a person for responding to report of fire etc. when:
- (i) the report of fire is at premises that are not domestic premises;
 - (ii) the report is false;
 - (iii) the report is made as a direct or indirect result of warning equipment having malfunctioned or been mis-installed, and
 - (iv) there is a persistent problem with false reports of fire at the premises that are made as a direct or indirect result of warning equipment under common control having malfunctioned or been mis-installed.
- 1.2 “*Domestic premises*” means premises occupied as a private dwelling (including any garden, yard, garage, outhouse or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).
- 1.3 “*Persistent problem*” is defined by the West Yorkshire Fire & Rescue Authority as more than three occasions within a twelve month period.
- 1.4 “*Warning equipment*” means equipment installed for the purpose of:
- a) detecting fire, or
 - b) raising the alarm, or enabling the alarm to be raised, in the event of fire.

2. Grounds for an Appeal

- 2.1 You can make an appeal if:
- in your opinion the charge is being made for responding to a report of a fire other than detailed in paragraphs 1(i) (ii) above, or
 - in your opinion the charge is being made for responding to reports of fires that are not considered a persistent problem, or as a direct or indirect result of warning equipment under common control having malfunctioned or been mis-installed.
 - You have taken proactive measures which have resulted in a cost to you or your organisation which has prevented further attendances by West Yorkshire Fire & Rescue Service to false alarms at your premises.
- 2.2 If submitting an appeal, it must indicate which aspect from the criteria of Section 18C of the FRSA (see above) is the foundation of your appeal. The appeal must also clearly state why you believe the incident does not comply with the chargeable criteria detailed in Section 18C (above). If your appeal does not provide this information we will not be able to consider your appeal.

3. How to make an Appeal

- 3.1 Appeals must be received within 28 days of receipt of the invoice.
- 3.2 Your appeal should be in writing setting out your reasons why in your opinion the above grounds have not been met. Your written appeal should include our invoice number, your contact details and telephone number. Your appeal should be sent for the attention of the Senior Fire Protection Manager at:

West Yorkshire Fire & Rescue Service
Oakroyd Hall
Birkenshaw
West Yorkshire
BD11 2DY

or E-Mail: fire.safety@westyorksfire.gov.uk

4. Administration Error

- 4.1 If you believe the invoice contains an administrative error, is not addressed to the correct person or to the organisation you believe to be responsible for the false alarm that resulted in our emergency attendance, you should contact us within 28 days of receipt of the invoice