

In Queensland, apart from some exemptions, it is illegal to light a fire in the open without a Permit to Light Fire (permit).

Fires that are exempt include:

- those less than two metres in any direction unless prohibited by local government bylaws. *NOTE: These fires may not be exempt during a declared Fire Danger Period or a Fire Ban.*
- those lit outdoors in a properly prepared fireplace for the purpose of cooking (e.g. barbecue and campfires).
- certain fires used by primary producers or for industrial purposes.

### The Permit to Light Fire system

For fires that are not covered by an exemption, a permit can be obtained from a Fire Warden. A Permit to Light Fire is only issued for burning vegetation. Fire Wardens can grant or refuse a permit in their fire warden district, but cannot issue a permit outside of their district.

You can locate your local Fire Warden by contacting a Rural Fire Service (RFS) Area Office or by using the Fire Warden finder on the Queensland Fire and Emergency Services (QFES) website. Search for your address in the Fire Warden Finder and the map will display the Fire Warden District and contact number.

A tear-off Application for a Permit to Light Fire is attached to this brochure. You can also request a copy from your local RFS Area Office or Fire Warden, or download a digital form from the QFES website.



## RFS Area Office Contacts

Barcaldine	(07) 4651 1190
Bundaberg	(07) 4154 6120
Burnett	(07) 4172 8700
Caboolture	(07) 5420 3733
Cairns	(07) 4232 5468
Caloundra	(07) 5293 4200
Darling Downs	(07) 4592 5306
Emerald	(07) 4843 9020
Gladstone	(07) 4899 2200
Innisfail	(07) 4063 4004
Mackay	(07) 4965 6641
Maryborough	(07) 4122 0337
North West	(07) 4796 9082
Rockhampton	(07) 4932 8129
South Coast	(07) 5587 4101
Townsville	(07) 4796 9082
Warrego (Roma)	(07) 4578 0045
West Moreton	(07) 3294 4944
Western Rivers (Dalby)	(07) 4596 9403

# APPLYING TO LIGHT FIRES IN QUEENSLAND



@QldFES



@QldFireandEmergencyServices



[www.qfes.qld.gov.au](http://www.qfes.qld.gov.au)

Unfold this brochure to see the explanatory notes for the completion of an Application for Permit to Light Fire. A blank, two-sided, tear-off application form is attached for your convenience.

RFS00009 05/20C



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**THIS IS NOT A PERMIT TO LIGHT FIRE**

# Form

Effective Date: March 2021

## APPLICATION FOR PERMIT TO LIGHT FIRE

Associated Permit Number \_\_\_\_\_

Note to Applicant: All areas of this form are to be completed before submission to the Fire Warden

To: Fire Warden: \_\_\_\_\_ Fire Warden District: \_\_\_\_\_

I, John Smith Ph: 07 3999 0000 Mob: 0400 171 137  
State Full Name  
 Fax: \_\_\_\_\_ Email: John.Smith@gmail.com  
 of: 28 Terranova Drive, Kickatinalong, 4884  
Street Address City/Town/Locality Postcode

Being the **Owner, Occupier** or **Caretaker** of the property, or the **Trustee** for the owner/occupier or, being the **Agent** of the owner, occupier or person charged with the care and management of the property shown below, (circle appropriate), hereby apply for a permit to light a fire in the open air on the following portion (s) of that property or properties described as:

**Real Property Description of the land on which the fire is to be lit: (This information is available on your Rates Notice. Note: Street address and Lot/Plan details must both be included).**

Street (No. / Name): 28 Terranova Drive Locality: \_\_\_\_\_ Town/City: Kickatinalong Postcode: 4884  
(If insufficient space, list Lots / Plans on a separate document and write "see attached")

Lot and Plan No(s): Lot 4 RP 225611

I provide the following in relation to the planned fire:

- I request a Permit To Light Fire be issued for the following period: 11 | 05 | 2020 to 25 | 05 | 2020
- Purpose of the fire: Remove clearing rubbish (hazard reduction, debris removal, weed control, pasture management, other e.g social bonfire)
- Material to be burnt: 96m3 stacks (e.g. stack, forset, grass, crop residue, woodchip, sawdust etc)
- Total area to be burnt: 2 x stacks of timber 6x4x2 each in square metres or hectares (e.g. if a stack - 4m long x 3m wide x 2m high, if bush or grass - 5,000sqm or 5Ha)

I have taken / will take the following precautions to prevent the spread of the fire:

