

HUME CITY COUNCIL PERMIT TO BURN DURING THE DECLARED FIRE DANGER PERIOD APPLICATION FORM

ABN 14 854 354 856
1079 Pascoe Vale Road, Broadmeadows Vic 3047
Correspondence: PO Box 119, Dallas Vic 3047
Telephone: 03 9205 2200
Email: contactus@hume.vic.gov.au
www.hume.vic.gov.au

APPLICANT DETAILS

|NAME OF APPLICANT _____

|POSTAL ADDRESS _____ |POST CODE _____

|☎ BH _____ |☎ M _____ |☎ AH _____

|✉ EMAIL _____

DETAILS OF THE PERSON IN CHARGE OF AND RESPONSIBLE FOR THE BURN (IF DIFFERENT FROM APPLICANT)

|NAME OF PERSON IN CHARGE _____

|POSTAL ADDRESS _____ |POST CODE _____

|☎ BH _____ |☎ M _____ |☎ AH _____

|✉ EMAIL _____

DETAILS OF PROPOSED BURN OFF

|LOT NO _____ |STREET NO _____ |STREET NAME _____

|SUBURB _____ |POSTCODE _____

|PROPOSED DATE OF BURN _____

|ESTIMATED START AND FINISH TIMES START (NO EARLIER THAN 5PM): _____ AM/PM

FINISH: _____ AM/PM |MATERIAL TO BE BURNT _____

|DIMENSIONS OF MATERIAL TO BE BURNT (NO LARGER THAN 100 HEC) _____

PURPOSE OF BURN OFF AGRICULTURAL FUEL REDUCTION ECOLOGICAL

|CLOSEST FIRE STATION/BRIGADE _____

|ARE YOU THE OWNER OF THIS PROPERTY? YES NO

|IF NO, PLEASE ATTACH WRITTEN PERMISSION FROM THE PROPERTY OWNER

PERMIT WILL ONLY BE GRANTED FOR A PERIOD OF 1 MONTH.

NO EXTENSION WILL BE GRANTED ON EXISTING ISSUED PERMIT TO BURNS.

A NEW APPLICATION WILL BE REQUIRED TO BE SUBMITTED.

**APPLICATION TO BURN MUST BE RECEIVED BY COUNCIL AT LEAST THREE (3) WEEKS
BEFORE DATE OF PROPOSED BURN.**



BURN PLAN

PLEASE PROVIDE A MAP OF THE SITE SHOWING PROPOSED BURN AREA, LOCATION OF FIRE BREAKS, DISTANCE FROM ASSETS (HOUSES, SHEDS, NEIGHBOURING PROPERTIES ETC) AND BORDERING ROADS.

FIREBREAKS IN PLACE ARE SLASHED PLOUGHED MINERAL OTHER

WIDTH OF FIRE BREAKS IS _____ METRES

NUMBER OF ABLE BODIED ADULTS IN ATTENDANCE FOR THE DURATION OF THE BURN (MINIMUM 3): _____

WILL THERE BE A MINIMUM OF 2000 LITRES OF WATER AVAILABLE ON 2 MOTORISED EQUIPMENT SUITABLE TO SUPPRESS ANY FIRE? YES NO IF YES, PLEASE DESCRIBE: _____

DESCRIBE ANY OTHER SUPPRESSION EQUIPMENT THAT WILL BE IN PLACE FOR THE DURATION OF THE BURN _____

WHAT MEANS WILL BE AVAILABLE TO CONTACT 000 IF BURN ESCAPES (MOBILE PHONE, UHF RADIO ETC) _____

REQUIRED DOCUMENTS

- | | |
|---|---|
| <ul style="list-style-type: none">• I have attached a current copy of my public liability insurance to the value of \$10,000,000 valid for the period of the permit, that specifically covers the proposed burn• Written property owner's consent if you are not the owner of the land where the burn is to be conducted | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|---|---|

APPLICATIONS CAN NOT BE PROCESSED WITHOUT ALL INFORMATION COMPLETED AND SUPPORTING DOCUMENTS PROVIDED

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application is a legal document and penalties exist for providing false or misleading information.
- Hume City Council may refuse this application if it becomes evident that any information or supporting document provided is incomplete or false.
- I have read the "Conditions and Information" and agree to comply with all conditions stipulated.
- I understand that I am not to burn until a permit has been issued.

APPLICANTS SIGNATURE _____

DATE _____

A permit is required to burn off on private land greater than 2 hectares in area during the declared fire danger period.

