

Controlled Burn Application Form

Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application to carry out a controlled burn within a Council controlled 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 Controlled Areas and Roads) 2011*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.



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 <i>(as the applicant, you must be the owner/occupier/person charged with the care and maintenance of the property adjacent to the Council Road Reserve or Rural Fire Brigade conducting hazard mitigation activities in conjunction with landholders)</i>		
Organisation name:		
Contact name:		
First	Middle	Last
Postal address:		
Preferred contact number:	Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – Rockhampton, Gracemere, Mount Morgan <i>Email is the standard form of delivery. If this method is unsuitable, please select an alternative.</i>		
Site Details <i>(property adjacent to the Council Road Reserve)</i>		
Street number and name:		
Suburb:	State:	Postcode:
Lot number:	Plan number:	
Reason for controlled burn:		

OFFICE USE ONLY	Approving officer:	Signature:	Approval date:
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Public Liability Insurance

Will the Rural Fire Brigade be present for the controlled burn? Yes No

Please Note: If the Rural Fire Brigade is present, you do not need your own Public Liability Insurance.

(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 activity.)

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)*

Declaration

I hereby certify:

- I am the relevant person with authority to make this application and that the details are correct to the best of my ability.
- I understand this application is to seek consent from Rockhampton Regional Council to undertake a prescribed activity within a Council controlled Road Reserve.
- I have obtained a Permit to Light Fire from the Local Fire Warden issued under section 65 of the *Fire and Emergency Services Act 1990*.

I agree to indemnify and keep indemnified Rockhampton Regional Council and its representatives against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses ("Claim") arising out of or in any way connected to or resulting from, either directly or indirectly, the granting of this application and the proposed activities to be carried out. Save to the extent that the "Claim" arises as a result of any negligent act or omission of Council.

Signed by the Applicant (Authorised Person where Applicant is a company):

Name:

Position:

Signature:

Date:

Controlled Burn

Conditions to Conduct Controlled Burning within a Council Controlled Road Reserve

1. The applicant must obtain a Permit to Light Fire from the Local Fire Warden, issued under Section 65 of the *Fire and Emergency Services Act 1990* and abide by all conditions stated therein.
2. Appropriate measures must be taken to ensure the safety of travelling motorists is not endangered by reducing visibility due to smoke from the burn off activity.
3. If the applicant chooses to proceed without the presence of the Rural Fire Brigade, 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 activity.
4. The applicant will indemnify and keep indemnified Council and its representatives against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses ("Claim") arising out of or in any way connected to or resulting from, either directly or indirectly, the granting of this application and the proposed activities to be carried out, save to the extent that the Claim arises as a result of any negligent act or omission of Council.
5. At least two days prior to commencement of the burn off activity, the applicant must consult with all adjoining and neighbouring owners, informing them of the duration and potential impact of the burn off activity (for example, smoke, limited access, etc) and address any issues/concerns they may have. The burn off activity is not to proceed if there are unresolved issues/concerns.
6. 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 as follows:
 - (a) On the road shoulder, no closer than 0.6 metres from the edge of the traffic line;
 - (b) Can be clearly seen by approaching drivers from at least 150 metres;
 - (c) Not obstructed from the drivers view by either vegetation or parked vehicles; and
 - (d) Securely mounted and not likely to be dislodged by wind from passing vehicles.
7. When deemed necessary by the Rural Fire Brigade, accredited Traffic Controllers must be in attendance during the burn off activity. Cost of Traffic Controllers is the responsibility of the applicant.
8. The applicant must abide by all instructions and directions issued by the Accredited Traffic Controllers or the Rural Fire Brigade.
9. The applicant must take due care for the protection of all Council property and assets (including signs, guideposts, guard rails, bridges, traffic counters etc) and the property and assets of any other public utility providers operating within the Council controlled road reserve (for example, Ergon Energy overhead power lines). In order to achieve this, all combustible material within three metres of such property and assets must be cleared so there is no likelihood of damage by heat or flames.
10. The applicant must give a minimum of 24 hours' notice of the burn off activity to the Officer in Charge of the local Police Division, and Council's Rural Road Inspectors.
11. Where practicable, the burn off activity 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.
12. All burn off activity must be conducted in a manner that will enable fauna to take refuge from the area.
13. Particular attention is to be made to traffic counters that may be installed in the burn off site.
14. Adequate personnel and equipment must be available to prevent the fire from escaping.
15. Before vacating the burn off site, the applicant must take care to ensure that all fire hazards have been extinguished. Any trees that are unstable must be felled.