



Technical Fire Safety

Technical Bulletin No 18

Subject	Retention of Original Copies of Notices
Date	29/12/2008
Originator	Julian Parsons
Review Date	29/12/2009

Recent advice has been sought from Mr David Stotesbury as to what documentation should have original, signed copies kept by Wiltshire Fire & Rescue Service for Technical Fire Safety matters.

The Criminal Justice Act 2003 redefined some of the rules around hearsay and best evidence. The matter is complex and there has yet to be precedent to clarify the issue of the admissibility of computerised copies of original documents.

Currently the position is that the Court may well require the presentation of any **signed, original** document/notice which we have served requiring work to be undertaken or the provision of information.

As such, from the date of this Technical Bulletin, signed original copies of the following notices must be sent to the Technical Fire Safety Central Team based at Headquarters and marked for the attention of the Group Manager Protection:

- Prohibition Notices.
- Enforcement Notices.

- Requisition notices served under Article 27 of The Fire Safety Order.
- Invitation to attend interviews under the PACE
- Confirmation of Attendance of interview under PACE

These original documents will be securely stored at Service Headquarters for a time, commensurate with the advice provided by Mr Stotesbury, and then destroyed.

Note. Copies must still be saved in CFRMIS/FISH for continuity of the information in the premises file.