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**Published by Authority**

JAISTHA 14

FRIDAY, JUNE 4, 2004

[SAKA 1926

**PART I** - Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF FIRE SERVICES**  
**WRITERS' BUILDINGS, KOLKATA**

**NOTIFICATION**

No.1079/FS/O/C-1/F1A-3/96 - 05th April, 2004 — In exercise of the powers conferred by sub-section (2) of section 10, section 12, section 13, section 14, sub-section (2) and sub-section (5) of section 15, section 18, section 19 and section 38 read with clause (aa), clause (b), clause (cc), clause (h) and clause (i) of sub-section (2) of section 40 of the West Bengal Fire Services Act, 1950 (West Ben. Act XVIII of 1950) and in supersession of all previous rules, orders and notifications on the subject, the Governor is pleased hereby to make the following rules :—

*Rules*

**1. Short title and commencement** — (1) These rules may be called the West Bengal Fire Services (Fire Licence) Rules, 2004.

(2) They shall come into force on the date of their publication in the *Official Gazette*.

**2. Definitions** — (1) In these rules, unless the context otherwise requires —

- (a) "the Act" means the West Bengal Fire Services Act, 1950 (West Ben. Act XVIII of 1950);
- (b) "appeal" means an appeal preferred under section 111, or sub-section (5) of section 15, or section 38 of the Act;
- (c) "appellate authority" means the authority appointed under rule 13;
- (d) "fire licence" means the licence granted under section 12;
- (e) "Form" means Form appended to these rules;
- (f) "Schedule" means Schedule appended to these rules;
- (g) "section" means section of the Act.



(2) Words and expressions used and not defined in these rules, but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

**3. Quantities of hazardous substance stored or processed without fire licence**—No premises shall be used for—

- (a) storing, pressing or keeping hazardous substances, specified in column (2) of Schedule I, in excess of the quantity exempted from fire licence as specified in column (3) of the said Schedule, or
- (b) processing or keeping hazardous substances specified in column (2) of Schedule II of any quantity, unless the owner or the occupier thereof shall have previously been granted a fire licence under section 12.

**4. Manner of endorsement of requisition for fire safety**—(1) The owner or the occupier of any premises intending to apply for a fire licence may make an application to a concerned licensed agency for obtaining a requisition for fire safety based on the plan of warehouse or workshop and layout designs of various fire protection systems as designed in the plan:

Provided that an owner or occupier already possessing a Fire Safety Certificate duly endorsed under sub-section (3) of section 11C, shall not be required to obtain a requisition for fire safety.

(2) On receipt of an application under sub-rule (1), the concerned licensed agency shall forward a duly authenticated requisition for fire safety in Form A, to the Director-General for his endorsement.

(3) On receiving the requisition for fire safety, the Director-General or the superior nominated authority, being satisfied about the adequacy of fire prevention and fire safety measures specified in the Act or the rules made there under in respect of the concerned premises, shall endorse the requisition for fire safety in the said Form A.

**5. Manner of making an application for granting fire licence**—The owner or the occupier of a premises, intending to obtain a fire licence under the Act, shall make an application in Form B to the Collector along with the following documents:

- (a) a copy of the requisition of fire safety in Form A duly endorsed by the Director-General under rule 4 or a copy of Fire Safety Certificate duly endorsed under section 11C, if already possessed;
- (b) two copies of site plan of the warehouse or work shop drawn to the scale of 1 c.m. = 1 m.;
- (c) a statement showing the name and maximum quantity of hazardous substances, which shall be stored or processed in the premises at any material point of time;
- (d) a statement showing the details of fire services, including the number of full time fire personnel and their qualifications, and names of fire prevention and fire safety appliances if any, which the owner or the occupier of such premises shall maintain.

**6. Premises to conform certain conditions for granting fire licence**—No fire licence shall be granted for using premises for storing or processing of hazardous substances, unless the said premises conforms to the conditions—

- (a) that no part of the premises shall be used, or no open or naked light shall be kept therein, for cooking or any other purpose excepting the purpose of storing or processing of the hazardous substances, as mentioned in the application for granting fire licence;
- (b) that electrical installations of the premises shall be in proper condition fulfilling the existing electricity rules; and
- (c) that there shall be such number of sources of adequate water within or in the perimeter of such premises, as the Collector or the Director-General may deem expedient.

