

# Applying to Light Fires in Queensland

## Applying for a Permit to Light Fire

### Background

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 are those:

- That are less than two metres in any direction.  
Note: These fires are not exempt during any Fire Danger Period and a permit must be obtained from a Fire Warden during those times.
- Lit outdoors in a properly prepared fireplace for the purpose of cooking (e.g. BBQ and camp fires)
- Certain fires used by primary producers and for industrial purposes

### The Permit to Light Fire system

Providing there are no council bylaws prohibiting the use of fire (you can check this by contacting your local council), fires that are not covered by exemptions can be lit if a Permit is obtained from a Fire Warden. Fire Wardens represent the Commissioner of the Queensland Fire and Emergency Services (QFES), and can grant (or refuse to grant) a Permit in their area. Fire Wardens cannot issue a Permit outside of their area.

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 RFS website [www.ruralfire.qld.gov.au](http://www.ruralfire.qld.gov.au).

In the Fire Warden finder simply type in your address e.g. 60 Smith Street, Smithsville and click the GO button. The map will show the location of your property, the name of the Fire Warden District and a contact telephone number.

An Application for a Permit to Light Fire (Application) can be obtained in a number of ways:

- There is a tear off copy attached to this brochure
- Copies are available from the local RFS Area Office and your Fire Warden
- Copies can be downloaded from the RFS website at [https://www.ruralfire.qld.gov.au/Using\\_Fire\\_Outdoors/Pages/Obtaining-a-Permit-to-Light-Fire.aspx](https://www.ruralfire.qld.gov.au/Using_Fire_Outdoors/Pages/Obtaining-a-Permit-to-Light-Fire.aspx)

### The Process

Once you have the Application, you need to do four things:

1. Contact your local council to see if you can have a fire and if so, do you require written permission from the council.
2. Contact the owners/occupiers of the land adjoining the property where you wish to light a fire and advise them of your intention to apply for a Permit. 72 hours notification may be seen as a reasonable amount of time in populated areas, however this timeframe may not be appropriate in rural primary production areas. The timeframe is at the discretion of the Fire Warden. Record the time you contact them on the Application and also note if they have or have not objected. If the neighbours do

have an objection, they should contact the local Fire Warden. If you cannot contact the owners/occupiers, note this in the Application.

3. Complete both sides of the application form, including a map of the proposed burn area. This brochure includes Explanatory Notes for the completion of an Application.
4. Contact your local Fire Warden to submit your application.

### What happens next?

The Fire Warden will assess your Application and during this process, may:

- Seek further information from you regarding your property, what you intend to 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 and ensure that the notification period has passed.

Once the Fire Warden has completed the assessment process, they will grant or refuse to grant a Permit. If they agree to grant a Permit, they will provide you with a copy. They will also explain the conditions of the Permit and may offer you other information and advice.

If the Fire Warden refuses to grant you 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.

### Contact Us

Barcardine	(07) 4651 1190
Bundaberg	(07) 4153 3244
Burnett	(07) 4162 3163
Caboolture (Brisbane)	(07) 5420 3733
Cairns	(07) 4232 5468
Caloundra	(07) 5420 7517
Charters Towers	(07) 4761 5130
Emerald	(07) 4983 7580
Gladstone	(07) 4899 2200
Innisfail	(07) 4061 0650
Mackay	(07) 4965 6641
Maryborough	(07) 4190 4839
Rockhampton	(07) 4938 4736
Roma	(07) 4622 2074
South Coast (Gold Coast)	(07) 5587 4101
Toowoomba	(07) 4616 1945
Townsville	(07) 4796 9082
West Moreton (Ipswich)	(07) 3294 4944

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 is below the notes.



# Explanatory Notes for the Completion of an Application for Permit to Light Fire

Queensland Fire and Emergency Services

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

## Form

Effective Date: October 2017

**APPLICATION FOR PERMIT TO LIGHT FIRE**

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

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

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

I, Peter Wallace Ph: 07 3635 3891 Mob: 0408 171 137  
State Full Name

Fax: \_\_\_\_\_ Email: pwallace31@xpc.com  
City/Town/Locality

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 | 07 | 2017 to 25 | 07 | 2017
- > 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 (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.
Tom Black	24 Terranova Drive	05/07/17 6:00pm	No objections
Mike Thompson	36 Terranova Drive	05/07/17 6:30pm	" "
Alison Johnson	Lot 6 Castle Road	05/07/17 7:00pm	Unable to contact - left message on phone but no call back. Left note in gate catch on 05/07/17 - still there today, Tom said she's overseas.

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

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Above this line to be completed by Fire Warden only

Circle the appropriate

Circle the appropriate

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

**LEGEND**

- \* Information required to be provided under s 65 of the Fire and Emergency Services Act 1990 or, by s 3B of the Fire and Rescue Service Regulation 2001.

Complete and accurate contact details are required to clearly identify you as the Permit applicant and enable 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 is to be lit.

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 adjoining owners/occupiers of your intention to apply for a Permit to Light Fire. Additionally, those owners/occupiers must have a reasonable opportunity to raise any concerns that they have regarding the proposed fire, to the Fire Warden (72 hours has been determined as a reasonable amount of time to notify your neighbours and give them an opportunity to raise any concerns with the Fire Warden).

See the Notes on the back of the Application for a definition of "adjoining".

**FILLING IN THE REVERSE SIDE OF THE APPLICATION**

There are three sections on the reverse of the Application Form attached to this brochure:

- > The top left hand side lists obligations and responsibilities. You need to sign and date the form to indicate acceptance of these.
- > The bottom left hand side provides some explanatory notes.
- > On the right hand side is a map grid for you to use to show where on the property the fire (s) is/are to be lit. Include as much detail as you can, indicating fire breaks, water, roads and tracks and where possible, details of structures on neighbouring properties. Attach a separate plan if you wish.

Note: Insufficient detail or lack of a clear plan to manage the fire, may delay or even prevent the issue of a Permit to Light Fire.

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

# Form

## APPLICATION FOR PERMIT TO LIGHT FIRE

Effective Date: October 2017

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

Note to Applicant: All ares 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 follwing period: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Purpose of the fire: \_\_\_\_\_ (hazard reduction, debris removal, weed control, pasture managment, other e.g 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 form 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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- 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 fire-break 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.

