

# HUME CITY COUNCIL PERMIT TO BURN OUTSIDE 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](mailto:contactus@hume.vic.gov.au)  
[www.hume.vic.gov.au](http://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 APPLICANT

|POSTAL ADDRESS

|POST CODE

|📞 BH

|📞 M

|📞 AH

|✉ EMAIL

## DETAILS OF PROPOSED BURN OFF

|ADDRESS

|POSTCODE

|PROPOSED BURN DATE

|MATERIAL TO BE BURNT

|DIMENSIONS (IN CUBIC METRES) OF MATERIAL TO BE BURNT

PURPOSE OF BURN OFF

AGRICULTURAL

FUEL REDUCTION

ECOLOGICAL

ACTIVITY DESCRIPTION/ OTHER INFORMATION

### REQUIRED DOCUMENTS

- 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  Yes  No
- Written property owner's consent if you are not the owner of the land where the burn is to be conducted  Yes  No

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

**PLEASE NOTE THAT FORMS MUST BE SUBMITTED A MINIMUM OF THREE (3) WEEKS PRIOR TO THE FIRST DATE REQUESTED**

**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.**



Privacy Statement: Council is collecting the personal information on this form for the purpose of gathering information applicable to this permit application. The information will be used for issuing the permit and will not be disclosed to any other party except as required by law. If you fail to provide this information, the delays will be experienced in the issuing of this permit. You may access this information by contacting Council on 9205 2200

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## SITE PLAN AND OTHER DETAILS

### SITE PLAN

Please provide a hand drawn site plan map to assist fire prevention officers when inspecting the burn site.

This should include:

- Burn site/s location
- Approximate distance from any assets e.g. houses, garages, fences
- Approximate land boundaries
- Any other relevant points of interest
- Any fire breaks on the property
- List all Fire Fighting Equipment available

|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 \_\_\_\_\_

|DESCRIBE THE FIRE SUPPRESSION EQUIPMENT THAT WILL BE IN PLACE FOR THE DURATION OF THE BURN  
\_\_\_\_\_  
\_\_\_\_\_

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 documents 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 (as the case may be), until a permit has been issued.



|APPLICANTS SIGNATURE \_\_\_\_\_

|DATE \_\_\_\_\_

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# HUME CITY COUNCIL PERMIT TO BURN OUTSIDE DECLARED FIRE DANGER PERIOD CONDITIONS

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**A permit is required to burn off on private land less than 4,000 square metres.**  
*(Council's General Local Law No. 1 – 2023, Division 3 - Open Air Burning, Clause 46)*

## Permit to Burn 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 first date requested.
- A copy of your Public Liability Insurance to \$10 million must be provided with application.
- The permit is the responsibility of the applicant and should be made available upon demand by Victoria Police or a Council Authorised Officer.
- Applicant must satisfy Council with fire suppression requirements, e.g. hose connected to permanent water supply, knapsacks and other.
- Area around the burn site is cleared of combustible material, e.g. long grass.
- The size of the fire cannot be more than 10 cubic metres.
- The burn site must be located more than 20 metres from any neighbouring dwelling.
- The material to be burnt is dead and dry and is for fire prevention purposes only.
- The material to be burnt must have come from the property the proposed burn is to take place.
- No permits will be granted to properties less than 4,000 square metres in area during the CFA declared fire danger period.
- 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.
- All burn offs must be registered with Emergency Services Telecommunications Authority (ESTA) on 1800 668 511.
- It is recommended that the applicant, letter drop the surrounding properties to notify them of the burn date.

**Compliance with the conditions of a permit does not of itself relieve the holder for a permit from liability for any damage sustained by another person as a result of any fire lit by the holder of the permit pursuant to that permit.**

- **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.**



# HUME CITY COUNCIL PERMIT TO BURN OUTSIDE DECLARED FIRE DANGER PERIOD GUIDELINES & INFORMATION

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## GUIDELINES & INFORMATION

### Who can apply?

Applicants whose property is less than 4,000 square metres and want to burn off for purposes of fuel reduction outside the declared fire danger period.

### When can I apply?

Outside the Fire Danger period as declared by the Country Fire Authority.

### What Information is required?

- Current copy of public liability insurance to the value of \$10,000,000 valid for the period of the permit
- 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.
- Event dates and times

### 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](mailto:contactus@hume.vic.gov.au)

### How much does it cost?

Council does not charge a fee for a permit to burn.

