

STEPS IN REGISTERING A FIRE PROTECTION ASSOCIATION (FPA) AND ITS FIRE PROTECTION OFFICER (FPO)

1. Department of Water Affairs and Forestry (DWAF) [regional staff](#) advise stakeholders on forming an FPA.
2. Initiators of the FPA hold a [founding meeting](#).
3. Initiators of the FPA complete [Form 1](#): Application for registration of FPA Part 1 and take it to an appropriate local government representative (municipal manager or exco official). [DWAF Regional Fire Adviser](#) assists where required.
4. Local government representative approves application and FPA representative takes it to the DWAF regional office.
5. DWAF regional office makes recommendations and sends application to head office for approval.
6. DWAF head office [assesses](#) and approves [Form 1](#).
7. Candidate FPA completes [Form 2](#), [constitution](#) and [business plan](#), appoints an [FPO](#) and takes these documents to the local government representative. DWAF Regional Fire Adviser assists where required.
8. Local government representative approves documents and FPA representative takes them to the DWAF regional office.
9. DWAF regional office reviews Form 2, constitution, business plan and FPO appointment, makes recommendations and sends it to head office for approval.
10. DWAF head office [assesses Form 2](#), approves it, [registers the FPA](#) and the [FPO](#) and issues a registration number and registration certificate.
11. FPA and FPO now have their powers under the Act. DWAF Regional Fire Adviser advises FPA and FPO where required.