



# RFS

## **FIRE PERMIT GUIDELINES (FOR BOTH ONLINE & MANUAL PERMITS)**

## Document control

### Release history

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### Related documents

Document name
<a href="#">SS 4.2.2 Fire Permits</a>
<a href="#">OP 1.2.14 Prescribed Burning Activities</a>
<a href="#">RFS Standards for Pile Burning</a>

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# 1 INTRODUCTION

Fire can be a useful tool for: reducing bush fire hazards, ecological purposes, removing vegetation or conducting agricultural activities. Dependent on where the location is and who owns the land there may be approvals to obtain and requirements to meet before a burn can be lawfully undertaken.

Every year the Rural Fire Service (RFS) attends hundreds of fires which start due to the careless use of fire and in some instances, these have been lit illegally. The inappropriate use of fire can endanger lives, property and the environment.

The responsibilities of the RFS and the holder of a Fire Permit are set out under s63 and s85 - 98 of the *Rural Fires Act, 1997* and any breach may lead to penalties under the Act of up to \$5,500 and/or up to 12 months imprisonment. Civil lawsuits can also be brought against persons responsible for fire, by those seeking compensation for losses sustained.

The use of fire may require other approvals from the relevant Local Authority, environmental assessment or other legislative considerations to ensure all legal requirements are complied with.

The Fire Permit Officer (FPO) is required to provide advice and guidance on the appropriate approvals that may be required. Other information must include the type of fire suppression equipment that may be needed and the planning of containment strategies prior to the fire being lit.

It is important that the Fire Permit Holder complies with the conditions as set out in their Fire Permit, any other approvals that are required, and the safety advice provided relating to protective clothing, fire suppression equipment, containment strategies and what to do in the event of an emergency to ensure full compliance with the legal requirements to light their fire.

This document replaces the Interim Fire Permit Guideline (2023/24).

## 1.1 Centralised, Standardised Manual Fire Permits

The 2023/24 Bush Fire Danger period (BFDP) saw the introduction of a centralised, standardised manual Fire Permit pad process which was required as part of the transition for the Guardian Phase 2 project. Guardian 2 replaces BRIMS, providing a new capability to apply for and manage Fire Permits using an online portal.

The approved Fire Permit pad provides standardised conditions that enables a manual Fire Permit to be issued, that is consistent with an online Fire Permit. The only format difference between a manual and online Fire Permit will be the number that appears in the top right-hand corner of the document.

The use of local non-standard conditions and free text is no longer available. This is to ensure that all Fire Permits comply with the requirements of the *Rural Fires Act, 1997* (the Act) and *Rural Fires Regulation, 2022* (the Regulation) as well as being consistent across the organisation for compliance and enforcement purposes.

## 1.2 Guardian Online Fire Permits

Guardian Phase 2 is an online portal where one of the modules allows members of the public to apply for, and manage, their Fire Permit/s. It also streamlines and enhances how the RFS manages administration and reporting requirements under the Act, Regulation and policies.

## 1.3 How will both systems work together?

The online Guardian Fire Permit and Burn Notification Portal process is the preferred option to ensure the efficient and effective use of RFS resources to meet legislative requirements and organisational reporting.

The manual Fire Permit pad process will remain available, and any Fire Permit issued by this method must be entered into the Guardian system within 72 hours of a Fire Permit being issued.

If an FPO receives an online Fire Permit application, and they need to issue a manual Fire Permit instead, there is an option to select that this Fire Permit will be issued manually which is recorded in the Guardian system.

## 2 WHAT IS A FIRE PERMIT?

Fire Permits are issued to put measures in place to ensure the safe use of fire imposed through conditions regarding how a fire is lit and maintained on lands within a rural fire district, during the BFDP or in other specific instances.

An FPO can issue a Fire Permit under the authority of s.89 of the Act which states:

“An appropriate authority may issue to any person a fire permit in writing authorising the person to light a fire on land specified in the permit for the purpose specified in the permit.”

### 2.1 What activities require a Fire Permit?

There are six different activities described in the Act and the Regulation that require a Fire Permit. They are:

- Where fires are likely to be dangerous to a building (s88 of the Act);
- Demolition of a building or the burning of old building material or any like purpose (cl20 of the Regulation);
- The destruction of sawmill waste that is outside (cl21 of the Regulation);
- The destruction of household garbage, refuse or animal carcasses, during the BFDP, where an incinerator, is not used (Cl27 of the Regulation);
- Lighting a fire for the purpose of land clearing, or burning a fire break during the BFDP (s87 of the Act); or
- The burning of waste products from charcoal, eucalyptus or other oil production during the BFDP (Cl28 of the Regulation).

Fire Permits will most frequently be requested for land clearance or fire breaks and, outside of the BFDP this activity may still require approval if the activity is considered dangerous to a building.

The activity of land clearing is defined in s.85 (d) of the Act as clearing the land of:

- Bush;
- Stubble;
- Scrub;
- Timber;
- Trees;
- Grass; or

- Vegetative or other material

These categories predominantly relate to agricultural practices. Vegetation clearing in this instance cannot be issued with a Hazard Reduction Certificate (HRC), and when burning is used as the method of clearing a Fire Permit is required during the BFDP.

When Fire Permits are issued for vegetation burns, they are not to be considered as approvals to clear land and are not designed to allow for the clearance of native vegetation, threatened species or areas subject to tree preservation orders contrary to the requirements of other laws, which govern their clearance.

An appropriate authority must not issue a Fire Permit for a Hazard Reduction purpose, unless a HRC has been issued in respect of that purpose, or any approval, consent or other authority required for the purpose, under the Environmental Planning and Assessment Act 1979, or any other law has been given.

## 2.2 When is a Fire Permit required?

Fire Permits are required within Rural Fire District (RFD) during the BFDP, which commences in most areas from 1 October and concludes on 31 March, however it may vary due to local conditions.

### **During the BFDP:**

- For the destruction of household garbage, animal carcasses or refuse if an incinerator is not used (cl27 of the Regulation);
- for the purpose of vegetation burns or burning fire breaks (s87 of the Act); or
- for the burning of waste products resulting from the activities of charcoal production or distillation of eucalyptus or other oils (cl28 of the Regulation).

### **All times of the year in a FRNSW jurisdiction and in RFS jurisdiction:**

- In a FRNSW jurisdiction.
- In a RFS jurisdiction:
  - if the fire is likely to be dangerous to a building (s88 of the Act);
  - for the demolition and/or destruction of old building material, or any similar purpose (Cl.20 of the Regulation); or
  - to destroy sawmill waste material, where the proposed fire does not comply with the specific requirements of the Regulation (cl21 of the Regulation).

