

# LFB charges for information

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Owner: **Chief Information Officer (CIO)**  
Responsible work team: **Information Management Team**

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## 1 Introduction

- 1.1 It is the Brigade's policy to recover costs for a range of services, which include, but are not limited to the charges for information below. This policy provides links to policies and documents stating where charges apply.

## 2 Cost recovery for services and information

- 2.1 The London Fire Brigade (LFB) has the discretion to charge for some services by virtue of the Fire and Rescue Services Act 2004 (as amended by the Localism Act 2011). It is agreed Brigade policy to charge for certain services and information for cost recovery including (but not limited to) the following:

### Special service incidents

- 2.2 The Brigade will make a charge for attendance at certain special service incidents including:
- Use of Brigade equipment to supply or remove water.
  - Clearing of flooded commercial premises.
  - Making structures safe where there is no risk of personal injury to the public.
  - Any special service which is classified as 'miscellaneous'.
  - Incidents involving chemicals/hazardous materials occurring other than in domestic locations.
  - Releasing people from lifts or effecting entry to a lift at non-emergency incidents (repeat calls).
- 2.3 There are a certain exemptions that may be applied to charging. For example, no charges are made at any type of incident while there remains any risk of fire, or a risk to life, see policy number 402 – Charging for special service incidents. LFB policy (from 1 November 2009) for releasing people from lifts is to charge lift owners or operators on the third lift release at the same building within a twelve month period. See policy number 663 - Shut in lift – attendance reduction policy.

### Incident information (e.g. fire reports) and still/moving images)

- 2.4 The Brigade is able to charge for the provision of information and appendix 1 sets out where a charge is levied and the current charge; charges are reviewed annually (normally from 1 April).
- Reports of incidents, including fire investigation reports, including confirmation of attendance, full fire reports and scientific advisors reports.
  - Photographs and video.
  - Environmental surveys.

### Attending automatic fire alarms (AFAs)

- 2.5 The introduction of a charge for attending automatic fire alarms (AFAs) was introduced in July 2013. See policy number 848 – Charging for automatic fire alarms.

## 3 Related information

- 3.1 The following policies should also be read in conjunction with this policy.
- Policy number 402 – Charging for special service incidents .
  - Policy number 663 – Shut in lift – attendance reduction policy.
  - Policy number 848 – Charging for automatic fire alarms.

## Appendix 1 – Information for which a charge is made



Information (including still and moving images)  
for which a charge is made

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# Information about fires and incidents attended by the London Fire Brigade

The following reports are available (as described on the following pages):

- Confirmation of attendance at a fire, special service or false alarm: **Free**
- Fire report for attendance at a primary fire (also known as 'FDR1 Fire Damage Report')<sup>†</sup>: **£114**
- Mobilisation report (end-of-incident report): **£114**
- Fire Investigation report (summary)<sup>†</sup>: **£155**
- Fire Investigation Report (full)<sup>†</sup>: **£466**
- Scientific Advisor Report<sup>††</sup>: **£260**

## General notes about access to fire information

The information contained within fire reports is exempt from the general right of public access on the basis that they contain information collected in confidence (where section 41 of the Freedom of Information Act 2000 (FOIA) would apply on a case by case basis).

Reports marked (+) are only provided to those that can demonstrate a legitimate interest in the property where the fire/incident occurred (e.g. ownership, residency or insurable interest would be examples of a legitimate interest). Reports marked (++) only available to product manufactures, commercial investigators, insurers, or those acting on their behalf.

The LFB is permitted to recover the costs for providing information (outside of the FOIA regime) under powers in Section 18A(1) of the Fire and Rescue Services Act 2004, as limited by the provisions of section 18B. The LFB charge on a cost recovery basis and do not make any profit from charging.

Charges are reviewed annually on the 1 April.

