

- **A non-refundable Application fee of \$201.30 applies to this permit.**
- **The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgment of an application does not automatically entitle a permit to be issued.**
- **Applicants must allow a minimum of 21 working days for processing of this application.**
- **An Authorised Officer of Council will inspect the burn site before the granting of a permit.**
- **Council will advise you in writing of its decision to grant or not grant a permit.**
- **Permits are valid for the period stated within the permit and are subject to compliance with the permit conditions.**

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

Applicant Details

Are you an Individual or Company/Organisation?

Individual Please complete authorised representative details.

Company/Organisation Please complete your company details.

**Name of Company/
Organisation:**

ABN:

Authorised Representative (the person who will oversee the burn activities)

Name:

**Job/Role title
(if company or
organisation)**

Address:

Street:

Town:

Postcode:

Phone:

Mobile:

Email:

Postal Address:

(if different from above)

Street:

Town:

Postcode:

Property/Location Details	
Address where you propose to undertake the burning: If different from address provided in previous section.	Street: _____ Town: _____ Postcode: _____

Are you the owner of the land/property for which you are seeking the permit?	
Yes <input type="checkbox"/> Please complete the section below – “Burn Details”	
No <input type="checkbox"/> You must supply written approval from the land owner to undertake the proposed burn on their property.	
Name of land owner:	
Contact number (BH):	

Burn Details	
What are you proposing to burn?	
Grass <input type="checkbox"/> Stubble <input type="checkbox"/> Weeds <input type="checkbox"/> Shrubs/Undergrowth <input type="checkbox"/> Cuttings <input type="checkbox"/> Trees <input type="checkbox"/> Tree Stumps <input type="checkbox"/> Other (please specify) _____	
If you are planning to burn a windrow you must contact Council’s Municipal Fire Prevention Officer for specific information and requirements.	
When are you proposing to burn? (period or dates)	
For the purpose of?	

Things you should know before applying

Declared Fire Danger Period

During the declared fire danger period any person without exception throughout the Municipality must apply for a permit to burn from the Council's Municipal Fire Prevention Officer. During days of total fire ban no person is permitted to light a fire in the open air and severe penalties apply (including prosecution) for doing so.

Are you applying to burn during a Declared Fire Danger Period?

If yes, you need to apply to the Country Fire Authority (CFA) to have the section on the final page of this application completed and signed. The CFA Captain/Officer in Charge must approve prior to the application being submitted to Council's Municipal Fire Prevention Officer for final approval, after consultation and approval by CFA Operation Manager - District 4 and Glenelg Shire Council's Emergency and Risk Manager.

Every year, in the lead up to the fire season, the CFA declares a Fire Danger Period for each municipality (shire or council). During a declared Fire Danger Period, it is Council's procedure to only issue Permits to Burn where CFA approval has been granted. Go to CFA website at www.cfa.vic.gov.au for further information.

Are you applying outside the Declared Fire Danger Period?

If yes, a Permit to Burn is required within any area designated by Council and described in Schedule 1 in the List of Schedules 2018 available for download on Council's website. If approved, this permit will be granted by Council's Municipal Fire Prevention Officer and does not require the CFA approval section of this application form to be completed.

Are you eligible for a Permit to Burn?

Generally, Council only issues Permits to Burn:

- for the purposes of fire prevention, intention to reduce sources of ignition and vegetation in the case of an oncoming fire; or
- for agricultural purposes; and then only to:
- properties in a bushfire prone area or bushfire management overlay. Properties in a built-up area, including most urban residential properties, are generally not granted a Permit to Burn. Instead, Council promotes other waste disposal methods such as mulching waste facility. For further information on waste disposal options go to www.glenelg.vic.gov.au or call Council on 1300GLENELG.

In this municipality, **no permits to undertake burns** will be issued:

- on total fire ban days
- to burn in an incinerator or in accordance with Glenelg Shire Council Local Law 2018
- to burn any of the following materials or substances:
 - Rubber or plastic materials including tyres;
 - Treated/painted timber;
 - Petroleum, oil or hydrocarbon based substances;
 - Paint or receptacles that contained paint;
 - Manufactured chemicals;
 - Food wastes;
 - Wet and/or green vegetation and other materials that cause excessive smoke;
 - Any other offensive; odour causing; or noxious substances
 - Materials containing asbestos

Pile size and placement restrictions

There are restrictions on burn pile sizes and placement of piles near property lines. It is recommended you do not start building or placing piles until your permit has been granted.

Other information about this application

Your application should be submitted a minimum of 2 weeks before the proposed burn-off date and must include the information specified in the application form.

Application Checklist

To be eligible for a permit, you must provide certain information as specified. Not providing the information will result in a delay or non-approval of your permit application.

- CFA approval:** If planning to burn in the Declared Fire Danger Period, the CFA approval section (page 7) must be completed and signed.
- Site Plan:** You must provide a site plan on the template provided (page 5). Photographs may also be submitted to support your application.
- Land owner approval:** If you are not the owner of the land/property, you must provide written approval from the land owner and provide their name and contact number.

How to lodge your application

You can lodge your application:

By email: locallaws@glenelg.vic.gov.au

By Post: PO Box 152 Portland Vic 3305

In person: Glenelg Shire Council
Customer Service Centre
71 Cliff Street, Portland, Victoria 3305
Office Hours: 8.30am – 5.00pm Monday – Friday
Telephone: 1300 GLENELG

Applicant Declaration:

By lodging this application you declare that:

- You are the applicant or are authorised by the applicant to lodge this application.
- The information provided in this application form and any attachments are true and correct. You understand it is an offence to provide false information and penalties apply.
- If you are not the land owner of the property to which this application applies, you have provided written approval from the land owner to carry out the burn activities in this application.
- If required, you have obtained or will obtain all necessary planning and other permits under legislation.
- If the permit is granted, you will comply with all permit conditions and the Glenelg Shire Council Local Law 2018.

Applicant Signature (on behalf of the		Date:	
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The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 2020*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officers – telephone 03 5522 2305.

What happens next?

- Council will consider your application. You may be required to provide further information.
- A Council Officer may contact you to arrange a visit to the property to determine whether to grant a permit.
- If approved, your permit will be provided to you. If your permit is not approved, Council will contact you.
- All other relevant/applicable permits, including planning permits must be obtained prior to burning.

COUNTRY FIRE AUTHORITY SECTION: To be completed prior to the application being lodged with Council for final approval <u>CAPTAIN/OFFICER IN CHARGE</u>		
I _____ of _____ <i>Captain/Officer In Charge</i> <i>Fire Brigade</i>		
<input type="checkbox"/> have read the above application and have inspected the location of the proposed burn.		
<input type="checkbox"/> approve <input type="checkbox"/> disapprove of a permit to burn being granted.		
Signature:		Date:

OPERATION MANAGER – DISTRICT 4		
I _____ of Country Fire Authority District 4 <i>Operation Manager</i>		
<input type="checkbox"/> approve <input type="checkbox"/> disapprove of a permit to burn being granted.		
Signature:		Date:

Consultation with Glenelg Shire Council's Emergency and Risk Manager		
Glenelg Shire Council Emergency and Risk Manager advised on issuing of permit <input type="checkbox"/>		