## 2.3 Pre – Approval for Agricultural Purposes

In recognition of the appropriate practices followed and to reduce the amount of administrative burden on primary producers, the RFS has introduced the ability for Fire Control Officer's (FCO) to grant a Pre-Approved Status to those that have a proven track record of safe management of fire.

Initially, this will be limited to the processes associated with sugar cane harvesting and cereal crop stubble burning for primary producers who are eligible. Other categories of primary production may be added in the future following appropriate review processes.

### 2.3.1 Eligibility for pre-approved status is guided by the following criteria:

- How long have they been on the property?
- Are they known to the local Rural Fire Brigade, FPO or District staff?

- Their history of use of fire and previous Fire Permits (ICON may assist here);
- Any previous Legal Process interactions involving that landowner and/or that property; and
- Ongoing resources that are available to them such as a Farm Fire Unit or other equipment to safely undertake the ongoing activity.

### 2.3.2 How will Pre-Approval status work?

A pre-approved applicant can obtain rolling 21-day Fire Permits, for a specific activity only, by using their registered profile in the online portal and requesting this function.

Only the FCO attached to that District can give or remove Pre-Approval status and every year this status must be reviewed prior to the BFDP commencing.

Any Fire Permit or fire related issues including illegal or careless activity for a Pre-Approved Fire Permit Holder or location, (regardless of if it's the pre-approved activity) will trigger a review by the FCO or their delegate.

It is important to note that if a pre-approved applicant wishes to undertake any other type of burn on their property, they will need a Fire Permit for this burn. For example, a separate Fire Permit to undertake pile burning.

## 2.4 Prescribed Burning

This is the controlled application of fire under specified environmental conditions to a predetermined area and at a time, intensity, and rate of spread required to attain planned objectives often supported by RFS brigades and resources. A Fire Permit may still be required if this is undertaken during the BFDP or is likely to be dangerous to a building at any time of year.

Any prescribed burn must follow Operational Protocol 1.2.14 Prescribed Burning that can be found here: [https://www.rfs.nsw.gov.au/\\_data/assets/pdf\\_file/0007/245851/RFS-OPG-Prescribed-Burning.pdf](https://www.rfs.nsw.gov.au/_data/assets/pdf_file/0007/245851/RFS-OPG-Prescribed-Burning.pdf)

## 2.5 Who does not need a Fire Permit?

- Persons lighting a campfire for the purposes of cooking and/or heating water however some restrictions may apply;
- Officers of a public authority such as Transport for NSW, National Parks & Wildlife Service (under the Department of Planning, Industry & Environment), or Forestry Corporation NSW;
- Local Government Authority (LGA);
- Persons lighting fires on land for the purpose of land clearance or for burning any fire break outside of the BFDP in RFD; or
- Persons lighting fires for the destruction of household garbage, refuse or animal carcasses outside of the BFDP or during the BFDP, when contained in an appropriate incinerator.

Note that Section 95 of the Act restricts a public authority in the following circumstances despite not

requiring a Fire Permit. They must not light a fire:

- (a) in any area of an Authority (or part of such an area) if it has been notified that a determination referred to in Section 93 (b) has been made in respect of the area; and



- (b) in any rural fire district unless the FCO for the district has been advised that it is to be lit; and
- (c) on land in any fire district unless the officer in charge of the fire station that is nearest to the land has been advised that it is to be lit.

## 2.6 Who can issue a Fire Permit?

Only an appropriate authority can issue Fire Permits. In RFD, it is the Commissioner of the Rural Fire Service, and in a Fire District (FD), it is the Commissioner of Fire & Rescue NSW. Each appropriate authority can delegate persons to issue Fire Permits on its behalf.

In the RFS, these are referred to as Fire Permit Officers (FPOs). Appointment to the role of a FPO is a delegation under s14 of the Act given to a member of the RFS to issue permits under s.89 in a specified rural fire district for a period of time.

For volunteers, this delegation is generally on an annual basis concurrent with the Annual General Meeting process, and for staff it is aligned to specific roles, all of which are approved by the Fire Control Officer and recorded in SAP. It is important to note that if a volunteer holds the role of FPO at more than one RFS brigade this will need to be reflected in SAP and entered separately for each one.

Districts must keep these records up to date in SAP so that the requirements under Service Standard 4.2.2 Fire Permits can be complied with. This will include providing a list of FPOs each year at the commencement of their BFDP. Under the Act, FCOs must supply a list of Fire Permit Officers to the Commissioner on an annual basis.

## 2.7 Where can a Fire Permit be issued?

A Fire Permit can be issued by the FPO for the area specified in their area of delegation, this is usually the brigade area (for brigade members) or the LGA (for Group Officers) that the FPO is a member of, noting dual membership or other local arrangements may apply.

# 3 RESPONSIBILITIES OF A FIRE PERMIT OFFICER

## 3.1 When can a Fire Permit be issued?

FPOs can issue Fire Permits on behalf of the Commissioner provided they are satisfied that the fire can be contained within the specified area.

The FPO may refuse to issue a Fire Permit if:

- adverse weather conditions are observed, or forecast;
- they assess there is inadequate capability to control the proposed fire;
- it is inconsistent with any Bush Fire Risk Management Plan (BFRMP); or
- the appropriate authority has determined, in writing, that no Fire Permits be issued because of the seriousness of fire weather danger.

## 3.2 Who cannot be issued a Fire Permit?

The FPO must not issue a fire permit:

- to themselves;
- to a member of their immediate family;
- to any of their employees; or
- for any land they own or occupy.

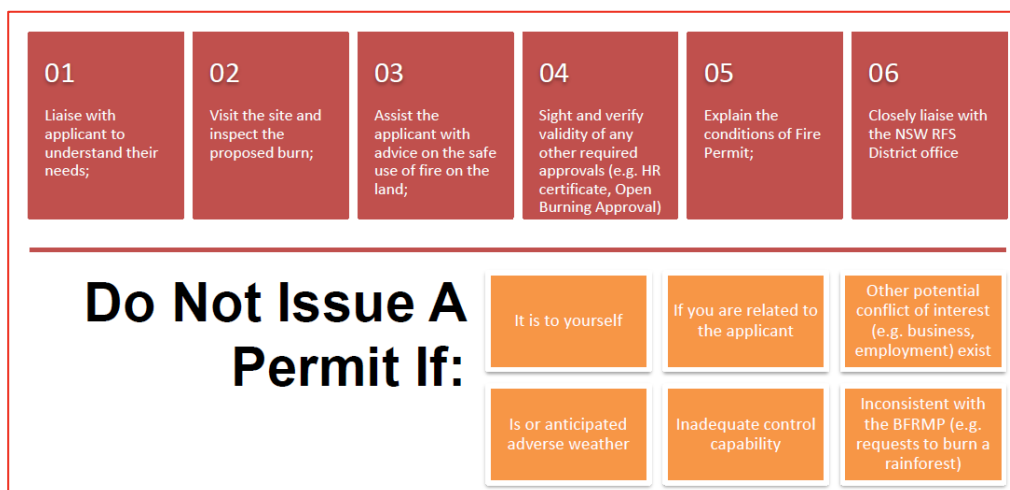
If you are a staff member or volunteer applying for a Fire Permit on behalf of yourself, please do not use your RFS email address in the online Fire Permit portal as this will reject your application. You must use a private email address.