- Constructed a firebreak consisting of: bare earth around each stack (type) and to a width of: 6 (metres)
- Will have the following tools / equipment on site to prevent the spread of, or to extinguish the fire: 4x4 with 600L mop up unit, tractor with back blade
- Will have 2 capable persons available on site to prevent the spread of fire from the area to be burned (minimum of 2 persons)
- I have notified, or made reasonable attempts to notify all adjoining owners or occupiers of my intention to apply for a Permit to Light Fire, at least 72 hours prior to submitting this application

Name of Adjoining Owner / Occupier <small>(see notes on reverse)</small>	Address/s	Date and Time Notified	If not notified, what reasonable attempts were made and when; advise if any objection given and reasons.
<u>Tom Black</u>	<u>26 Terranova Drive</u>	<u>14/04/20 6:00pm</u>	<u>No objections</u>
<u>Mike Thompson</u>	<u>32 Terranova Drive</u>	<u>14/04/20 6:30pm</u>	<u>No objections</u>
<u>Alison Johnson</u>	<u>Lot 6 Castle Road</u>	<u>14/04/20 7:00pm</u>	<u>Unable to contact - left message on phone but no call back, left note in gate on 14/04, still there today. Tom says she is overseas</u>

(Penalty for false statement - 50 penalty units or six months imprisonment or both)



**LEGEND**

- \* Required information under section 65 of the Fire and Emergency Services Act 1990 or, by section 3B of the Fire and Rescue Service Regulation 2001.

Above this line to be completed by the Fire Warden only.

Circle as appropriate

Circle as appropriate

A "capable" person is one who is physically and mentally capable of combating the fire and close enough to take immediate action.

\* Must be accurately completed to clearly identify you as the permit applicant and ensure contact in the case of fire emergencies, increased fire danger or to notify of local fire bans.

\* Required to clearly identify the property on which the intended fire will be lit. The Fire Warden may require a copy of your rates notice.

This information will help the Fire Warden determine if your fire management practices are sufficient for the job.

\* Reasonable attempts must be made to notify neighbours of your intention to apply for a permit. Those individuals must have a reasonable opportunity to raise any concerns regarding the proposed fire, to the Fire Warden.

If your property adjoins a National Park or State Forestry, the relevant agency must be notified before submitting your application.

**NOTE: You must also complete the reverse of the application form:**

- » Your obligations and responsibilities are listed on the left. You must sign and date the form to indicate acceptance of these.
- » The right has a map grid to display where on the property the fire/s will be located. Include as much detail as you can, indicating fire breaks, water, roads and tracks, and details of structures on neighbouring properties (where possible). You may attach a separate plan.

### The Process

- Contact your local council to see if there are any restrictions for lighting fires and if you require written permission from council.
- Contact your neighbours and advise them of your intention to apply for a permit. Record the time you contact them on the application and note if they have or have not objected. If your neighbours do have an objection, they should contact the local Fire Warden. Note on the application if you cannot contact your neighbours.
- Complete both sides of the application form.
- Contact your local Fire Warden to submit your application.

### What happens next?

- The Fire Warden will assess your application and may:
- request further information regarding your property, your intended burn, how you intend to manage the fire, and what experience you have had with fire.
  - organise to visit your property.
  - provide advice to you regarding aspects of the intended fire.
  - confirm that you have notified adjoining owners/occupiers of your plans to have a fire with sufficient notice.
- Once the Fire Warden has completed the assessment, they will grant or refuse a permit.

You will be provided with a copy if the permit is granted. The Fire Warden will also explain the conditions of the permit and may offer you other information and advice.

If the Fire Warden refuses to grant a permit, they will provide you with written reasons for the refusal. You can either correct any issues identified by the Fire Warden and re-apply or, take the matter to the Chief Fire Warden who can be contacted via the local RFS Area Office.

**THIS IS NOT A PERMIT TO LIGHT FIRE**

# Form

## APPLICATION FOR PERMIT TO LIGHT FIRE

Effective Date: March 2021

Associated Permit Number \_\_\_\_\_

**Note to Applicant: All areas of this form are to be completed before submission to the Fire Warden**

To: Fire Warden: \_\_\_\_\_ Fire Warden District: \_\_\_\_\_

I, \_\_\_\_\_ Ph: \_\_\_\_\_ Mob: \_\_\_\_\_  
State Full Name

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

of: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street Address city/town/locality Postcode

Being the **Owner, Occupier** or **Caretaker** of the property, or the **Trustee** for the owner/occupier or, being the **Agent** of the owner, occupier or person charged with the care and management of the property shown below, (circle appropriate), hereby apply for a permit to light a fire in the open air on the following portion(s) of that property or properties described as:

**Real Property Description of the land on which the fire is to be lit: (This information is available on your Rates Notice. Note: Street address and Lot/Plan details must both be included).**

Street (No. / Name): \_\_\_\_\_ Locality: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
(If insufficient space, list Lots / Plans on a separate document and write "see attached")

Lot and Plan No(s): \_\_\_\_\_

I provide the following in relation to the planned fire:

- I request a Permit To Light Fire be issued for the following period: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Purpose of the fire: \_\_\_\_\_ (hazard reduction, debris removal, weed control, pasture management, social bonfire)
- Material to be burnt: \_\_\_\_\_ (e.g. stack, forset, grass, crop residue, woodchip, sawdust etc)
- Total area to be burnt: \_\_\_\_\_ in square metres or hectares (e.g. if a stack - 4m long x 3m wide x 2m high, if bush or grass - 5,000sqm or 5Ha)

I have taken / will take the following precautions to prevent the spread of the fire:

- Constructed a firebreak consisting of: \_\_\_\_\_ (type) and to a width of: \_\_\_\_\_ (metres)
- Will have the following tools / equipment on site to prevent the spread of, or to extinguish the fire: \_\_\_\_\_
- Will have \_\_\_\_\_ capable persons available on site to prevent the spread of fire from the area to be burned (minimum of 2 persons).
- **I have notified, or made reasonable attempts to notify all adjoining owners or occupiers of my intention to apply for a Permit to Light Fire, at least 72 hours prior to submitting this application**

Name of Adjoining Owner / Occupier (see notes on reverse)	Address/s	Date and Time Notified	If not notified, what reasonable attempts were made and when; advise if any objection given and reasons.

(Penalty for false statement - 50 penalty units or six months imprisonment or both)



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UNCLASSIFIED

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This document is maintained in electronic form. The approved version of this document is located on the QFES Intranet and website and is uncontrolled when printed. It is the responsibility of the user to verify that this copy is the latest version.



- In addition to obtaining a Permit to Light Fire, I understand that I must comply with Local Government, State Government and Federal Legislation when constructing fire breaks and burning vegetation.
- I understand and accept it is my responsibility to have checked with my Local Government to ensure there is no local law restricting or prohibiting the lighting of fires prior to submitting this application.
- I understand and accept that I must have obtained permission from my local government to light a fire, if required by local law, prior to submitting this application.
- I verify that there are no toxic and / or hazardous materials that will be consumed by the fire.
- I understand and accept that if the fire escapes my firebreaks, I must report this fact immediately via **000** and take all reasonable steps to extinguish or control the fire until it is contained.
- I understand and accept that I am required to have a current Permit to Light Fire in my possession while this fire is still burning; and
- I understand and accept that the perimeter of the fire(s) is / are to be made safe and the fire patrolled until there is no longer any risk of the fire escaping.

.....  
(Applicant Signature)

.....  
(Date)

**Once this application has been completed, submit it to the Fire Warden who will decide whether to grant the application. The Fire Warden may seek further details to aid their decision.**

**Notes:** (Refer Brochures: Lighting Fires in Queensland, Applying to Light Fires in Queensland, and Obligations and Responsibilities of Permit Holders)

Adjoining owners / occupiers are required to be given the opportunity to object to the granting of a permit. Where wider residential areas are likely to be affected by smoke, the Fire Warden may add a condition to the permit that wider advice, such as a letter-drop or notice in the media is required.

Following receipt of your application, the Fire Warden may impose conditions on a permit to reduce unwanted risk or nuisance to other people, property or to the environment. The Fire Warden must refuse to issue a permit if they believe that appropriate safety measures cannot be reasonably achieved or if they believe reasonable attempts to notify neighbours of the intention to apply for a permit have not been made.

**Definitions:** Definitions of terms used are:

**Term:** **Definition:**

**Adjoining:** Refers to the land mentioned in Section 64(3)(a) and (b) of the Act, namely:

- (a) the land that touches some part of the land in question; or
- (b) is not separated from that land by a watercourse, road, or firebreak not less than 10 metres wide and clear of all flammable material in every direction.

**Owner/Occupier:** Refers to the person who owns or is charged by the owner or by law with the management of the land. It includes the situation where there is no person in actual occupation of the land.

**Map of Proposed Burn Area**

If you have a fire management plan or prescribed burn plan for the land on which you wish to burn, please provide it to your Fire Warden with this application. If not, please indicate / sketch below the area to be burned and show your breaks, property lines and adjoining land.