**7. Computation and payment of annual fee for granting or renewal of fire licence**—(1) On receipt of the application under rule 5 and subject to the provision of sub-rule (2), the Collector shall, calculate the annual fee for storing or processing of hazardous substances in accordance with such rate percent as specified in column (4) of Schedule I, or as the case may be, column (3) of Schedule II, but in no case the minimum annual fee payable shall be less than Rs. 100/-.

(2) If the Collector is satisfied that the applicant for granting or renewal of fire licence maintains his own fire services by employing qualified and full-time fire personnel supported by adequate fire-fighting appliances, he may allow a rebate in annual fee at the rate specified in column (3) of Schedule III.

(3) After computing the annual fee specified in sub-rule (1), the Collector shall direct the applicant in Form C





deposit such fee in any Government treasury or sub-treasury of West Bengal and to forward the original challan (receipt) to the office of the Collector.

**8. Issue of fire licence** – On receipt of the original treasury challan as specified in sub-rule (3) of rule 7, the Collector shall issue a fire licence in Form D subject to the conditions noted on the back of such licence.

**9. Period of validity of fire licence** – Every fire licence shall remain valid for a period of one year with effect from the date of issue or renewal of such licence.

**10. Renewal of fire licence** – (1) Every fire licence shall be renewed in the month bearing the date of expiry of its term mentioned in such fire licence.

(2) The application for renewal of fire licence shall be made in Form B, at least before a month of expiry of the licence, to the Collector in the Form specified in rule 5 along with the following documents: –

- (a) a copy of the Fire Safety Certificate duly endorsed under section 11C;
- (b) a copy of the last fire licence; and
- (c) the documents specified in clauses (c) and (d) of rule 5.

(3) Computation and payment of annual fees for renewal of fire licence shall be made in the manner specified in rule 7.

**11. Manner of submission of memorandum by the applicant in case of refusal of new fire licence or renewal thereof** – If the Collector refuses to grant or renew a fire licence in terms of the provisions of sub-section (4) of section 13, the applicant may, for the purpose of granting or renewal of such fire licence, submit an appeal, along with a court fee stamp of Rs. 10/-, to the authority under sub-section (5) of section 15 requesting to reconsider such decision of the Collector.

**12. Change of occupation of premises having fire licence** – (1) On receipt of the notice under section 19 for change in occupation of any premises requiring a licence under section 12 having a valid fire licence, if the Collector, in consultation with the Director-General or any superior nominated authority, is satisfied that the fire prevention and fire safety measures taken by the previous occupiers are adequate enough, he shall serve a notice in Form E to the person entering into occupation, requesting such person to deposit a fee of Rs. 100/- only in any Government treasury or sub-treasury of West Bengal and to forward the original challan (receipt) to the Collector within thirty days from the date of issue of the notice.

(2) On receipt of the original treasury challan (receipt) as specified in sub-rule (1), the Collector shall, in lieu of the name of the previous occupier, substitute the name of the person entering into occupation of the premises as mentioned in the fire licence in respect of such premises.

**13. Appointment of appellate authority** – The State Government shall, by an order, appoint an officer not below the rank of Joint Secretary to the Government, to be the appellate authority on such terms and conditions as may be specified in the said order.

**14. Manner of filing appeal** – An appeal shall be made to the appellant authority in Form F.

**15. Notice for hearing appeal** – The appellate authority shall serve a notice in Form G to the appellant at least three days before the hearing of the appeal.

**16. Notice of entry for inspection** – The appellate authority may, if it considers necessary for the purpose of ascertaining the adequacy or the contravention of fire prevention and fire safety measures required to be provided under the Act, by serving a notice in three days advance to the appellant in Form H, inspect the land or building of any appellant before disposal of the appeal.

**17. Disposal of appeal** – The appellate authority shall, after hearing the appellant or inspecting the building or premises of the appellant, dispose of the appeal by serving a notice to the appellant in Form I, for carrying out his directions within a date stipulated in the said Form:

Provided that the appellant authority may reject an appeal on the following grounds: –

- (a) if the appellant absents himself on the date of hearing, and fails to show any valid reason therefor within twenty-four hours from the date of hearing; or
- (b) if the appellant obstructs the appellant authority from entering into the land and building for inspection under rule 16.

