

To: <RESPONSIBLE PERSON>

RE: Information Request Relevant to A Fire Investigation

As a fire investigator, I have authority under section 26 (5) of the Fire Safety Act to request any information or record relevant to the purposes of performing a fire investigation, without charge or unreasonable delay, that is related to the investigation of any fire scenes and the related incidents from the owner, occupier or person employed at the premises where the fire occurred.

On <INSERT DATE>, I commenced a fire investigation pursuant to section 25 of the Fire Safety Act into the occurrence of a fire at the following location:

<INSERT ADDRESS OF FIRE INVESTIGATION>

To assist with determining the cause, origin and circumstances of the fire incident, I am requesting that you provide the following information:

- <INFORMATION REQUESTED>
- <INFORMATION REQUESTED - ADD MORE ROWS IF REQUIRED>

Please, provide the requested information by <DATE (MM/DD/YYYY)> to me at <FIRE INVESTIGATOR EMAIL>.

To view the Fire Safety Act, visit here: [Fire Safety Act \(gov.bc.ca\)](http://www.gov.bc.ca)

If you have any questions or concerns, please contact me at <PHONE NUMBER> or by email at <FIRE INVESTIGATOR EMAIL>.

Regards,

<NAME AND SIGNATURE>

<OFFICIAL TITLE OF REQUESTOR> – Fire Investigator

Potential consequences of non-compliance

A person served with a written request for information relevant to a fire safety inspection who fails to comply within the time period in the request may become subject to one of the following actions from the Province:

- Issuance of Provincial notice of an Administrative Penalty under Sec 33 of the Fire Safety Act;
- Issuance of a Provincial notice of a Daily Administrative Penalty under Sec 37 of the Fire Safety Act.