## 4 ISSUING A MANUAL FIRE PERMIT

### 4.1 Information Required from the Applicant

The FPO requires the following from the Fire Permit applicant:

- Full name, address and telephone contact. Email can be included space permitting on the pad form;
- The location of the proposed fire so that it is sufficiently defined. This could be the lands complete address including street/road number and name, the locality and postcode; or by using the lot/dp number with nearest street/road name where possible, locality and postcode. A Council Rates Notice can be useful to find this type of information;
- The purpose of the burn (e.g. pile burn, land clearance, hazard reduction, agricultural);
- Exactly what is to be burnt (e.g. logs, windrows, grass, scrub); and
- If an HRC, or any other approval is required, it must be sighted to check the conditions of that approval and ensure that a fire permit can be issued consistent with those.



### 4.2 Standardised Conditions

All manual Fire Permits include the following important notes and standard conditions:

**IMPORTANT NOTES RELATING TO THIS PERMIT:**

- Persons who contravene any permit conditions, or conduct a burn during the Bush Fire Danger Period without a permit, risk penalties of up to \$5,500 and/or 12 months imprisonment.
- Your permit MAY BE SUSPENDED at a Fire Danger Rating (FDR) of HIGH.
- Your permit has no force or effect on any day an FDR of EXTREME or above applies or when a TOTAL FIRE BAN is in force.
- Permit holders must notify their Fire Control Centre and neighbours at least 24 hours before lighting the fire. To notify the Fire Control Centre, phone: \_\_\_\_\_ or use the QR Code to notify online. Penalties of up to \$5,500 and/or 12 months imprisonment apply for failure to notify.
- If required, you must obtain a Bush Fire Hazard Reduction Certificate and/or other environmental approval(s), before undertaking any burning and must comply with all of the conditions set out therein.
- Hazard Reduction Certificate Number (if applicable). \_\_\_\_\_



Scan or visit  
rfs.nsw.gov.au/notify

All manual Fire Permits must select and complete either Conditions 1 or 2:

**CONDITIONS OF THIS PERMIT:**

This permit is issued subject to the following conditions under 1. **or** 2. (marked with an X):

**1. Monitoring the Fire – Continuous**

The following people are required to remain onsite to monitor the fire from the time it is lit until the time it is fully extinguished

a. Permit holder: required/not required (*circle appropriate*)

b. Additional adults: Number required ( ) (*insert number or '0' if none required*)

c. This permit shall be effective between the following dates, **up to a maximum period of twenty-one (21) days**:

Date From: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Date To: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

**2. Monitoring the Fire – Temporary**

a. The permit holder must remain on the site of the burn for at least ( ) hours immediately after it is lit

b. The site of the fire must be monitored every ( ) hours to ensure it is safe and contained

c. The fire may only be lit if, at any time of lighting, the FDR is not forecast to exceed MODERATE during the following 48 hours

d. The fire permit shall be effective for **seven (7) days** between the following dates/times:

Date From: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Date To: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

The duration must be specified for a period of up to 7 or 21 days, depending on the conditions chosen.

The FPO may impose restrictions to ensure the burn is conducted in a safe and responsible manner.

The FPO may also include conditions specifying the days or times upon which the burn may or may not take place during the specified period.

**Notes for Fire Permit Condition 1. Monitoring the Fire - Continuous**

If you are unable to access the online system to print the specific Fire Permit (Deceased Livestock) the standardised manual Fire Permit pad may be used.

You will need to ensure the following requirements for deceased livestock burning in Service Standard 4.2.2:

- The permit may only be issued for 72 hours which can be accommodated in the date and time information;
- The notification to neighbours reduces to 1 hour for this specific activity under a Fire Permit which will need to be part of the engagement and advice to the Fire Permit Holder directly at the time of issue; and
- Condition 10 of the Fire Permit includes an exemption for this type of fire where required.

**Notes for Fire Permit Condition 2. Monitoring the Fire - Temporary**

In some circumstances, it may be acceptable for no-one to be present at the site of the fire for its full duration. This may include:

- where the site is surrounded by containment lines;
- areas that will not readily support fire: and/or
- when the FDR is not forecast to exceed MODERATE during the next 48 hours.

If the FPO assesses that no-one needs to be present at the site of the fire for its full duration, you should consider the following principles:

- the weather conditions where non-attendance is appropriate;
- inherent safety aspect of the proposed fire;
- the agricultural nature of the purpose;
- the location of the site of the fire and surrounding land; and
- the visibility of the fire site, and consideration that members of the public may call 000.

If the FPO decides that it is acceptable that no-one be present at the site of the fire for its full duration, they must include the specific information under this condition.



The other conditions shall apply to the Fire Permit as indicated below:

The conditions marked below with an X shall also apply to this permit:

	3.	The following firefighting equipment and resources must be available to conduct the burn (insert resources): -----
	4.	The fire shall not be lit before ( : ) am/pm.
	5.	The burn shall be totally extinguished by ( : ) am/pm on the day it was lit.
	6.	No heavy timber or stumps to be added to any pile burns, or to be allowed to burn or catch alight.
	7.	The fire must not be lit if, at the time of lighting, the wind is from the ( ) direction.
	8.	Pile burning is to be undertaken so that, at any time, the maximum number of piles to be burnt simultaneously is ( ).
	9.	The permit holder must ensure, prior to lighting the fire, that a non-combustible fire break is constructed to surround the area to be burnt. The firebreak must not be less than ( ) metres wide.
X	10.	This permit has no force or effect on any day that an FDR of EXTREME or above applies or when a TOTAL FIRE BAN is in force. An exemption applies, if this permit is being used in place of the Deceased Livestock Fire Permit where one is not available, and if both, approval has been granted by the Fire Control Centre and Condition 1. is complied with as marked.

### 4.3 No Other Conditions are Permitted

There is no longer the ability to include local or non-standard conditions that may have been previously used by your Brigade or District Office.

### 4.4 Deceased Livestock

The ability to issue a Fire Permit for Deceased Livestock will still be available as a manual process and can now also be issued using the Guardian online portal.

The FPO issuing a manual Fire Permit for this purpose must use the standard Fire Permit pad and ensure Condition 10 is applicable where required.