By order of the Governor,

**K. SATHIAVASAN**  
Secy. to the Govt. of West Bengal

**CONDITIONS**

(1) The premises shall at all times be open to inspection by such officer or officers being member or members of the Fire Brigade as may be appointed by the Director General or the Collector.

(2) The premises shall conform to the conditions prescribed under section 13 of the West Bengal Fire Services Act, 1950 and the rules made thereunder.

(3) No article referred to in clause (h) of section 2 of the West Bengal Fire Services Act, 1950 shall be stored or processed in any manner on the top of roof of any building constituting or forming part of the premises in respect of which the Fire License has been granted.

(4) In case the premises is used for the storing or processing of any hazardous substance no person shall be allowed (a) to use such part of the premises as residence, and (b) to bring into the premises any substance that may cause ignition.

(5) In case the licensee is allowed a rebate, in terms of [the proviso to] sub-rule (2) of rule 7 of the West Bengal Fire Services (Fire Licencee) Rules, 2004, he shall furnish a quarterly return of the fire-fighting appliances and fire personnel, issued by a licensed agency, to the Director or superior nominated authority every month.





**SCHEDULE-I**  
[See clause (a) rule 3]

**TABLE SHOWING THE RATES OF ANNUAL FEES FOR USING A PREMISES FOR  
STORING HAZARDOUS SUBSTANCES AND SMALL QUANTITIES  
EXEMPTED FROM FIRE LICENCE**

**PART A — Non-Chemicals**

Serial No.	Class and quantity of hazardous substances	Quantities Exempted from fire License	Rate percent of the annual value of the building or place on the basis of which the annual fee is to be calculated	Maximum annual fee (Rs.)
(1)	(2)	(3)	(4)	(5)
1.	Storing, pressing or keeping of <u>Jute</u> not exceeding 18,660 Kgs.	1870 Kgs.	20	6,000
2.	Storing, pressing or keeping of <u>Jute</u> above 18,660 kgs. but not exceeding 55,990 kgs.	Same as Sl. No. 1	25	8,000
3.	Storing, pressing or keeping of <u>Jute</u> above 55,990 kgs.	Same as Sl. No. 1	30	10,000
4.	Storing, pressing or keeping of <u>Gunny</u> bags or gunny in any form not exceeding 18,660 kgs.	1870 Kgs.	20	6,000
5.	Storing, pressing or keeping of <u>Gunny</u> bags or gunny in any form above 18,660 kgs.	Same as Sl. No. 4	25	8,000
6.	Storing, pressing or keeping of <u>cotton</u> not exceeding 7,470 kgs.	1870 kgs.	20	6,000
7.	Storing, pressing or keeping of <u>cotton</u> above 7,470 kgs but not exceeding 18,660 kgs	Same as Sl. No. 6	25	8,000
8.	Storing, pressing or keeping of <u>cotton</u> above 18660 kg.	Same as Sl. No. 6	30	10,000
9.	Storing, pressing or keeping of <u>hemp</u> not exceeding 7470 kgs.	930 kgs.	20	6,000
10.	Storing, or pressing or keeping of <u>hemp</u> above 7,740 kgs. but not exceeding 18,660 kgs.	Same as Sl. No. 9	25	8,000
11.	Storing, or pressing or keeping of <u>hemp</u> above 18,660 kgs.	Same as Sl. No. 9	30	10,000
12.	Storing or keeping of <u>resin</u> not exceeding 3730 kgs.	370 kgs.	20	6,000
13.	Storing or keeping of <u>resin</u> above 3730 kgs.	Same as Sl. No. 12	25	8,000
14.	Storing of keeping of <u>varnish</u> not exceeding 3,730 lts.	370 lts.	20	6,000

