

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

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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