The requirement for the Fire Permit Holder to directly notify the relevant FCC or, if outside business hours, the RFS Operational Communications Centre on 1800 NSW RFS (679 737) a minimum of one hour prior to lighting a fire under this type of Fire Permit remains a requirement of Service Standard 4.2.2 Fire Permits and must be communicated clearly to the Fire Permit Holder by the FPO at the time of issuance.

### 4.5 How is a Manual Fire Permit Processed

The FPO must notify the District Office of any Fire Permits issued **within 72 hours of issuing**. This could be by providing the physical yellow copy, or as an example a photograph of the issued fire permit sent via text message or email to the generic District Office email address.

Under cl35 (2) of the Regulation, where a Fire Permit has been issued to light a fire on land within 8km of an area controlled by Forestry Corporation NSW or National Parks & Wildlife Service, the RFS is required to advise the respective land managers.

**This must occur as soon as is reasonably practicable, but not later than 72 hours after issuing the Fire Permit.** When a Fire Permit is issued using the Guardian system or when a manual pad permit is entered into the system this notification will be done automatically.

This does not remove the requirement for the permit holder to provide notification to FCNSW or NPWS as an adjoining landowner ahead of lighting the fire as part of the requirements of s86 of the Act.

### 4.6 Public Holidays and Manual Fire Permit Processing Issues

In the event a manual Fire Permit is issued, and the 72-hour processing requirement is impacted by a Public Holiday, assistance will be available from the Operational Communications Centre (OCC) to ensure Fire Permits are actioned within the required time period for mandatory notification.

When this support is activated, an email notification will be sent to all FCOs and FPOs advising the contact information to be used during this period.

## 5 ISSUING AN ONLINE FIRE PERMIT

The FPO can access the online Fire Permit portal in a number of ways:

- Using the link on One RFS with their staff or volunteer RFS email account;
- The Fire Permit tile on any Mobile Data Terminal (MDT); or
- Using any mobile device to access the Fire Permits portal, via One RFS, in the field.

You cannot use personal email accounts for accessing and managing Fire Permits in the Guardian portals – you must use your RFS email account.

Please note, private email accounts must be used by staff and volunteers when they are applying for a Fire Permit on their own property. (See 3.2. Who cannot be issued a Fire Permit by the Fire Permit Officer?)

## 5.1 How is an Online Fire Permit Processed

Completed Fire Permit applications will be allocated to an appropriate FPO for review. The FPO will receive an email and SMS notification that an application is awaiting their action. The FPO should process this application within **3 working days** to ensure the Fire Permit can be issued in a timely manner.

If the FPO is unable to process the Fire Permit within 3 working days, the FCO will be required to consider if this application will need to be reassigned to another FPO, or issued by a District Officer, who holds the appropriate delegation on their behalf.

## 6 OTHER IMPORTANT REQUIREMENTS TO NOTIFY OR REPORT

### 6.1 Notification to District Office and Other Firefighting Authorities

There may be specific requirements determined under a Bush Fire Risk Management Plan (BFRMP) that require specific notification processes to be complied with. BFRMPs can be found at <https://www.rfs.nsw.gov.au/plan-and-prepare/know-your-risk/bush-fire-risk-management-plans>.

It is the responsibility of the District Office to ensure any specific notification required under the BFRMP is undertaken.

### 6.2 Reporting Requirements under the Act

s97 Reporting requirements

- (1) Within two months (or such other period as the Bush Fire Co-ordinating Committee specifies) after the end of the financial year, the Commissioner must report to the Bush Fire Co-ordinating Committee with respect to fire permits issued by appropriate authorities during the year.
- (2) A report is to include —
  - (a) details of the circumstances surrounding the lighting of any bush fires in the area of an appropriate authority that appear to have been caused by the lighting of a fire authorised by a fire permit issued by the appropriate authority, and
  - (b) details of any action taken with respect to permits that is inconsistent with any bush fire risk management plan applying to the area.



## 7 RESPONSIBILITIES OF A FIRE PERMIT HOLDER

### 7.1 Fire Safety

Even if an owner or land manager has been using fire on their property for years, it is important to remind all Fire Permit Holders of their responsibility to burn safely, this includes ongoing awareness and monitoring of the weather and fire dangers which can be done by:

- checking our webpage at <https://www.rfs.nsw.gov.au/fire-information/fdr-and-tobans>; and
- Up to date weather information at <http://www.bom.gov.au/nsw/index.shtml>.

There are simple things a Fire Permit Holder can do to make sure they use fire safely on their property and avoid becoming a fire risk to their neighbours and the broader community. It is also important for their own personal safety. The FPO should ensure they discuss the following aspects of fire safety at the time of issuing the permit.

Before lighting the fire, everyone involved should consider the following:



#### What to wear:

- Wear natural fabrics (e.g. cotton, denim or wool). Synthetic fabrics can melt or burn.
- A long-sleeved shirt made from thick cotton or wool is ideal to prevent burns to the upper body and arms (e.g. cotton drill work shirt).
- Sturdy leather work boots along with a pair of woollen socks prevent burns to the feet.
- A pair of heavy cotton pants will shield your legs from the radiant heat emitted from the fire (e.g. denim jeans or oil-free overalls).
- By wearing a wide-brimmed hat you can stop embers from dropping onto your head or down the back of your shirt.
- All leather work gloves will protect your hands (make sure it has no rubber/synthetics included in construction).
- A good pair of goggles will safeguard your eyes against any embers and debris that may be in the air.
- Use a P2/P3 mask or canister respirator to protect your airways from smoke

Firefighting equipment must be available and working.

This may include:

- Town water supply and hoses;
- Portable firefighting pump and fixed/portable water supply, with hoses;
- Rakes, shovels, rakehoes/McLeod tool;
- Knapsack sprayer filled to 16 litres;
- 9 litre water type extinguisher;
- Heavy equipment with a blade such as a tractor, backhoe or bobcat.



The Fire Permit Holder should be fit and ready to manage the fire and any possible escape of fire. If a fire does escape, they must **contact 000 immediately** to ask for assistance.

More information can be found here at <https://www.rfs.nsw.gov.au/plan-and-prepare/farm-fire-safety/safeburning>.

## 7.2 Notification to Neighbours

The Fire Permit Holder must give at least twenty-four (24) hours' notice (unless using a Fire Permit for the disposal of Deceased Livestock where it reduces to one (1) hour) of their intention to burn to the occupants of all adjoining land.

Adjoining land includes where the Fire Permit Holder's land is separated by a road, lane, or waterway, whether fenced or not. Even if the land is not occupied, the owners of that land must be notified.

The notice can be either written or verbal, and must include particulars of the name of the person proposing to light the fire, the location, purpose, period and time of the fire proposed to be lit. Written notice can be delivered to the person's business or home address by post or email. The notification requirements are as per s130 of the Act that is further clarified in Cl 39 of The Regulations.