Permit to Burn Application Conditions:

- Application must be completed and all supporting documents supplied before your application can be processed.
- Application must be submitted **three (3) weeks** prior to the proposed burn date.
- A copy of your Public Liability Insurance to a value of \$10 million that specifically covers proposed burns must be provided with application.
- The person performing the burn operation to which the permit relates must be in possession of the permit or a copy of it.
- Notice of intention to conduct a burning operation must be given between 2 and 24 hours before the burning is to commence to the following:
 - (a) To each owner or occupier of land contiguous with the area to be burned; and
 - (b) To the officer in charge of the fire brigade in whose area the burning is to take place, by telephoning the officer in charge; and the local Group Officer
 - (c) to the Emergency Services Telecommunications Authority (within the meaning of the Emergency Services Telecommunications Authority Act 2004) (ESTA), on 1800 668 511, or by one or more of the means of notification specified on the ESTA Internet site <http://www.esta.vic.gov.au/Listing/News/29+Dec+2015> or the Country Fire Authority Internet site <http://www.cfa.vic.gov.au/contact/register-your-burn-off/>,
 - (d) to the Duty Officer Forest Fire Management Victoria (District Number 14) for advice to Fire Spotting Towers
- If the area to be burned is within 3 kilometres of any State forest, national park or protected public land, notice of the intention to burn must be given to the appropriate Forest Fire Management Duty Officer between 2 and 24 hours before the burning is to commence.
- No permit will be issued without a property inspection by an Authorised Officer of Council. All fire breaks, fuel reduction and fire suppression equipment must be in place at the time of the inspection.
- Before commencing a burning operation, a fire break must be prepared around the perimeter of the area to be burned, which is not less than 3 metres wide (being a minimum width of 1.5 metres) and cleared of all flammable materials.
- Burning off must not commence before 1700hrs on each day of the burning operation
- At all times when the fire is alight, there must be:-
 - a) A minimum of 3 adults who have the capacity and the means to extinguish the fire; and
 - b) A COMBINED minimum of 2000 litres of water available on 2 motorised equipment that is suitable to suppress any fire that is not intended to be alight or not within the permit conditions. CFA tankers are not permitted to be the permit holders primary source of equipment; and
 - c) The permit holder must have a means of contacting 000 if the burn escapes and be contactable themselves at all times the burn is in progress, such as mobile phone (identified on permit application), or UHF etc.
- Every reasonable precaution must be taken that only the material specified in this permit is burned. Any other material catching alight must be extinguished immediately.
- Until all fires lit under this permit have been completely extinguished the perimeter of the burning area must be continuously monitored and patrolled.
- If in the vicinity of the area to be burned, the shade temperature exceeds 32 degrees celsius or the average wind speed exceeds 15 kilometres per hour:-
 - a) burning operations must not be commenced; or
 - b) if burning operations have commenced all fires must be extinguished as soon as possible.
- Applicants may be required to provide signage indicating burn off taking place (size to be no higher than 1 metre or wider than 800 mm).



- All fires must be extinguished before sunrise on the day following the day on which they were lit.
- The burn site must be located more than 30 metres from any dwelling.
- Burn Site Weather Conditions should be measured and recorded prior to and during the burn to ensure compliance with permit conditions ie. Average wind speed over 5 minutes.
- The permit is NOT valid during a total fire ban day.
- Maximum area to be burnt at one time is 100 hectares.
- No permits will be granted to properties less than 2 hectares in area during the CFA declared fire danger period.
- This permit only applies to land which falls within the Municipality Council stated below.
- Council reserves the right to revoke this permit at any time if in the opinion of an Authorised Officer any condition of the permit is being breached.
- Prior to issuing this permit, Council may

THE ISSUING OF A PERMIT IS SOLELY AT THE DISCRETION OF HUME CITY COUNCIL FIRE PREVENTION OFFICERS. AN OFFICER MAY IMPOSE ANY CONDITIONS ON A PERMIT, OR REFUSE TO ISSUE A PERMIT, IN THE INTEREST OF COMMUNITY SAFETY. PERMITS ONLY GRANTED FOR A PERIOD OF NO LONGER THAN 1 MONTH.



GUIDELINES & INFORMATION

Who can apply?

Applicants whose land is greater than 2 Hectares in area and who wish to burn during the declared fire danger period for an agricultural, ecological or fire prevention purpose may submit an application during the declared fire danger period.

When can I apply?

During the Fire Danger period as declared by the Country Fire Authority and ensuring the application is submitted two (2) weeks prior to the proposed burn off date.

What Information is required?

- Current copy of public liability insurance to the value of \$10,000,000 valid for the period of the permit that specifically covers a proposed burn.
- If the land is not your own property, you will need to attach documentation giving permission by the owner(s) to burn. The permission must include who has authority to carry out the work, what work is allowed and must contain the land owner's full and correct name, address (PO Box address not accepted) and all telephone, facsimile and mobile contact details.
- Proposed dates and times.
- A detailed site plan, listing adequate fire suppression equipment, fire breaks and man power to be used during the burn.

How do I apply?

You must complete the application and provide all relevant documentation in order for your application to be processed. You can lodge your application using the following options:

† **In person:**
1079 Pascoe Vale Road Broadmeadows 3047
44 Macedon Street Sunbury 3429
75-95 Central Park Avenue Craigieburn 3064
Office hours are Monday to Friday 8.00am-5.00pm

✉ **By post:**
Hume City Council, PO Box 119, Dallas 3047

✉ **By email:**
contactus@hume.vic.gov.au

How much does it cost?

Council does not charge a fee for a permit to burn during a fire declared fire danger period.

It is recommended that you contact your local fire brigade for further information or visit the Country Fire Authority website for update to date information and notifications www.cfa.vic.gov.au