## Confirmation of attendance at an emergency incident

<b>Description</b>	The report confirms the attendance of the London Fire Brigade at an incident. This is available for fires, false alarms and special services (e.g. flooding, road traffic collisions). You will need to provide an address or location where the incident occurred and the date of the incident. The report will confirm whether LFB attended, date of the incident, time of call to the LFB, the location attended, and type of incident. A sample of the 'confirmation of attendance' is in <b>annex A</b> .
<b>Charge</b>	<b>FREE</b> (reviewed annually on 1 April).
<b>Format</b>	Paper or electronic (PDF) format.
<b>Eligibility</b>	Reports are available to anyone.
<b>Availability</b>	Post or email.
<b>Contact</b>	<p><b>Address:</b> Information access team, 169 Union Street, SE1 0LL</p> <p><b>Email:</b> <a href="mailto:IncidentReports@london-fire.gov.uk">IncidentReports@london-fire.gov.uk</a></p> <p><b>Phone:</b> 020 8555 1200 x 30422</p> <p><b>Website:</b> <a href="https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/">https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/</a></p>
<b>Requests</b>	A request for a fire report must be made in writing (email/letter) to the address above quoting the full address and date of the fire.
<b>Payment</b>	Payment can be made using a credit or debit card. When we have received your request, you will receive payment instructions from us and a link to our secure online payment portal hosted by GOV.UK Pay.
<b>Historic reports</b>	These reports are generally available from April 2009.

## Report of a primary fire attended

<b>Description</b>	The report of a primary fire (potentially more serious fires that harm people or cause damage to property) is available in either paper or electronic format. The report includes basic details about the primary fire incident attended by LFB such as where the fire took place, the time LFB were called and the time the fire was under control. The report also provides information about what LFB believes is the most likely cause of the fire. See sample in <b>annex C</b> .
<b>Charge</b>	<b>£114</b> (reviewed annually on 1 April) – sample in <b>annex B</b> . The Brigade can supply a 'confirmation of attendance at an incident' without charge.
<b>Eligibility</b>	Reports of a primary fire are issued only to those who have an interest in the property involved in the fire. Ownership, residency or insurable interest would be examples of legitimate entitlement. Reports may be disclosed to other parties who cannot prove their entitlement if such release of would be in the public interest.
<b>Availability</b>	Post or email (in PDF format).
<b>Contact and requests</b>	A request for a fire report must be made in writing (email/letter) to the address below quoting the full address and date of the fire. <b>Address:</b> Information access team, 169 Union Street, SE1 0LL <b>Email:</b> <a href="mailto:IncidentReports@london-fire.gov.uk">IncidentReports@london-fire.gov.uk</a> <b>Phone:</b> 020 8555 1200 x 30422 <b>Website:</b> <a href="https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/">https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/</a>
<b>Notes</b>	Occasionally, there may be changes to a primary fire report based on later findings and investigations. If you want to check whether there have been changes to a report already supplied, you can email the address above with the incident number and we can advise and send an updated report without further charge.
<b>Restrictions</b>	A 'report of a primary fire attended' will not be disclosed while an investigation into an incident is being carried out by a relevant authority (e.g. Police or Health and Safety Executive), or an enforcing authority (e.g. Borough council, or LFB itself) is taking action at the premises involved. The report will only be issued once any such investigation or enforcement action has been completed. Any personal data contained within these reports are exempt from disclosure where disclosure of the personal data would breach one or more of the principles of data protection law. Also excluded from this class are reports containing any other information to which an exemption under the Freedom of Information Act applies (for example, where a police or other investigation may be underway). All exempt information will be removed before copies of reports are provided.
<b>Historic reports</b>	Primary fire reports before 2004 are held by the London Metropolitan Archives (LMA), 40 Northampton Road, Clerkenwell, London, EC1R 6HB (telephone 020 7332 3820). They are made available for viewing in the LMA reading room by prior appointment. Reports are filed by date of fire so the LMA's staff will require both the address of a fire and its date to locate a report. The LMA web site is <a href="#">here</a> .

