

## DEPARTMENT OF FIRE & EMERGENCY SERVICES – DAMAN

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM FOR ISSUANCE OF **FIRE INCIDENT REPORT/CERTIFICATE** FOR VARIOUS OCCUPANCIES.

Sr. No.	Particulars of documents to be attached		
01.	Application form with attached relevant documents dully filled all columns without any correction.	YES	NO
02.	Copy of provisional/final NOC/ letter of fire safety recommendation issued by the fire department	YES	NO
03.	Copy of Police panchnama	YES	NO
04.	Copy of police FIR	YES	NO
05.	Copy of FSL report	YES	NO
06.	Copy of fire N.O.C.	YES	NO
07.	Detailed of damage to building and contents (raw materials, finished goods, furniture's, machinery, etc. (in separate sheet)		
08.	Copy of construction permission/license of DMC/ Panchayat.	YES	NO
09.	Copy of occupancy certificate of the building if any	YES	NO
10.	An undertaking inform of sworn affidavit on ₹ 100 stamp papers if required attached with Residential and photo id proof.	YES	NO
11.	Attached with Residential and photo id proof of identify me person.	YES	NO

**Note:-** Application form should be neatly filled all columns without any correction and incomplete form shall be summarily rejected/returned.

Date:            /    /  
Place: Daman.

Signature of the applicant

**APPLICATION FOR ISSUANCE OF FIRE INCIDENT REPORT/  
CERTIFICATE FOR VARIOUS OCCUPANCIES.**

01.	Name and Address of the Premises/ Building.	
02.	Name & Address of the Owner/ Occupier	
03.	Full Postal address for Communication with contact number,	
04.	Business/ Manufacturing of the company.	
05.	Fire incident report/certificate is required for which purpose	
06.	Date & time of fire incident	
07.	Name of caller with telephone/Mobile number	
08.	Time of fire extinguished with total hours of fire fighting operation.	
09.	Exiting fire N.O.C. No. and Date (copy enclosed)	
10.	Description of property	
11.	Types of Industry	<b>SSI/MSI/LSI/Others</b>
12.	Suppose cause of fire	
13.	<b>Description of Damage:</b>	
	i) Property involved.	
	ii) surrounding risk if any	
	iii) Damage to contents (raw/finished goods, furniture, machineries, etc.	
	iv) Damages to building	
	iv) Property saved	
14.	Approximate cost of loss/damages	
15.	Casualties if any	
	i) Injured	
		Male    Female    Total
	Number	
	Name	
	Address	
	ii) lives lost	Male    Female    Total
	Number	
	Name	
	Address	
16.	Fire incident occurred/took place in past in the premises, details thereof.	
17.	Name of other fire services who have assistance for fire fighting other than Daman.	
18.	Other details if any	

Certified that the above particulars furnished are true to the best of my knowledge.

Date:            /    /

Place: Daman.

Signature of the applicant with seal

Encl: Documents attached as per check list.

**Note:-** Application form should be neatly filled all columns without any correction and incomplete form shall be summarily rejected/returned.