15.	Storing or keeping of <u>varnish</u> above 3,730 Lts.	Same as Sl. No. 14	25	8,000
16.	Storing or keeping of <u>paint</u> not exceeding 3,730 lts.	180 lts	20	6,000
17.	Storing or keeping of <u>paint</u> above 3,730 kgs.	Same as Sl. No. 16	25	8,000
18.	Storing or keeping of <u>bitumen</u> not exceeding 3,730 kgs.	1870 kgs.	20	6,000
19.	Storing or keeping of bitumen above 3,730 kgs.	Same as Sl. No. 18	25	8,000
20.	Storing or keeping of <u>tar</u> not exceeding 3,730 kgs.	1870 kgs.	20	6,000
21.	Storing or keeping of <u>tar</u> above 3,730 kgs.	Same as Sl. No. 20	25	8,000
22.	Storing or keeping <u>tallow</u> not exceeding 3,730 kgs.	1870 kgs.	20	6,000
23.	Storing or keeping of tallow above 3,730 kgs.	Same as Sl. No. 22	25	8,000
24.	Storing or keeping of <u>pitch</u> not exceeding 3,730 kgs.	1870 kgs.	20	6,000
25.	Storing or keeping of pitch above 3,730 kgs.	Same as Sl. No. 24	25	8,000
26.	Storing or keeping of <u>shellac</u> not exceeding 3,730 kgs	930 kgs.	20	6,000
27.	Storing or keeping of shellac above 3,730 kgs	Same as Sl. No. 26	25	8,000
28.	Storing or keeping of <u>linseed oil</u> not exceeding 3,730 kgs.	370 kgs.	20	6,000
29.	Storing or keeping of linseed oil above 3,730 kgs.	Same as Sl. No. 28	25	8,000
30.	Storing or keeping of <u>asphaltum</u> not exceeding 3,730 kgs.	930 kgs.	20	6,000
31.	Storing or keeping of asphaltum above 3,730 kgs.	Same as Sl. No. 30	25	8,000
32.	Storing or keeping of <u>wood</u> for fuel above 1,870 kgs.	1870 kgs.	20	6,000
33.	Storing or keeping of wood other than for fuel (excluding furniture kept in the building or place for ordinary use) not exceeding 9,330 kgs.	1870 kgs.	20	6,000
34.	Storing or keeping of <u>wood</u> other than for fuel (excluding furniture kept in the building or place for ordinary use) above 9,330 kgs. but not exceeding 37,300 kgs.	Same as Sl. No. 33	25	8,000



35.	Storing or keeping of <u>wood</u> other than for fuel (excluding furniture kept in the building or place for ordinary use) above 37,00 kgs.	Same as Sl. No. 33	30	10,000
36.	Storing or keeping of <u>coal</u> not exceeding 50,800 kgs.	4060 kgs	20	6,000
37.	Storing or keeping of <u>coal</u> above 50,800 kgs. but not exceeding 203,210 kgs.	Same as Sl. No. 36	25	8,000
38.	Storing or keeping of coal above 203,210 kgs.	Same as Sl. No. 36	30	10,000
39.	Storing or keeping of charcoal not exceeding 10,160 kgs.	2030 kgs	20	6,000
40.	Storing or keeping of <u>charcoal</u> above 10,160 kgs.	Same as Sl. No. 39	25	8,000
41.	Storing or keeping of <u>celluloid</u> other than cinema films, above 250 kgs.	50 kgs	25	8,000
42.	Storing or keeping of celluloid other than cinema films, above 250 kgs. but not exceeding 510 kgs.	Same as Sl. No. 41	30	10,000
43.	Storing or keeping of celluloid other than cinema film, above 510 kgs.	Same as Sl. No. 41	30	12,000
44.	Storing keeping of <u>cinema film</u> , other than safety (Acetate Base) film, by cinema above 30 kgs.	30 kgs	25	8,000
45.	Storing or keeping of cinema films other than Safety (Acetate Base) films, by persons or Institutions other than cinema house, not Exceeding 45 kgs.	Same as Sl. No. 44	20	6,000
46.	Storing or keeping of cinema films, other than safety (Acetate Based) films, by persons or institutions other than cinema houses, above 45 kgs. but not exceeding 110 kgs.	45 kgs.	25	8,000
47.	Storing or keeping of <u>cinema films</u> , other than safety (Acetate Based) films, by persons or institutions other than cinema houses, above 110 kgs.	45kgs.	30	10,000
48.	Storing, pressing or keeping of <u>straw</u> not exceeding 18,660 kgs.	1870 kgs.	20	6,000
49.	Storing, pressing or keeping of <u>straw</u> above 18,660 kgs.	Same as Sl. No. 48	25	8,000
50.	Storing, pressing or keeping of hay not exceeding 18,660 kgs.	1870 kgs	20	6,000
51.	Storing, pressing or keeping of <u>hay</u> above 18,660 kgs.	Same as Sl. No. 50	25	8,000
52.	Storing, pressing or keeping of <u>rattan</u> cane not exceeding 18,660 kgs.	1870 kgs.	20	6,000