## Mobilisation report ('end-of-incident' report)

<b>Description</b>	The Mobilisation report can be produced for any type of incident. It includes details of the fire appliances and officers attending, together with mobilising messages between in the incident ground and Brigade Control (which handled emergency 999 calls). The data included in the Mobilisation report is drawn from the Brigade's mobilising system, and does not include detailed information about the incident, e.g. location descriptor, the cause or motive.
<b>Charge</b>	<b>£114</b> (reviewed annually on 1 April) – sample in <b>annex C</b> . The Brigade can supply a 'confirmation of attendance at an incident' without charge.
<b>Eligibility</b>	The Mobilisation report is issued only to those who have an interest in the property involved in the fire. Ownership, residency or insurable interest would be examples of legitimate entitlement. Reports may be disclosed to other parties who cannot prove their entitlement if such release of would be in the public interest.
<b>Availability</b>	Post or email (in PDF format).
<b>Contact and requests</b>	A request for a Mobilisation report must be made in writing (email/letter) to the address above quoting the full address and date of the incident. <b>Address:</b> Information access team, 169 Union Street, SE1 0LL <b>Email:</b> <a href="mailto:IncidentReports@london-fire.gov.uk">IncidentReports@london-fire.gov.uk</a> <b>Phone:</b> 020 8555 1200 x 30422 <b>Website:</b> <a href="https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/">https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/</a>
<b>Restrictions</b>	A Mobilisation report will not be disclosed while an investigation into an incident is being carried out by a relevant authority (e.g. Police or Health and Safety Executive), or an enforcing authority (e.g. Borough council, or LFB itself) is taking action at the premises involved. The report will only be issued once any such investigation or enforcement action has been completed. Any personal data contained within the reports will be redacted where disclosure of personal data would breach one or more of the principles of data protection law. Also excluded from this type of reports containing any other information to which an exemption under the Freedom of Information Act applies (for example, where a police or other investigation may be underway). All exempt information will be removed before copies of reports are provided.

## Fire investigation report and Scientific Advisor's report

<b>Description</b>	<p>Fire Investigation Reports are detailed reports of the results of an investigation into a fire if the circumstances of the fire are such that the LFB fire investigation team attended. Depending on the circumstances, a short summary version or full prose version may be available. The reports follow a template which covers synopsis, chain of events, evidence collection and conclusions plus any other information relevant to the investigation. A full report will also include photographs. In some circumstances a Scientific Advisor's Report is commissioned to analyse items found during fire investigation.</p> <p>Any personal data contained within reports are exempt from disclosure where disclosure of the personal data would breach one or more of the principles of data protection law.</p> <p>Also excluded from this class are reports containing any other information to which an exemption under the Freedom of Information Act applies (e.g. where a police or other investigation is underway). All exempt information is excluded from this class and (where possible) that information will be removed before copies of reports are provided, or will not be supplied.</p>
<b>Charge</b>	<p>Charges (reviewed annually on 1 April) depend on the type of report requested.</p> <ul style="list-style-type: none"> <li>• Summary report – <b>£155 – sample in annex D</b></li> <li>• Full report – <b>£466</b>.</li> <li>• Scientific advisor's report (<b>£260</b>) if available</li> </ul> <p>Note – that certain agencies are exempt from these charges, namely the police, HM coroners, and other fire and rescue services.</p>
<b>Contact</b>	<p><b>Address:</b> Information access team, 169 Union Street, SE1 0LL</p> <p><b>Email:</b> <a href="mailto:IncidentReports@london-fire.gov.uk">IncidentReports@london-fire.gov.uk</a></p> <p><b>Phone:</b> 020 8555 1200 x 30422</p> <p><b>Website:</b> <a href="https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/">https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/incident-reports/</a></p>
<b>Requests</b>	<p>Request for reports should be made in writing (email/letter). Please include the address and date of the fire together with the incident number (if known).</p>
<b>Notes</b>	<p>Charges are reviewed annually and are based on time spent preparing, researching and administration of the fire investigation.</p>



