

Controlled Burn Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application to carry out a controlled burn on a Council road reserve. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Areas and Roads) 2011*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



This form is to be completed when planning a controlled burn within a Council controlled road reserve. Once approved, an application is valid for two months for private landholders and six months for the Rural Fire Brigade.

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Applicant Details

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

Declaration

I have read all Conditions of Approval as outlined in the Controlled Burn Conditions of Approval Fact Sheet, and declare that the details in this form are correct to the best of my ability. I submit this form with the relevant supporting documentation as required.

Name:

Signature:

Date:

Site Details

Street address:

Lot number:

Plan number:

Assessment number:

Reason for controlled burn:

Insurance Details *(if you choose to proceed without the presence of the Rural Fire Brigade you will need to obtain for the period of the burn, public liability cover of at least \$20 million with a reputable insurer, noting Council's interest and indemnifying Council for all manner of public liabilities associated with this matter)*

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Public Liability Insurance *(required if Rural Fire Brigade will not be present at the controlled burn).*

OFFICE USE ONLY

Approving officer:

Signature:

Approval date:

Controlled Burn Conditions of Approval

1. The holder of this approval must also obtain a permit to burn from the Local Fire Warden, issued under *Section 65* of the *Fire and Rescue Service Act 1990* and abide by all conditions stated therein.
2. Appropriate measures are taken to ensure that the safety of travelling motorists is not endangered by reducing visibility due to smoke from the burn off.
3. Where visibility on nearby roads could be impaired, the following minimum signage must be used. An approved 'Smoke Hazard' or other relevant signs must be erected for the duration of the burn off activity. Such signs must face approaching traffic from each direction and be erected so that:
 - i. they are on the road shoulder, no closer than 1m from the edge of the traffic line;
 - ii. they can be clearly seen by approaching drivers from at least 150 metres;
 - iii. they are not obstructed from the drivers view by either vegetation or parked vehicles; and
 - iv. they are securely mounted and not likely to be dislodged by wind from passing vehicles.
4. When deemed necessary by the Rural Fire Brigade, accredited Traffic Controllers must be in attendance during the burn-off. Cost of Traffic Controllers is the responsibility of the applicant.
5. The holder of this approval shall abide by all instructions and directions issued by the Accredited Traffic Controllers or Rural Fire Brigade.
6. The holder of this approval is requested to take due care for the protection of all Council property (including signs, guide posts, guard rails, bridges, etc) and the property of any other service provider operating legitimately within the Road Reserve (e.g. Ergon Energy overhead power lines). In order to achieve this, all combustible material within 3 metres of such property must be cleared so that there is no likelihood of the property being damaged by heat or flames.
7. The holder of this approval shall give a minimum of 24 hours' notice of the burn to the Officer in Charge of the local Police Division, and Council's Rural Road Inspectors.
8. Where practicable, burning should be conducted in a manner and under conditions that will preserve native vegetation (both established and regrowth) including for example, burning away from stands of vegetation and maintaining low intensity fire conditions.
9. Burning must be conducted in a manner that will enable fauna to take refuge from the area.
10. At least two days prior to commencement to the burn, the holder of this permit shall consult with all adjoining and neighbouring owners, informing them of the duration and potential impact (e.g. smoke, limited access) of the burn.
11. The holder of this approval shall advise the Coordinator Rural Operations of Rockhampton Regional Council, of any problems encountered during this consultation process. Works shall not proceed with burning until any problems/conflicts are resolved.
12. Particular attention to be made to traffic counters that may be installed in the burn off area.
13. Adequate personnel and equipment must be available to prevent the fire from escaping.
14. Before vacating the site, holder of this approval must take care to ensure that all fire hazards have been extinguished. Any trees that are unstable must be felled.
15. If the applicant chooses to proceed without the presence of the Rural Fire Brigade then they will need to obtain, for the period of burn, public liability cover of at least \$20 million with a reputable insurer, noting Council's interest and indemnifying Council for all manner of public liabilities associated with this matter.