



## **Northern Ireland Fire & Rescue Service**

### **Headquarters**

1 Seymour Street  
Lisburn BT27 4SX

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www.nifrs.org

**Interim Chief Fire & Rescue Officer**  
Michael Graham

### **TO WHOM IT MAY CONCERN**

#### **REQUESTS FOR:**

- **INCIDENT RECORDING FORMS/FIRE REPORTS**
- **INCIDENT REPORTS**

The provision of Incident Recording Forms/Fire Reports or Incident Reports is deemed "normal course of business" by Northern Ireland Fire & Rescue Service (NIFRS) and therefore does not fall under the Freedom of Information request process.

NIFRS may release these documents to the following:

- Legal Representatives;
- Insurance Companies;
- Fire Investigation Companies; and
- Agencies such as Northern Ireland Housing Executive, etc.

NIFRS may also release these documents to householders on production of two forms of proof of identification associated with the address, one of which must be photographic. The report may be collected from the nearest NIFRS office. An Information Receipt Form will need to be signed.

Please be aware that these reports will be released in compliance with Data Protection rules.

There is a standard fee for providing these reports. This fee is for the administration and incurred search costs and is non-refundable.

The fee is currently **£64.80**. Written applications, with a cheque made payable to Northern Ireland Fire & Rescue Service, should be forwarded to the address above.

Where multiple documents are requested at the same time, each item will attract a separate fee.

Should, subsequent to a search, there prove to be no record of attendance, NIFRS will confirm, in writing, that it did not attend.

You should also be aware of the following. Fire Reports/Incident Recording Forms are not forensic investigation reports:

- They do not include in-depth descriptions of damage to property; and
- Any indications regarding “cause of fire” are not considered by NIFRS as being definitive.

The above information is given on the basis that any application you decide to proceed with is made in the full knowledge of the nature of the fees.

**Geoff Somerville**  
**Group Commander (Protection)**