## Environmental surveys (petrol tanks and known leaks of petrol into the ground)

<b>Description</b>	Details held on the history of specific premises and whether or not there having been petrol tanks including the number and size of tanks, current usage and any known history of leaks or spillages at the premises. Any personal data contained are exempt from disclosure by virtue of data protection law. Some other information may also be exempt, either under the Freedom of Information Act or under the Environmental Information Regulations. All exempt information is excluded from this class and will be removed before copies of reports are provided.
<b>Charge</b>	<p><b>£70+VAT</b> is the minimum charge for a report with the results of an <i>individual</i> environmental search.</p> <p>Should the search reveal a history of petroleum storage at the premises, the completion of an 'Environmental Survey' (positive response) will attract an additional fee of <b>£70+VAT</b> (a total of <b>£140+VAT</b>).</p> <p>There will be an additional charge providing information as an 'express service' (i.e. a response within five working days) which is <b>£240+VAT</b> or copies of plans <b>£5+VAT</b> (each) in addition to the survey information.</p>
<b>Availability</b>	Email/post
<b>Contact</b>	<p><b>Address:</b> LFB Petroleum Group, 169 Union Street, London SE1 0LL</p> <p><b>Email:</b> petroleum@london-fire.gov.uk</p> <p><b>Phone:</b> 020 8555 1200</p> <p><b>LFB website:</b> <a href="https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/petroleum-enforcing-authority-pea/">https://www.london-fire.gov.uk/about-us/services-and-facilities/services-we-offer/petroleum-enforcing-authority-pea/</a></p>
<b>Requests</b>	A request for a petroleum related environmental survey must be made in writing (email/letter) using the address above quoting the full address of the property concerned. You will be advised of the cost once the search is carried out and an invoice will follow under separate cover.
<b>Notes</b>	<p>Please note that the charges as explained under this class of information stand whether or not the search reveals any petroleum history at the premises or not.</p> <p>Charges are reviewed annually and are based on time spent preparing, researching and collating the information.</p>

## Video of incidents attended by LFB

<b>Description</b>	<p>Video taken by London Fire Brigade (LFB) for inclusion in the video library, of selected incidents attended by the Brigade. Generally the video footage is of larger or 'special interest' incidents (e.g. chemical incidents), and may include Drone imagery. Please note, the LFB does not routinely capture video of incidents.</p> <p>Either the whole video or some scenes may contain personal data and may be exempt from disclosure where the release of personal data would breach one or more of the principles of data protection law.</p> <p>Also excluded is any video to which an exemption under the Freedom of Information Act applies (e.g. where a police or other investigation is underway).</p>
<b>Charge</b>	<p>Video footage (including drones): £150 for every 30 minutes (or part of 30 minutes).</p> <p>If a search or research is required to identify the video required then we may charge a search fee of <b>£25</b> (flat rate). You will be informed of charges (based on your request) and will be asked to pay before you are sent the video footage.</p>
<b>Availability</b>	<p>Tell us the incident number (if known) and the date and address of the incident. Also tell us whether you would like to receive the footage in any particular format. You will also need to tell us whether you intend to use the footage for personal interest or some other purpose (e.g. commercial purposes).</p>
<b>Contact</b>	<p><b>Address:</b> LFB Photographic Team, 169 Union Street, London SE1 0LL</p> <p><b>Phone:</b> 020 8555 1200 x30370</p> <p><b>Email:</b> <a href="mailto:fbphotos@london-fire.gov.uk">fbphotos@london-fire.gov.uk</a></p>
<b>Payment</b>	<p>Payment, in advance, is required via our online payment portal – a link will be sent when we acknowledge your order.</p>
<b>Commercial use</b>	<p>If you would like to use the footage for, for example, commercial purposes, then you will need to seek our permission before you do so. A reasonable charge may be made and you may need to enter into a licence before such use is permitted. We will inform you of all details.</p>
<b>Historic World War 2 film</b>	<p>For film London fire service activity during the Second World War, you should contact the photography archive at the Imperial War Museum which holds the Brigade's film archive for that period. <a href="http://www.iwm.org.uk">Film   Imperial War Museums (iwm.org.uk)</a></p>
<b>Eligibility</b>	<p>Video imagery of a primary fire are issued only to those who have an interest in the property involved in the fire. Ownership, residency or insurable interest would be examples of legitimate entitlement. Video imagery may be disclosed to other parties who cannot prove their entitlement if such release of would be in the public interest.</p>