53. Storing, pressing or keeping <u>rattan</u> cane above 18,660 kgs.	Same as Sl. No. 52	25	8,000
54. Storing, pressing or keeping of <u>ulu</u> grass not exceeding 18,660 kgs.	930 kgs	20	6,000
55. Storing, pressing or keeping of <u>ulu</u> grass above 18,660 kgs.	Same as Sl. No. 54	25	8,000
56. Storing or keeping or <u>Golpata</u> not exceeding 18,660 kgs.	930 kgs	20	6,000
57. Storing or keeping of <u>Golpata</u> above 18,660 kgs.	Same as Sl. No. 56	25	8,000
58. Storing or keeping or <u>Darma</u> not exceeding 18,660 kgs.	930 kgs	20	6,000
59. Storing or keeping or <u>Darma</u> above 18,660Kgs.	Same as Sl. No. 58	25	8,000
60. Storing, pressing or keeping of <u>cocoanut</u> fibre not exceeding 18,660 kgs.	930 kgs.	20	6,000
61. Storing, pressing or keeping of <u>cocoanut</u> fibra above 18,660 kgs.	Same as Sl. No. 60	25	8,000
62. Storing or keeping of articles made or <u>cocoanut</u> fibra not exceeding 18,660 kgs.	930 kgs	20	6,000
63. Storing or keeping of articles made of <u>cocoanut</u> fibra above 18,660 kgs.	Same as Sl. No. 62	25	8,000
64. Storing, pressing or keeping of <u>waste</u> paper not exceeding 18,660 kgs.	930 kgs	20	6,000
65. Storing or pressing or keeping of <u>waste</u> paper above 18,660 kgs.	Same as Sl. No. 64	25	8,000
66. Storing or keeping of <u>Hogla</u> not exceeding 18,660 kgs.	1870 kgs	20	6,000
67. Storing or keeping of <u>hogla</u> above 18,660 kgs.	Same as Sl. No. 66	25	8,000
68. Storing or keeping of <u>bamboo</u> not exceeding 18,660 kgs.	3730kgs.	20	6,000
69. Storing of keeping of <u>bamboo</u> above 18,660 kgs.	Same as Sl. No. 68	25	8,000
70. Storing of keeping of <u>packing boxes</u> not exceeding 9,330 kgs.	1870 kgs	20	6,000
71. Storing of keeping of <u>packing boxes</u> above 9,330 kgs.	Same as Sl. No. 70	25	8,000
72. Storing of keeping of <u>rag</u> s not exceeding 18,660 kgs.	1870 kgs	20	6,000