## 8 SUSPENSION AND CANCELLATION OF FIRE PERMITS

### 8.1 Fire Danger Rating (FDR) of HIGH

An FCO has the discretion to consider suspending Fire Permits if the Fire Danger Rating reaches HIGH at a Fire Behaviour Index (FBI) of 24 in their rural fire district based on local knowledge, conditions and requirements.



Should an FCO choose to use this discretion to allow Fire Permits to remain in force, they must assess the risks, document their review and record any other relevant information that was used to support the decision.

This process must include consultation with the relevant local Firefighting Authorities and BFMC arrangements for both suspension and approvals to continue burning.

A checklist is provided in the appendix section of this guideline to support your review and decision-making process to suspend fire permits or not.

The Fire Permit Holder still has a duty of care under the Act to control and minimise the spread of fire from their land under the conditions of the Fire Permit as required by s.98 and s.36 of the Act.

**If Fire Permits are being suspended**, notifications of the suspension, including when it is in force, and when it has been revoked will be sent by email and text to any applicant who has an application in process, or Fire Permit Holder that has been issued a Fire Permit. This may be supplemented by other local processes for advising permit holders of suspensions (e.g. direct phone calls, social media) and should be documented.

**Manual Fire Permits** that have not yet been entered into the Guardian portal will require a local process to notify the Fire Permit Holder of the suspension and the process undertaken should be documented.

## 8.2 Other Types of Suspension

### No Burn Notices

The intent of the Protection of the Environment Operations (Clean Air) Regulation, 2021 is to prevent air pollution by banning backyard domestic refuse burning, particularly the unnecessary burning of domestic waste such as plastics and other packaging, newspapers, food waste and grass clippings. It requires Local Government Area approval for the burning of dead vegetation on premises in some locations.

It does not limit or affect any right or obligation to carry out bush fire hazard reduction under the Act that is reasonably necessary for the protection of life, property or the environment.

When a No Burn Notice is declared by the NSW Environment Protection Authority, all Fire Permits in the area affected by the Notice are suspended. In such cases, no new fires may be lit, and existing fires must be extinguished. In general, No Burn days are more likely to be declared outside the BFDP.

A No Burn Notice does not apply broadly to NSW, but rather to the Local Government Area/s listed in the Notice. These will usually be declared for Greater Sydney, the Illawarra and sometimes the Lower Hunter.

## 8.3 Total Fire Ban

Fire Permits are automatically suspended when a Total Fire Ban (TOBAN) is declared. This will be notified by the Government Gazette and online through the RFS website.

**Under these circumstances, the Guardian portal will automatically notify** those affected, including when it is in force, and when it has been revoked. This will be sent by email and SMS to any applicant who has an application in process, or Fire Permit issued for that time period.

Fire Permits may resume after the TOBAN is lifted unless it has expired. If a Fire Permit has expired, the online portal will forward an email notification to re-apply.

If a fire for which a Fire Permit has been obtained is burning when a TOBAN is declared, the fire must be immediately extinguished by the most efficient and practical means.

## 8.4 Cancellations

When a Fire Permit is cancelled, a new one must be issued prior to undertaking the burn. If the conditions under which a burn may be undertaken need to be varied, the issued Fire Permit should be cancelled, and a new one issued in its' place.

## 9 ENVIRONMENTAL CONSIDERATIONS

### 9.1 Requirements for an Environmental Approval

Burning for the purpose of activities such as hazard reduction, land clearing or ecological burns may require an Environmental Approval (EA). Where an EA is required, a Fire Permit must be consistent with the requirements or conditions of that approval.

An EA for burning may not be required for agricultural activities of a routine nature such as stubble, orchard pruning's or sugar cane.

A landholder may also have gained approval to conduct land-clearing work under the Environmental Planning and Assessment Act, 1997. They must produce an approval under this process before a Fire Permit can be issued.

If the activity involves burning native vegetation, the FPO should inform the Fire Permit applicant that an EA might be required.

Ultimately, it is the responsibility of the Fire Permit applicant to determine if any EA is required and obtain that approval.

### 9.2 Hazard Reduction Certificate (HRC)

An HRC provides a streamlined environmental approval for hazard reduction work. A certificate cannot be issued for work in littoral rainforest (SEPP 26) or coastal wetlands (SEPP 14) or other environmentally sensitive areas as listed in the Bush Fire Environmental Assessment Code, that can be found here: <https://www.rfs.nsw.gov.au/resources/publications/hazard-reduction/bush-fire-environmental-assessment-code> .

For private land, the RFS is able, where appropriate to issue this certificate with reference to the BFRMP and the Bush Fire Environmental Assessment Code. It may have conditions attached in relation to the impact upon native vegetation, threatened species, soils, and the quality of air and waterways.

Any conditions imposed by a HRC will also apply to the Fire Permit. To make an application, see: <https://www.rfs.nsw.gov.au/plan-and-prepare/know-your-risk/Bush-fire-hazards-and-your-property>

### 9.3 Legislation

Other legislation that may be relevant may include the:

- Environmental Planning & Assessment Act, 1979
- Local Government Act, 1993
- Protection of the Environment Operations (Clean Air) Regulation, 2022 (See 5.2 No Burn Notices).

### 9.4 Local Government Authority Requirements

Other requirements may apply, in addition to conditions put in place by the Fire Permit, including restrictions on backyard burning or local conditions, which are determined by each Local Government Authority.

There may be a requirement to obtain an approval/s to burn that will need to be issued by Local Authorities and FPOs need to understand these requirements for each of the Local Government Area/s that they are delegated to issue Fire Permits.

The Fire Permit Holder is responsible for understanding and complying with these requirements before lighting their fire and must check with their Local Government Authority.

## 10 COMPLIANCE AND ENFORCEMENT

### 10.1 ICON

The Incident Control Online (ICON) system is used to record and manage all fire and incident related information for the RFS. Maintaining correct and appropriate information for any Fire Permit that has been breached is a critical step in the investigation and management of any potential offence under the Act or related legislation.

The following suspected causes must be accurately recorded in ICON:

- **Burning off Illegal** means lighting a fire without the required approval and/or Fire Permit, or the required notification/s.
- **Escaped Permit** means a Permit fire has escaped the property boundary or has escaped the Permit footprint requiring assistance to extinguish.
- **Escaped Pile Burn** means a pile burn has escaped the property boundary or has escaped the pile burn footprint requiring assistance to extinguish.
- **Escaped Hazard Reduction** means a hazard reduction has escaped the property boundary or has left the hazard reduction footprint.

### 10.2 Legal Process

Breaches of the Act or related legislation relating to fire permits may include any or all the following:

- Lighting certain types of fires without a fire permit during the BDFP;
- Failure on the part of the Fire Permit Holder to give the required notice for certain types of fire;
- Failure to observe the conditions, including the condition of continuous attendance, if specified, and notification; and/or

- Maintaining a fire beyond the Fire Permit period, or when a fire permit has been suspended or cancelled.