## Still photographs from incidents attended by LFB and LFB events

<b>Description</b>	<p>Photographs taken by LFB for inclusion in the Brigade's photographic library, of selected and various incidents attended, and events organised by LFB. Please note, not all incidents and events are photographed. Please note that LFB does not routinely capture images at incidents. Generally the photos are of larger fires or 'special interest' incidents (e.g. chemical incidents). Photographs are also taken at some events, such as award ceremonies. Some images may contain personal data and will be exempt from disclosure where disclosure would breach one or more of the principles of data protection law. Also excluded from this class are images to which an exemption under the Freedom of Information Act applies.</p> <p>A selection of images and prints can be purchased online at <a href="http://www.lfbphotos.com">www.lfbphotos.com</a> or via the <a href="#">Mary Evans Picture Library (manly historic images)</a>. Images not available online can be purchased by contacting us.</p>
<b>Charge</b>	<p>The costs of images provided on disc, in electronic format, vary depending on the number requested. Requests for up to 1-49 images are charged at <b>£100</b> +VAT. Requests for 50-200 images is <b>£200</b> +VAT (flat rate). The cost of more than 200 images on request, but not more than £1+VAT per additional image.</p> <p>If a search or research is required to locate images then there may be a search fee of <b>£25</b> +VAT (flat rate). Applicants will be informed of any charge (based on the request) and will be asked to pay before the images are provided.</p>
<b>Contact</b>	<p><b>Buy images online at:</b></p> <ul style="list-style-type: none"> <li>• Mary Evans Picture Library (<a href="https://www.maryevans.com/">https://www.maryevans.com/</a>)</li> <li>• <a href="http://printstoreonline.com">London Fire Brigade Photos Prints and Wall Art (printstoreonline.com)</a></li> </ul> <p><b>For images not available online:</b>  <b>Address:</b> LFB Photographic Team, 169 Union Street, London SE1 0LL  <b>Phone:</b> 020 8555 1200 x30370  <b>Email:</b> <a href="mailto:lfbphotos@london-fire.gov.uk">lfbphotos@london-fire.gov.uk</a></p>
<b>Commercial use</b>	<p>Any images supplied (not available online) will be for your personal use only. If you would like to use the photographs for commercial purposes you will need to seek our permission before you do so. A reasonable charge may be made and you may need to enter into a licence before such use is permitted. We will inform you of all details when you contact us.</p>
<b>Eligibility</b>	<p>Images of a primary fire are issued only to those who have an interest in the property involved in the fire. Ownership, residency or insurable interest would be examples of legitimate entitlement. Images may be disclosed to other parties who cannot prove their entitlement if such release of would be in the public interest.</p>

## Sample: Confirmation of attendance



## Confirmation of attendance of London Fire Brigade to a fire incident

Date of report: 23 December 2014  
159923131/8566

Reference:

The data presented below have been derived from a computer database. The principal purpose of the database is statistical analysis and to facilitate this analysis, information has been classified into broad categories.

Incident number:	159923131
Fire station ground where fire occurred:	Enfield
Time and date of call to the Brigade:	14:38 hrs 19 November 2014
Origin of call:	Person (land line)
Recorded time and date of arrival of Brigade:	14:42 hrs 19 November 2014
Recorded time and date incident under control:	14:52 hrs 19 November 2014
Time and date incident closed:	15:30 hrs 19 November 2014

(The address below may not be shown in full as it could result in the disclosure of personal data under data protection law)

Street:	London Road
Locality:	
Town:	ENFIELD
County:	Middlesex
Post Code:	
Type of property where fire started:	Single shop
Supposed motive for the fire:	Accidental

(Note that the motive for a fire can rarely be determined with certainty and is not the subject of extensive enquiry by the Brigade at fires of this type. The most likely cause that can be ascertained while at the scene of the fire is recorded for Brigade and government statistical purposes only)

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## Sample: Report of primary fire attended



# Report of attendance of London Fire Brigade to a primary fire\* incident

Date of report: 07 December 2014

Reference: 151846111/4588

The data presented below have been derived from a computer database. The principal purpose of the database is statistical analysis and to facilitate this analysis, information has been classified into broad categories.