73.	Storing of keeping of <u>rag</u> above 18,660 kgs.	Same as Sl. No. 72	25	8,000
74.	Storing of keeping of <u>matches</u> not exceeding 50 cases.	5 cases	20	6,000
75.	Storing of keeping of <u>matches</u> above 50 cases.	Same as Sl. No. 74	25	8,000
76.	Storing of keeping of <u>rubber</u> , whether synthetic or natural, including articles manufactured with rubber as an ingredient, <del>above</del> <sup>not</sup> 3,730 kgs. <i>exceeding</i>	370 kgs	20	6,000
77.	Storing of keeping of <u>rubber</u> , whether synthetic or natural, including, articles manufactured with rubber as an ingredient, above 3,730 kgs.	Same as Sl. No. 76	25	8,000
78.	Storing, pressing or keeping of <u>wax</u> in any form not exceeding 250 kgs.	50 kgs	20	6,000
79.	Storing, pressing or keeping of <u>Wax</u> in any form above 250 kgs.	Same as Sl. No. 78	25	8,000
80.	Storing or keeping of <u>plastic powder</u> , granules or plastic products, not exceeding 930 kgs.	370 kgs	20	6,000
81.	Storing or keeping of <u>plastics powder</u> , granules and plastic products, above 930 kgs.	Same as Sl. No. 80	25	8,000
82.	Storing of keeping of <u>petroleum products</u> Above 90 litres.	90 litres	30	12,000
83.	Storing or keeping of <u>petroleum</u> above 90 litres.	90 litres	30	12,000
84.	Storing or keeping of <u>Kerosene</u> Above 90 litres.	90 litres.	30	10,000
85.	Storing, pressing or keeping of <u>wool</u> above 190 kgs.	190 kgs.	30	10,000
86.	Storing, pressing or keeping of <u>paper</u> unless it is properly stacked and tightly pressed or baled or of asphalted, oiled or tarred paper of quantity not exceeding 18,660 kgs.	930 kgs.	20	6,000
87.	Storing, pressing or keeping of <u>paper</u> unless it is properly stacked and tightly, pressed or baled or of asphalted, oiled or tarred paper, of quantity exceeding 18,660 kgs.	Same as Sl. No. 86	25	8,000
88.	Storing, pressing or keeping of <u>cardboard</u> unless it is properly stacked and tightly pressed or baled, not exceeding 18,660 kgs.	930 kgs.	20	6,000
89.	Storing, pressing or keeping of <u>cardboard</u> unless it is properly stacked and tightly pressed or baled, exceeding 18,660 kg.	Same as Sl. No. 88	25	8,000

90.	Storing, pressing or keeping of <u>pressed paper board</u> unless it is properly stacked and tightly pressed or baled, not exceeding 18,660 kg.	930 kg.	20	6,000
91.	Storing, pressing or keeping of <u>pressed paper board</u> unless it is properly stacked and tightly pressed or baled, exceeding 18,660 kg.	Same as Sl. No. 90	25	8,000
92.	Storing, pressing or keeping of <u>kapok</u> not exceeding 7,470 kg.	1870 kg.	20	6,000
93.	Storing, pressing or keeping of <u>kapok</u> above 7,470 kg. but not exceeding 18,660 kg.	Same as Sl. No. 92	25	8,000
94.	Storing, pressing or keeping of <u>kapok</u> above 18,660 kg.	Same as Sl. No. 92	30	10,000
95.	Storing, pressing or keeping of <u>soft coke</u> exceeding 4,060 kg.	4060 kg.	20	6,000
96.	Storing, pressing or keeping of <u>hard coke</u> exceeding 4,060 kg.	4060 kg.	20	6,000
97.	Storing, pressing or keeping of <u>gas coke</u> exceeding 4,060 kg.	4060 kg.	20	6,000
98.	Storing or keeping of <u>wood</u> (excluding furniture kept in the building or place for ordinary use) not exceeding 9,330 kg.	1870 kg.	20	6,000
99.	Storing or keeping of <u>wood</u> (excluding furniture kept in the building 9,330 kg. but not exceeding 37,320 kg.	Same as Sl. No. 98	25	8,000
100.	Storing or keeping of <u>wood</u> (excluding furniture kept in the building or place for ordinary use) exceeding 37,320 kg.	Same as Sl. No. 98	30	10,000
101.	Storing or keeping of articles of <u>celluloid</u> other than cinema films not exceeding 250 kg.	50 k.g.	25	8,000
102.	Storing or keeping of articles of <u>celluloid</u> other than cinema films exceeding 250 kg. but not exceeding 300 kg.	Same as Sl. No. 101	30	10,000
103.	Storing or keeping of articles of <u>celluloid</u> other than cinema films exceeding 500 kg.	Same as Sl. No. 101	30	12,000
104.	Storing or keeping of articles of <u>shellac</u> not exceeding 3,730 kg.	930 kg.	20	6,000
105.	Storing or keeping of articles of <u>shellac</u> exceeding 3,730 kg.	Same as Sl. No. 104	25	8,000
106.	Storing or keeping of articles of <u>bamboo</u> not exceeding 18,660 kg.	3730 kg.	20	6,000
107.	Storing or keeping of articles of <u>bamboo</u> exceeding 18,660 kg.	Same as Sl. No. 106	25	8,000
108.	Storing or keeping of articles of <u>Darma</u> not exceeding 18,660 kg.	930 kg.	20	6,000