The appropriate Penalty Notice Officer (PNO) will need to liaise with a range of stakeholders undertaking an investigation to determine if any offence has occurred including:

- The relevant District Office;
- Their Area Command including the Regulatory Fire Investigation Coordinator (RFIC) and Manager, Capability;
- The Fire Investigation & Compliance Unit;
- Local Government Authority;
- Other authorities such as NPWS and FCNSW; and
- NSW Police Force where appropriate.

If a Police Assistance Line (PAL) form is required for the NSW Police, the following flow chart outlines this process:



# ANNEXURE 1 MANUAL FIRE PERMIT - GUIDANCE TEMPLATE

## FIRE PERMIT

PERMIT TO LIGHT, USE OR MAINTAIN A FIRE  
UNDER SECTION 89 OF THE  
RURAL FIRES ACT 1997

The following person: \_\_\_\_\_ of: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 is hereby authorised to light, maintain or use a fire at: \_\_\_\_\_  
 for the purpose of: \_\_\_\_\_

**IMPORTANT NOTES RELATING TO THIS PERMIT:**

- Persons who contravene any permit conditions, or conduct a burn during the Bush Fire Danger Period without a permit, risk penalties of up to \$5,500 and/or 12 months imprisonment.
- Your permit has no force or effect on any day an FDR of EXTREME or above applies or when a TOTAL FIRE BAN is in force.
- Permit holders must notify their Fire Control Centre and neighbours at least 24 hours before lighting the fire. To notify the Fire Control Centre, phone: \_\_\_\_\_ or use the QR Code to notify online. Penalties of up to \$5,500 and/or 12 months imprisonment apply for failure to notify.
- If required, you must obtain a Bush Fire Hazard Reduction Certificate and/or other environmental approval(s), before undertaking any burning and must comply with all of the conditions set out therein.
- Hazard Reduction Certificate Number (if applicable): \_\_\_\_\_

**CONDITIONS OF THIS PERMIT:**  
 This permit is issued subject to the following conditions under 1, or 2, (marked with an X):


**1. Monitoring the Fire - Continuous**  
 The following people are required to remain onsite to monitor the fire from the time it is lit until the time it is fully extinguished:

- Permit holder: (required/not required/circle appropriate)
- Additional adults: Number required ( ) (insert number or '0' if none required)
- This permit shall be effective between the following dates, up to a maximum period of twenty-one (21) days:  
 Date From: \_\_\_\_\_ Time: \_\_\_\_\_  
 Date To: \_\_\_\_\_ Time: \_\_\_\_\_

**2. Monitoring the Fire - Temporary**  
 a. The permit holder must remain on the site of the burn for at least ( ) hours immediately after it is lit.  
 b. The site of the fire must be monitored every ( ) hours to ensure it is safe and contained.  
 c. The fire may only be lit if, at any time of lighting, the FDR is not forecast to exceed MODERATE during the following 48 hours following dates/times:  
 Date From: \_\_\_\_\_ Time: \_\_\_\_\_  
 Date To: \_\_\_\_\_ Time: \_\_\_\_\_

Permit Holder Name, Address, Phone/  
Mobile no. Address of burn and Purpose  
of burn e.g. pile burn, hazard reduction  
etc.

Permit Reference  
Number: \_\_\_\_\_



Scan or visit  
rfc.nsw.gov.au/notify

Fire Control phone number - try to  
direct them to the QR code and online  
notification where possible

Hazard reduction Certificate sighted  
and Number inserted

The following firefighting equipment and resources must be available to conduct the burn (insert resources):

3.	The fire shall not be lit before ( : ) am/pm.
4.	The burn shall be totally extinguished by ( : ) am/pm on the day it was lit.
5.	No heavy timber or stumps to be added to any pile burns, or to be allowed to burn or catch alight.
6.	The fire must not be lit if, at the time of lighting, the wind is from the ( ) direction.
7.	Pile burning is to be undertaken so that, at any time, the maximum number of piles to be burnt simultaneously is ( ).
8.	The permit holder must ensure, prior to lighting the fire, that a non-combustible fire break is constructed to surround the area to be burnt. The firebreak must not be less than ( ) metres wide.
9.	This permit has no force or effect on any day that an FDR of EXTREME or above applies or when a TOTAL FIRE BAN is in force. An exemption applies, if this permit is being used in place of the Deceased Livestock Fire Permit where one is not available, and if both, approval has been granted by the Fire Control Centre and Condition 1, is compiled with as marked.
X	10.

The conditions marked below with an X shall also apply to this permit:

Choose additional conditions that will apply by placing an X in the appropriate box. In the box you have selected, ensure you complete the required information

**Condition 10 will ALWAYS apply (do not cross out or remove)**

Fill in highlighted areas

Choose either **CONDITION 1 OR CONDITION 2** by placing an X in the box

**For CONDITION 1**

- Select whether the permit holder needs to be onsite or not
- Indicate a number of any additional adults, if required. Write 0 if none are required. **NOTE: If the Permit Holder is NOT required, then there MUST be additional adult/s**
- Dates and times this permit is applicable, with a maximum 21 days' timeframe

**For CONDITION 2**

- Nominate the number of hours the permit holder must be onsite
- Nominate the monitoring times in hours
- Dates and times this permit is applicable, with a maximum 7 days' timeframe

Insert Rural Fire District name,  
Fire Permit Officer name, signature  
and date



# FIRE PERMIT

## PERMIT TO LIGHT, USE OR MAINTAIN A FIRE UNDER SECTION 89 OF THE RURAL FIRES ACT 1997



The following person: \_\_\_\_\_  
of: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Permit Reference  
Number:

000001

is hereby authorised to light, maintain or use a fire at: \_\_\_\_\_  
for the purpose of: \_\_\_\_\_

### IMPORTANT NOTES RELATING TO THIS PERMIT:

- Persons who contravene any permit conditions, or conduct a burn during the Bush Fire Danger Period without a permit, risk penalties of up to \$5,500 and/or 12 months imprisonment.
- Your permit **MAY BE SUSPENDED** at a Fire Danger Rating (FDR) of HIGH.
- Your permit has no force or effect on any day an FDR of EXTREME or above applies or when a TOTAL FIRE BAN is in force.
- Permit holders must notify their Fire Control Centre and neighbours at least 24 hours before lighting the fire. To notify the Fire Control Centre, phone: \_\_\_\_\_ or use the QR Code to notify online. Penalties of up to \$5,500 and/or 12 months imprisonment apply for failure to notify.
- If required, you must obtain a Bush Fire Hazard Reduction Certificate and/or other environmental approval(s), before undertaking any burning and must comply with all of the conditions set out therein.
- Hazard Reduction Certificate Number (if applicable): \_\_\_\_\_



