

This form advises DFES that a monitored Direct Brigade Alarm (DBA) has changed ownership/billing details/contacts. This form must be returned to Fire Alarm Monitoring Services within ten (10) days from receipt. Please return this form within the required time frame to ensure the monitored site is not placed offline. Please print clearly and use block letters.

1. Current Details of Premises (Mandatory Section)			
DBA Number			
Name of Building			
Building Address			
Suburb & State		Post Code	
2. Current Responsible Entity (Mandatory Section)			
Current Company / EUA Entity		<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
ABN / ACN for Company			
Trustee Name (If Applicable)			
Trustee ABN / ACN			
Trust Name (If Applicable)			
Trust ABN			
Entity Contact Name			
Entity Phone		Mobile	
Entity Email			
Entity Address			
Suburb & State		Post Code	
FAMS Office Use Only – Responsible Entity Check			
<i>If the details in Section 2 do not match CRFAMS Billing Details Tab – start Schedule 1 Tasklist and request client to complete Section 3 if not already completed.</i>			
3. Former Details of Premises (If Applicable)			
<i>If different to current details & notifying of Site Name/Address/Responsible Entity Change</i>			
Former Building Name			
Building Address			
Suburb & State		Post Code	
For Street Number/ Name Change – Please provide a reason for the change:			
Old Company Entity (If known)			
Date of Entity Transfer			
Invoice Reference / PO#			
Were the DFES Annual Monitoring Fees included in the settlement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Annual Monitoring Fees are calculated and transferred Pro-rata to the new entity effective from the date this form is received and completed correctly unless evidence can be provided for another date or the DFES Annual Monitoring Fees were included in the settlement.</i>			
4. Current Billing Details (Mandatory Section)			
Care Of (If Applicable)	C/-		
Billing Address			
Suburb & State		Post Code	
Billing Contact Name			
Billing Contact Phone		Mobile	
Billing Email			
Invoice Reference / PO#			

Date of Change of Biller

5. Nominated Site Contacts (All Fields Required)

Business Hours – 9:00-17:00 (Mandatory)		After Hours #1 – 24/7 (Mandatory)	
Full Name		Full Name	
Position		Position	
Phone/Mobile		Phone/Mobile	
Email		Email	
After Hours #2 – 24/7 (Mandatory)		After Hours #3 – 24/7 (Optional)	
Full Name		Full Name	
Position		Position	
Phone/Mobile		Phone/Mobile	
Email		Email	

Please note the following about Nominated Site Contacts:

If required contacts are not provided for new alarm applications, the alarm may not be connected or monitored.

For existing DBA alarms, missing contacts may result in the alarm being taken offline.

Fire Service Agents cannot be listed as contacts without DFES permission.

Nominated contacts must be able to request Fire Service Agent attendance (24/7). If a third-party call centre is nominated, they must have internal authority measures in place.

Nominated contacts will be called if there's a loss of communication with the Fire Indicator Panel (FIP), secondary alarm events, or faults, at any time of day or night. They'll only be notified once per day about faults or secondary alarms.

For primary alarms, all nominated contacts will be called if requested by the site.

DFES COMCEN may call nominated contacts when necessary.

☐ I wish to be nominated for Primary Fire Alarm Activations – If left unchecked, contacts will only be notified for Faults and Secondary Signals.

6. Applicant's Declaration (Please Print Clearly and use block letters)

Please note that the Schedule 1 forms part of the Agreement between DFES and the Client. It provides the contact details for notices under the Agreement, including phone numbers, postal address, and email.

The provisions in the Schedule 1 are enforceable as part of the Agreement. If any information changes, the Client must promptly update and return the Schedule 1, ensuring that the information provided is accurate and not misleading, as they will be legally bound by it.

The updated Schedule 1 should be delivered via hand delivery, post, or email, with specific guidelines regarding when it is considered received. It is crucial that contact details are kept current to ensure that Brigades are properly informed. In the event of a fire emergency on site, outdated contact information could result in delays, as the Brigade may not have the correct numbers for the site.

Signature of Authorised Applicant	
Name of Authorised Applicant	
Position of Authorised Applicant	
Company / Business Name	
Applicants Email	
Applicants Phone	
Date	