### LOCATION AND TIMINGS

<b>Incident number:</b>	151846111
<b>Fire station ground where fire occurred:</b>	Tottenham
<b>Time and date of call to the Brigade:</b>	19:35 hrs 17 September 2014
<b>Origin of call:</b>	Person (mobile)
<b>Was fire a 'late call' (i.e. fire out when Brigade called)?:</b>	No
<b>Recorded time and date of arrival of Brigade:</b>	19:39 hrs 17 September 2014
<b>Recorded time and date incident under control:</b>	23:50 hrs 17 September 2014
<b>Time and date incident closed:</b>	23:50 hrs 17 September 2014
<b>Street:</b>	London Road
<b>Locality:</b>	
<b>Town:</b>	LONDON
<b>County:</b>	
<b>Post Code:</b>	
<b>Type of property where fire started:</b>	Unlicensed House in Multiple Occupation - Up to 2 storeys
<b>Did fire have multiple seats?:</b>	No
<b>Estimated time between ignition and discovery of fire:</b>	Immediately
<b>Estimated time between discovery and call to Brigade:</b>	5 to 30 minutes
<b>How was the fire discovered</b>	Person

\* A primary fire is one that involves 'property' such as a building or vehicle

**FIRE ALARM**

<b>Was a fire alarm system present in the vicinity of the fire?:</b>	Yes
<b>Fire alarm type:</b>	Smoke alarm - 1 year battery
<b>Alarm System Location:</b>	Different floor from fire
<b>Did alarm operate?:</b>	Yes, but did not raise alarm
<b>Reason it did not operate or did not raise the alarm:</b>	Alarm was raised before the system operated

**BUILDING OCCUPANCY**

<b>Was anyone in the building at the time of the fire?:</b>	Yes
<b>Household occupancy at the time of the fire:</b>	Couple both under pensionable age with no children
<b>Is the building normally occupied?:</b>	Yes - occupied

**FIRE FOLLOWING A ROAD TRAFFIC COLLISION**

<b>Was a road traffic collision also involved?</b>	Yes
<b>Number of cars/small vehicles involved in the RTC:</b>	1
<b>Number of large vehicles involved in the RTC:</b>	0
<b>Number of motorbikes involved in the RTC:</b>	0
<b>Vehicle(s) from which person(s) were extricated:</b>	
<b>Vehicle type:</b>	Car
<b>Position of vehicle:</b>	On wheels
<b>Extrication method used:</b>	B post rip
<b>Approx time taken for extrication:</b>	16 - 30 minutes

**FIRE FIGHTING ACTION**

<b>Main action to fight the fire taken before arrival of the Brigade:</b>	None
<b>Reason for any delay in starting fire fighting by Brigade:</b>	No delay

<b>Main fire fighting action used by the Brigade:</b>	Main branch/Jet (J)
<b>Number of pumping appliances that attended:</b>	5
<b>Was use made of any manual fire fighting equipment provided in the property:</b>	No
<b>Were building fire fighting facilities used:</b>	No
<b>Were active fire fighting systems present:</b>	No

### BUILDING DETAILS

<b>Did Regulatory Reform Order appear to apply:</b>	No
<b>Any means of escape irregularities noted:</b>	
<b>Effectiveness of any building compartmentation:</b>	
<b>Was there any special method of building construction involved:</b>	None

### CAUSE AND DAMAGE

<b>Supposed motive for the fire:</b> <small>(The motive for a fire can rarely be determined with certainty. The most likely motive is recorded for Brigade and government statistical purposes only)</small>	Accidental
<b>Supposed action or defect that led to the fire:</b>	Vehicle crash or collision
<b>Make/model of faulty appliance (where known) if applicable:</b>	VAUXHALL Astra
<b>Most likely caused by:</b>	Adult (18 - 64)
<b>Supposed source of ignition:</b>	Engine, fuel line or pump
<b>Powered by:</b>	Not applicable
<b>Item ignited first:</b>	Wiring insulation
<b>Item mainly responsible for spreading the fire:</b>	Upholstered furniture
<b>Were there any hazardous materials involved?:</b>	Yes
<b>Name and UN Number:</b>	1203 PETROLEUM SPIRIT
<b>Cause of any rapid fire growth:</b>	No rapid fire growth
<b>Was there an explosion?:</b>	No
<b>Room/compartment where the fire started:</b>	Bedroom
<b>Heat and/or smoke damage only?:</b>	No
<b>Estimated size of fire on arrival of Brigade:</b>	Limited to room of origin

<b>If adjacent property involved on arrival, how far away was it:</b>	No other property affected
<b>Approximate extent of damage by fire and heat once fire under control:</b>	Limited to floor of origin (not whole building)
<b>If adjacent property involved once under control, how far away was it:</b>	No other property affected
<b>Approximate area damaged by fire (m<sup>2</sup>):</b>	6 - 10
<b>Approximate area of the room/compartment where fire started (m<sup>2</sup>):</b>	6 - 10