Scan or visit  
rfs.nsw.gov.au/notify

### CONDITIONS OF THIS PERMIT:

This permit is issued subject to the following conditions under 1. or 2. (marked with an X):

<p><b>1. Monitoring the Fire – Continuous</b> <input type="checkbox"/></p> <p>The following people are required to remain onsite to monitor the fire from the time it is lit until the time it is fully extinguished</p> <p>a. Permit holder: required/not required (circle appropriate)</p> <p>b. Additional adults: Number required ( ) (insert number or '0' if none required)</p> <p>c. This permit shall be effective between the following dates, up to a maximum period of twenty-one (21) days:</p> <p>Date From: _____ Time: _____ am/pm</p> <p>Date To: _____ Time: _____ am/pm</p>	<p><b>2. Monitoring the Fire – Temporary</b> <input type="checkbox"/></p> <p>a. The permit holder must remain on the site of the burn for at least ( ) hours immediately after it is lit</p> <p>b. The site of the fire must be monitored every ( ) hours to ensure it is safe and contained</p> <p>c. The fire may only be lit if, at any time of lighting, the FDR is not forecast to exceed MODERATE during the following 48 hours</p> <p>d. The fire permit shall be effective for seven (7) days between the following dates/times:</p> <p>Date From: _____ Time: _____ am/pm</p> <p>Date To: _____ Time: _____ am/pm</p>
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The conditions marked below with an X shall also apply to this permit:

3.		The following firefighting equipment and resources must be available to conduct the burn (insert resources):
4.		The fire shall not be lit before ( : ) am/pm.
5.		The burn shall be totally extinguished by ( : ) am/pm on the day it was lit.
6.		No heavy timber or stumps to be added to any pile burns, or to be allowed to burn or catch alight.
7.		The fire must not be lit if, at the time of lighting, the wind is from the ( ) direction.
8.		Pile burning is to be undertaken so that, at any time, the maximum number of piles to be burnt simultaneously is ( ).
9.		The permit holder must ensure, prior to lighting the fire, that a non-combustible fire break is constructed to surround the area to be burnt. The firebreak must not be less than ( ) metres wide.
X	10.	This permit has no force or effect on any day that an FDR of EXTREME or above applies or when a TOTAL FIRE BAN is in force. An exemption applies, if this permit is being used in place of the Deceased Livestock Fire Permit where one is not available, and if both, approval has been granted by the Fire Control Centre and Condition 1. is complied with as marked.

Fire Permit Officer authorised to issue Fire Permits under the above Act within the \_\_\_\_\_ Rural Fire District.

Fire Permit Officer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Permit Officer Signature: \_\_\_\_\_

# ANNEXURE 2 EXAMPLE OF ONLINE FIRE PERMIT

**FIRE PERMIT**  
**PERMIT TO LIGHT, USE OR MAINTAIN A FIRE**  
**UNDER SECTION 89 OF THE**  
**RURAL FIRES ACT 1997**



**Fire Permit Number:**  
**FP0001460**

The following person: **Joe Bloggs**  
of: **PRETTY PINE ROAD, MOULAMEIN, NSW, Australia 2733**  
Telephone: Mobile: **0147896352**  
is hereby authorised to light, maintain, or use a fire at: **PRETTY PINE ROAD, MOULAMEIN**  
for the purpose of: **Agriculture - Cereal Crop Stubble (eg. Wheat, canola, etc)**

**IMPORTANT NOTES RELATING TO THIS PERMIT:**

- Persons who contravene any permit conditions, or conduct a burn during the Bush Fire Danger Period without a permit, risk penalties of up to \$5,500 and/or 12 months imprisonment.
- Your permit **MAY BE SUSPENDED** at a Fire Danger Rating (FDR) of HIGH.
- Your permit has no force or effect on any day an FDR of EXTREME or above or when a TOTAL FIRE BAN is in force.
- Permit holders must notify their Fire Control Centre and neighbours at least 24 hours before lighting the fire.
- To notify us submit a burn notification online or phone your Fire Control Centre on 0358984100 Penalties of up to \$5,500 and/or 12 months imprisonment apply for failure to notify.
- If required, you must obtain a Bush Fire Hazard Reduction Certificate and/or other environmental approval(s), before undertaking any burning and must comply with all of the conditions set out therein.
- Hazard Reduction Certificate (if applicable):

**CONDITIONS OF THIS PERMIT:**

This permit is issued subject to the following conditions under 1 or 2. (Marked with a ✓):

<p><b>1. Monitoring the Fire - Continuous</b> <input checked="" type="checkbox"/></p> <p>The following people are required to remain onsite to monitor the fire from the time it is lit until the time it is fully extinguished</p> <p>a. Permit holder: <b>required</b></p> <p>b. Additional adults: Number required ( <b>2</b> ) (number of 0 is noted if none required)</p> <p>c. This permit shall be effective between the following date, up to a <b>maximum period of twenty-one (21) days:</b></p> <p>Date From: <b>12-06-2024</b> Time: <b>00:00 AM</b>  Date To: <b>27-06-2024</b> Time: <b>11:59 PM</b></p>	<p><b>2. Monitoring the Fire - Temporary</b> <input type="checkbox"/></p> <p>a. The Permit holder must remain on the site of the burn for at least ( ) hours immediately after it is lit</p> <p>b. The site of the fire must be monitored every ( ) hours to ensure it is safe and contained</p> <p>c. The fire may only be lit if, at any time of lighting, the FDR is not forecast to exceed MODERATE during the following 48 hours</p> <p>d. The fire permit shall be effective for <b>seven (7) days</b> between the following dates/times:</p> <p>Date From: Time:  Date To: Time:</p>
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The Conditions marked below with an ✓ shall also apply to this permit:

<input checked="" type="checkbox"/>	3.	The following firefighting equipment and resources must be available to conduct the burn ( <b>Rakes,shovels,rake hoes/McLeod tool</b> )
<input checked="" type="checkbox"/>	4.	The fire shall not be lit before ( <b>4:00 pm</b> )
<input checked="" type="checkbox"/>	5.	The burn shall be totally extinguished by ( <b>11:59 pm</b> ) on the day it was lit.
<input checked="" type="checkbox"/>	6.	No heavy timber or stumps to be added to any pile burns, or to be allowed to burn or catch alight.
<input type="checkbox"/>	7.	The fire must not be lit if, at the time of lighting, the wind is from the ( ) direction.
<input type="checkbox"/>	8.	Pile burning is to be undertaken so that, at any time, the maximum number of piles to be burn simultaneously is ( ).
<input checked="" type="checkbox"/>	9.	The permit holder must ensure, prior to lighting the fire, that a non-combustible fire break is constructed to surround the area to be burnt. The firebreak must not be less than ( <b>4</b> ) meters wide.
<input checked="" type="checkbox"/>	10.	This permit has no force or effect on any day that an FDR of EXTREME or above applies or when a TOTAL FIRE BAN is in force. An exemption applies, if this permit is being used in place of the Deceased Livestock Fire Permit where one is not available, and if both, approval has been granted by the Fire Control Centre and Condition 1. is complied with as marked.

