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# APPLICATION FORM FOR THE CERTIFICATION OF FIRE SERVICE MUSEUMS AND FIRE SERVICE COLLECTIONS

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in conformity with the Regulations for the Certification of Fire Service Museums and  
Fire Service Collections as amended

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(Institution stamp, if available)

## 1. Details

Name of the institution

Address

Postal address (if different)

Phone and e-mail

Management and contact person

Established on

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## 2. Host organisation

- Fire service (name)
  
- Association (name)
  
- Private (name)
  
- Public entity (name)
  
- Other legal entity (name)

► **Proof of legal standing (constitution or statutes) enclosed.**

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## 3. Classification under the Regulations

- Fire service collection
  
  - Fire service museum
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## 4. History, general policy and guidelines

Collecting activities started in:

Approximate number of objects in the collection:

- Archival items (documents, photos, etc.)
  
- Personal equipment (uniforms, helmets, etc.)
  
- Badges, insignia, awards
  
- Small equipment (fire hooks, hook ladders, etc.)
  
- Portable equipment (pumps, power units, etc.)
  
- Large equipment drawn by hand or animal
  
- Automobiles

Other

Special objects (please describe each separately):

Ideas and focus areas for the future:

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## 5. Funding

Fire service	%
Sponsor/host organisation	%
Donations/sponsoring	%
Public subsidies	%
Private assets	%
Income from admission fees	%
Other funding	%
Total	100%

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## 6. Documentation

How is the collection being documented

- Accession register
- Inventory
- Index cards

- Software/ which programme is being used?
- Other

Inventory of objects comprising the following details

- Object name/common name
- Details on acquisition
- Date or period
- Previous owner(s)
- Materials and techniques
- Dimensions
- Photo
- Inscriptions
- Distinguishing features
- Short name
- Other object details/which?

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## **7. Storage procedures and storage location**

How are the objects being stored?

What protective measures are in place at the storage location?

- Fire detection system
- Alarm system
- Humidity control
- UV protection

- Pest management
- Protection against pollutants

Are special materials being used for storage purposes (acid-free paper, etc.)?

Does the storage location have stable indoor climate conditions or is air-conditioning available?

Are conservation and/or restoration measures being carried out and, if so, which?

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## 8. Exhibition rooms

Are objects being exhibited?     Yes     No

- Permanent exhibition
- Special exhibition

How much exhibition space is available?    m<sup>2</sup>

Number of rooms:

- Showcases/floor space in the fire station
- Dedicated room/rooms in the fire station
- Privately owned home/building name:
- Dedicated museum facility

Which of the presentation tools listed below are being used?

- Lighting
- Labelling
- Local language

- Additional language/which?  
(Can be implemented by means of simple information sheets or leaflets in each room)

What kind of protective measures are in place in the exhibition rooms?

- Fire detection system
  - Alarm system
  - Humidity control
  - UV protection
  - Pest management
  - Protection against pollutants
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## **9. Research**

Is the collection the subject of research?

- Yes, by:
- No

Is third-party access for the purpose of scientific research granted?

- Freely accessible
  - For research work or official projects
  - Partly/upon request
  - Other
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## **10. Visitor experience**

Is there advertising being undertaken?

- Yes, by means of:
  - Posters

Press releases

Internet

Social media

Ads

Flyers

Leaflets

Other:

No

Are guided tours being offered?

Yes, in the form of

Regular guided tours

Guided tours by prior arrangement

No

Use of audio-visual media

Videos

Audio station

Interactive applications

Other

Is didactic material for schools available?

Yes

No

Is didactic material for children available?

Yes

No

Is information in foreign languages available?

Yes

No

Are special educational offers available?

Yes

No

Are proprietary publications being issued?

Collection catalogue

Periodical

Specialist books

Other:

What kind of infrastructure is available for visitors?

Toilets

Cloakroom

Café/buffet

Other:

Are the premises accessible for persons with disabilities?

Yes

Partly

No

Are facilities for persons with disabilities available?

Yes, the following:

No

Opening times

Open all year

Open seasonally

Upon prior arrangement

Opening days and hours

**► Proof of opening times enclosed. Best provide a brochure, a leaflet or a similar official document which indicates opening times.**

Do you keep statistics on visitors?

Yes

No



How many visitors did you have in the past three years? Please indicate separately for each year.

- Accessible by public transport  Yes  No
  - Bicycle parking available  Yes  No
  - Car parking available  Yes  No
  - Coach parking available  Yes  No
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### 11. Staff

Do you have full-time staff?

- Yes, the following (indicate number and responsibilities):
  
- No

Do you have volunteer staff?

- Yes, the following (indicate number and responsibilities):
  
- No

Do you have staff for specific projects?

- Yes, the following (indicate number and responsibilities):
  
  - No
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**12. Additional comments**

I have read, understood and accepted the CTIF Regulations for the Certification of Fire Service Museums and Fire Service Collections as amended:

- Yes
- No

.....  
Signature of the person authorised to represent the institution

.....  
Place, date