Approximate area of the floor where fire started (m<sup>2</sup>):21 -50

Approximate extent of total area damaged by fire, heat and smoke (m<sup>2</sup>):11 -20

Number of floors/decks in building/ship above  
ground floor (ground floor only = 0): 2

Approximate extent of area damaged by fire:  
(Outdoor fires only) (m<sup>2</sup> or whole hectares)

Number of floors/decks below ground/main deck  
(ground floor = 0): 0

Floor/deck where fire started: 0

#### VEHICLE DETAILS

Vehicle registration (number plate):

Vehicle Identification Number (VIN):

Manufacturer:

Model:

Had the vehicle been reported missing  
to the Police?: No

Did the vehicle appear to be abandoned?: No

#### PEOPLE INVOLVED

Number of people evacuated without Brigade  
assistance (dwelling fires only): 2

Number of people evacuated with Brigade  
assistance (dwelling fires only): 0

Approximate number of people evacuated with  
Brigade assistance

Reason for any delay to building evacuation: Evacuation, but no delay

Estimated time for completion of building evacuation: Immediately

Number of fatalities: 0

Number of persons injured  
(including those both injured and rescued): 1

Number of persons rescued uninjured: 0

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# Sample: Mobilisation report ('End of Incident') – pages 1 and 5 only

Log Print

Page 1 of 5

30/06/2021 10:46:16 by Direct Incident Print

Security Classification: OFFICIAL - SENSITIVE - PERSONAL DATA. Do not disclose this report outside the LFB. Refer any request for a copy to Information Management (ext 30422)

## Incident Log - 081335

Incident <b>081335</b>	Taken by <b>****</b>	at <b>06:04:44</b>	Stn <b>E38</b>	Status <b>C</b>
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Call <b>06:04:44</b>	Address <b>06:05:53</b>	Created <b>06:05:52</b>
Assigned <b>06:05:53</b>	Alerted <b>06:05:53</b>	
Mobile <b>06:07:26</b>	On Scene <b>06:10:02</b>	Stop <b>06:12:54</b>

Original Type <b>A1</b>
Additional Types
Revised Type <b>F</b>
Incident Tags <b>30</b>
<b>A1</b>
<b>A1_DEFAULT</b>

Repeat Calls
Incidents

Caller	Call Source <b>999</b>
Address	<b>,CONSORT ROAD,LONDON,SE15 2PL</b>

Summary <b>BIN SHED ALIGHT</b>
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Officer In Charge <b>Unknown</b>
Stop Message <b>30/06/2021 06:12:55 from E381</b>
<b>FIRE</b>

Appliances											
Csign	Stn	St	OIC	Ri	Plus	Assign	Alerted	Mobile	On Sc	Avail	Return
<b>E381</b>	<b>E38</b>	<b>1</b>	<b>0</b>	<b>Y</b>	<b>06:05:53</b>	<b>06:05:53</b>	<b>06:07:26</b>	<b>06:10:02</b>	<b>06:24:33</b>	<b>06:24:33</b>	
<b>E371</b>	<b>E37</b>	<b>1</b>	<b>0</b>	<b>Y</b>	<b>06:05:53</b>	<b>06:05:53</b>	<b>06:07:54</b>	<b>06:10:17</b>	<b>06:12:42</b>	<b>06:12:42</b>	
Callsign	Activation	Response	At Scene	Committed							
<b>E381</b>			<b>00:14:31</b>	<b>00:18:40</b>							
<b>E371</b>			<b>00:02:25</b>	<b>00:06:49</b>							

Additional Data	
Name	Data
<b>Borough</b>	<b>Southwark</b>
<b>Command Areas</b>	<b>South East</b>
<b>Electricity Provider</b>	<b>UKPN</b>
<b>Water Company</b>	<b>Thames</b>

Narrative			
Time	Op	Csign	Message
30/06/2021			
<b>06:04:44</b>	<b>****</b>		<b>Call Collection</b>
			<b>New incident key pressed</b>
<b>06:04:44</b>	<b>****</b>		<b>Call Collection</b>
			<b>ANI/ALI processed: Mobile CLI</b>

