

**SCHEDULE 13  
WHITTLESEA CITY COUNCIL  
Country Fire Authority Regulations 2014  
Regulation 109(1)(b)**

**APPLICATION FOR A PERMIT TO BURN**  
Please allow 10 working days for processing

**This application is only necessary during the Declared Fire Danger Period**  
*(No permit application fee is required for this permit)*

I, \_\_\_\_\_  
(insert full name of applicant in BLOCK LETTERS)

of \_\_\_\_\_  
(address or Business Name)

wish to apply for a Permit to Burn as follows:

Location of burn: \_\_\_\_\_ Date of burn: \_\_\_\_\_

For the purpose of burning: \_\_\_\_\_  
*(describe material to be burnt)*

**THE FOLLOWING MUST BE COMPLETED:**

- Commercial Premises
- Residential Premises
- Building Construction Site
- Development Site
- Grassland Ecological Site
- Agricultural Site
- Larger than 0.8 hectares

**Material to be burnt:**

- Green Waste
- Hard Waste
- Building Waste
- General Refuse
- Is the material recyclable?
- Is the burning off for fire prevention?
- Is the burning off for ecological purposes?
- Burn Plans attached** *(see page 2)*

What other measures have been sought to dispose of the material to be burnt?

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S CONTACT DETAILS:**

Postal Address (if different to above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Numbers: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_

Name of Property Owner (where required): \_\_\_\_\_

Address of Property Owner (where required): \_\_\_\_\_

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**A BURN PLAN MUST BE ATTACHED TO THIS APPLICATION** *(see page 2)*

### What's in a burn plan?

1. A map of your property and where the burning is to take place.
2. The plan must show the distance from the boundary and any buildings.
3. The plan must indicate where the charged water supply is and the fire suppression equipment.
4. The Plan must show the fuel reduced area, i.e. 3m buffer of mown grass, wet down to 1.5m around the burn area.
5. Indicate the number of able bodied adults monitoring the burn.
6. A traffic management plan if the burn is within 20m of a road.
7. An emergency contact plan in the event of an emergency.

***Draw your plan here***



#### **Delivery of Application:**

In person to: City of Whittlesea, 25 Ferres Blvd, South Morang.  
By Mail to: City of Whittlesea, Locked Bag 1, Bundoora MDC 3083  
By Email to: [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

***For further information contact the City of Whittlesea Local Laws Department on 9217 2170  
Monday to Friday, between 8:30am and 5.00pm***

#### **Office Use Only:**

Officer Initials: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Approved:  Yes  No