

**PERMIT APPLICATION**  
**BURN OFF IN THE OPEN AIR (TOWNSHIP AREA)**

LOCAL LAW NO. 2 – ENVIRONMENTAL – Clause 14			
Applicant Name			
Organisation			
Address			
Telephone		Mobile	
Email Address		Fax	
Preferred method to receive permit: <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect from ISC office			

Date for which permit is sought (allow 14 days from lodgement of application:        /        /

Description of burn to be undertaken – include details of location i.e. mud map with distances of dwellings/neighbours:


Type of material(s) to be burnt:


Important Requirements:
The applicant <u>MUST</u> hold current Public Liability Insurance for an amount not less than <u>TEN MILLION DOLLARS</u> (\$10,000,000) and must produce to Council evidence of such insurance. (Certificate of Currency)
The applicant must comply with any and all terms and conditions attached to the permit
The written and signed consent of adjoining property owners must be obtained for residential areas and copies must be provided.
A non-refundable application fee of <b>\$66.45</b> is payable for a Permit to Burn.
All permits are null and void on a CFA declared Total Fire Ban (TFB) Day

**Checklist for required items**

**(The application will be returned to the applicant if documentation is not attached)**

- Copy of current Public Liability Insurance – not less than TEN MILLION DOLLARS
- Copy of signed consent from adjoining neighbours
- Other relevant information (i.e. site plans or mud map etc)
- Payment of Application Fee **\$66.45**

Permit Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Customer Service Officer: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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#### **Privacy Policy Information**

*Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendments of the information. Any requests for access and/or correction should be made to Council's Privacy Officer.*

#### **Terms and Conditions**

1. The lodgement of this application does not constitute a permit. A permit has not been granted until you receive a written permit, signed by an authorised officer. Allow a maximum of 14 days for the processing of this application.
2. This permit is granted only in so far as Council can permit the activity and does not absolve the applicant(s) from obtaining any other necessary permits or consents required by, but not limited to:
  - (a) Statutory Authorities;
  - (b) Adjoining owners/occupiers;
  - (c) Any requirements specified in any relevant Acts and Regulations pertaining to the Proposed activity;
3. No material shall be burned or continue to burn outside the hours of 10am to 3pm.
4. No burning shall take place within 5 metres around and above:
  - (a) Any building, other than a building being demolished under a permit issued by Council.
  - (b) Any boundary fence
  - (c) Any hedge, tree or shrubs on any adjoining property.
5. The occupiers of properties adjoining the property upon which this activity is to take place shall give their consent to the proposed burn-off and shall be advised 24 hours prior to burning.
6. The following material is not permitted to be burned:
  - (a) Manufactured chemicals
  - (b) Rubber or plastic
  - (c) Petroleum or oil
  - (d) Paint or receptacle which either contains or contained paint
  - (e) Food waste, fish or other offensive or noxious matter
  - (f) Other material likely to be offensive or cause offensive emissions.
7. Where burning is to take place in the open air:
  - (a) Burning is to be carried out under strict supervision until the material is extinguished.
  - (b) A hose of adequate length connected to a water supply containing sufficient pressure for extinguishing the material ignited must be readily available at all times.
  - (c) In the interests of safety the material being burned must not occupy an area exceeding twelve square metres

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- (d) The ground within five metres at any point of the material being burned must be free from flammable materials and vegetation not exceeding 15 centimetres in height.
  - (e) During a declared fire danger period, a burning off permit must be obtained from the Municipal Fire Prevention Officer.
  - (f) No burning shall take place on a day declared under the Country Fire Authority Act 1958 to be a day of "TOTAL FIRE BAN" in the whole or any part of Victoria.
  - (g) No burning shall take place on a day declared as a day of "SMOG ALERT" by the Environment Protection Authority in the whole or any part of Victoria which includes the Shire of Indigo.
8. The Permit Holder shall at all times during the agreed term, be the holder of a current Public Liability Insurance Policy in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$10 million. The Public Liability Policy shall be affected with an insurer approved by the Council.