Fire Permit Officer authorised to issue Fire Permits under the above Act within the **Edward River** Rural Fire District.  
Fire Permit Officer Name: **Tony Whitehorn** Date: **11-06-2024**

## ANNEXURE 3 FIRE PERMIT OFFICER CHECKLIST

<b>Fire Permit Officer Checklist</b>	<b>YES</b>	<b>NO</b>
<b>You <u>MUST</u> answer <u>YES</u> to <u>ALL</u> of the questions before you issue a Fire Permit.</b>		
Have you been delegated as a Fire Permit Officer for this year?		
Is this role attached to your SAP personnel profile?		
Has the District supplied you with a current Fire Permit pad with the standard conditions?		
Have you been given a copy of the Fire Permit Guidelines and Service Standard 4.2.2 Fire Permits?		
Do you have a copy or are familiar with the Bush Fire Risk Management Plan?		
Is the proposal to establish a firebreak or hazard reduction work consistent with the Bush Fire Risk Management Plan?		
Is there a Bush Fire Danger Period in place or is the fire likely to be dangerous to a building?		
Is the applicant seeking a fire permit for an area in the rural fire district?		
Is the Fire Permit required for the purposes of one of the following: <ul style="list-style-type: none"> <li>• Clearing land/ Burning a Fire break/ Removing a fire hazard</li> <li>• Agricultural purposes</li> <li>• Forestry burns</li> <li>• Ecological burns</li> <li>• Destruction of household refuse / destroy an animal carcass</li> <li>• Pile burns</li> <li>• Burning sugar cane waste</li> <li>• Recreational purposes</li> <li>• For any fire likely to be dangerous to a building</li> </ul>		
If an environmental approval is required, has the applicant obtained a Bush Fire Hazard Reduction Certificate or other appropriate approval?		
Does the applicant have fire suppression equipment able to control the fire?		
Does the applicant have the appropriate personal protective clothing?		
Does the applicant have a containment strategy/s and understand when to contact 000 for an emergency?		
Have additional conditions been specified having regard to the circumstances of the situation?		
The Applicant understands they must inform the neighbouring properties and FCO (District Office) a minimum of 24 hours applies prior to lighting the fire? (1 hour for permits issued for burning deceased livestock). Applicant to be directed to the QR code or <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>		
Other notes:		
The Applicant indicates they can meet the conditions of the Fire Permit and you agree?		

**Have you been provided with the pamphlet "Information for Rural Landholders and Farmers – Fire Permits" to give to the Applicant? See your District Office for copies.**



# ANNEXURE 3

## GLOSSARY

**Appropriate Authority** in relation to a fire permit means:

- In the rural fire district, the Commissioner NSWRFSS
- In the fire district, the Commissioner F&RNSW

**Bush fire** includes a bush, grass and/or scrub fire.

**Bush fire hazard reduction work** does not include construction of a track, trail or road.

**Fire permit** means a permit issued under s89 of the Act.

**Immediate family** includes parents, siblings and children.

**Incinerator** is a device designed to contain a small fire and to prevent the escape of sparks and burning material.

**Light a fire** includes to maintain or use a fire, cause a fire to be lit, maintained or used.

**Land Clearance** means clearing land of:

- Bush
- Stubble
- Scrub
- Timber
- Trees
- Grass
- Vegetative or other material

**Managed Land** is:

- Land dedicated for a public purpose and owned, vested in, as trustee, or under the control of a local authority.
- Community land under the Local Government Act, 1993.
- A road vested in a local authority.
- A freeway or motorway.

**Occupier of land** the person who has management or beneficial use of the land (whether resident or not) or, if the land is a public reserve or park, the trustees or persons having the care, control and management of the land.

**Owner of land** in relation to Crown land means the Crown and includes:

- A lessee of land from the Crown
- A person to whom the Crown has contracted to sell

**Owner of land** in relation to land other than Crown includes:

- Freehold possession
- Benefit of lease, trust etc
- Body Corporate of strata scheme

**Prescribed Burning**

The controlled application of fire under specified environmental conditions to a predetermined area and at a time, intensity, and rate of spread required to attain planned resource-management objectives.

**Public authority**

- Any authority constituted under an Act.
- Any Government Department.
- Statutory body representing the Crown.
- A State-owned corporation.
- Any person prescribed by the regulations as a public authority.

**Tree includes:**

- Bush
- Scrub
- Shrub
- Timber
- Grass
- Vegetative or other materials

## ANNEXURE 4 FCO SUSPENSION CHECKLIST

<b>Fire Permit discretionary suspension considerations during periods of High Fire Danger Rating</b>	
District:	Fire Weather Forecast Area:
FCO:	Relevant LGA:
What local weather factors have been considered (including and any local variations to the overall fire weather area forecast)? (Provide details):	
Are there farming / agricultural implications or considerations? (Provide details):	
Are there considerations relating to significant infrastructure or the built environment? (Provide details):	
Are there economic or social implications or considerations (including any significant events)? (Provide details):	
What discussions have occurred with the fire authorities and any other relevant BFMC members? (Provide details):	
Other notes:	
Retain checklist in accordance with P5.1.6 Records Management	

# ANNEXURE 5

## LETTER REQUESTING RFS ASSISTANCE WITH A BURN



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### Request for NSW Rural Fire Service assistance with a Fire Permit burn

I \_\_\_\_\_ as owner/occupier of (address): \_\_\_\_\_

Request the assistance of the NSW Rural Fire Service (the RFS) in undertaking a Fire Permit burn on my Land. A description of the Burn and a map identifying the Land and the site of the Burn is attached.

I acknowledge that I am responsible for:

- Obtaining all relevant environmental approvals, including a bush fire hazard reduction certificate if required;
- Obtaining a fire permit;
- Making any notifications that are required (including all adjoining land owners/occupiers 24 hours prior to lighting the Burn); and
- Establishing any 'control lines' that may be required.

I also acknowledge that I will remain responsible for preventing the spread or escape of the fire and ensuring that it is properly extinguished notwithstanding any assistance that may be provided by the RFS.

I hereby consent to members of the RFS: entering the Land for the purpose of assisting in the planning, preparation and execution of the Burn.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*All personal information provided by the applicant will be used by the RFS solely for the purposes of assessing the applicants request, carrying out the works and reporting on such works. All personal information will be dealt with in accordance with the Privacy and Personal Information Protection Act 1998.*