06:07:54	****	E371	Status changed from R - Committed To Incident to 2 - Proceeding to incident Officer In Charge changed from 46749D SUBO to -
06:10:02	****		Status changed from M - Mobile Incident to I - In Attendance
06:10:02	****	E381	Status changed from 2 - Proceeding to incident to 3 - In attendance at an incident
06:10:17	****	E371	Status changed from 2 - Proceeding to incident to 3 - In attendance at an incident
06:12:42	****	E371	Status changed from 3 - In attendance at an incident to 6 - Immediately available by radio
06:12:42	****	E371	Clear from Incident 081335-30062021
06:12:42	****	E371	Current Station changed from E37 to E38
06:12:43	****		Action Prompt 081335-30062021(M) under resourced displayed to All
06:12:55	****		Status changed from I - In Attendance to S - Stop
06:12:55	****		Revised Type changed from to F
06:12:55	****	E381	Stop FIRE
06:24:33	****		Status changed from S - Stop to F - Finished
06:24:33	****	E381	Status changed from 3 - In attendance at an incident to 6 - Immediately available by radio
06:24:33	****	E381	Clear from Incident 081335-30062021
06:24:41	****		Incident Closed

End of Log - 081335

## Sample: Summary fire investigation report

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### Fire Investigation Team Report of fire showing supposed cause and summary information

This report is based on information currently available and may be subject to change.

Incident number: 198561101

Date and time of call: 24/11/2014 22:31

Address of incident: 99 London Road

Type of property: House - single occupancy

Approx year of construction: 1950

Room/place fire started: Bedroom

Was there a fire alarm system: No

Most likely motive for fire: Accidental

Fire caused by: Electrical fault

Supposed cause: Faulty fuel supplies – Electricity

Source of ignition: Batteries, generators

Powered by: Electricity

Make/model (defective appliance):

Material of item ignited first: Plastic - raw material only

Percentage damage to item ignited first: 100%

Material mainly responsible for development of fire: Bed/mattress

Summary of incident:

Fire originated in bedroom of property. No evidence of smoking or use of candles in room of origin. Occupant stated there was a four way adaptor plugged into a single socket which was supplying both the television and phone charger, both of which were turned on. Mobile phone was intact but television sustained extensive damage, though many of the plastic components survived. Other than its metal components there was nothing left of the four way adaptor and the phone charger could not be located. Only the pins of the plug from the television remained. Burn patterns indicated that the fire started low down in the area of the chest of drawers - which is where the adaptor had been. With the available evidence a fire in the TV cannot be discounted but the most likely cause is a fault in the four way adaptor.

Were sample(s) taken for analysis: No

This report is produced Fire Investigation Team, Dowgate Fire Station 020 8555 1200 ext 35700

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# Document history

## Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	17/07/2015	SDIA	H - 13/08/2015	HSWIA		RA	
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## Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 9	Minor amendments to wording in table in Appendix 1.	29/07/2015
Page 16	SDIA date added.	21/08/2015
Page 4 Page 6	Fire report charge changed from £93 to £97 Fire investigation summary report charge changed from £93 to £97. Fire investigation full report charge changed from £57 to £62 and £285 to £310. Scientific advisors report charge changed from £95 to £97	21/04/2016
Throughout	Charging figures updated in line with 2017/18 prices. Reviewed as current.	22/05/2017
Throughout	This policy has been reviewed as current with charging figures updated in line with 2018/19 prices. Minor amendments made to email and telephone contacts. Changes made to reflect the abolition of LFEPa now replaced with London Fire Commissioner (LFC).	11/06/2018
Appendix 1	Minor change in 'Charge' information (waiver).	24/09/2018
Throughout	Amendments made to reflect the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner. Please see audit trail for further details.	12/11/2018
Throughout	Charging figures updated in line with 2019/20 prices. Reviewed as current.	16/08/2019
Throughout	Minor terminology changes made to the content.	28/08/2020
Page 2	A warning heading has been added to this policy.	25/05/2022
Throughout	Charging figures updated in line with 2022/23 prices and terminology changes, reviewed as current.	17/11/2022

## Subject list

You can find this policy under the following subjects.

Special charges	Cost recovery
AFA's	

## Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification