

**SCHEDULE 2
WHITTLESEA CITY COUNCIL
GENERAL MUNICIPAL LAW (NO.1 OF 2014)**

APPLICATION FOR A PERMIT TO BURN

Please allow 10 working days for processing

**A permit application fee of \$170.00 payable for this permit
(Note: this fee is non-refundable)**

I, _____
(insert full name of applicant in BLOCK LETTERS)

of _____
(address or Business Name)

wish to apply for a Permit to Burn as follows:

Location of burn: _____ Date of burn: _____

For the purpose of burning: _____
(describe material to be burnt)

THE FOLLOWING MUST BE COMPLETED:

- Commercial Premises
- Residential Premises
- Building Construction Site
- Development Site
- Grassland Ecological Site
- Agricultural Site
- Larger than 0.8 hectares

Material to be burnt:

- Green Waste
- Hard Waste
- Building Waste
- General Refuse
- Is the material recyclable?
- Is the burning off for fire prevention?
- Is the burning off for ecological purposes?
- Burn Plans attached** (see page 2)

What other measures have been sought to dispose of the material to be burnt?

APPLICANT'S CONTACT DETAILS:

Postal Address (if different to above): _____

Email Address: _____

Contact Phone Numbers: (BH) _____ (AH) _____

Name of Property Owner (where required): _____

Address of Property Owner (where required): _____

Signature of Owner

Signature of Applicant

Date

A BURN PLAN MUST BE ATTACHED TO THIS APPLICATION (see page 2)

What's in a burn plan?

1. A map of your property and where the burning is to take place.
2. The plan must show the distance from the boundary and any buildings.
3. The plan must indicate where the charged water supply is and the fire suppression equipment.
4. The Plan must show the fuel reduced area, i.e. 3m buffer of mown grass, wet down to 1.5m around the burn area.
5. Indicate the number of able bodied adults monitoring the burn.
6. A traffic management plan if the burn is within 20m of a road.
7. An emergency contact plan in the event of an emergency.

Draw your plan here

Delivery of Application & Payment of Fee:

In person to: City of Whittlesea, 25 Ferres Blvd, South Morang.
By Mail to: City of Whittlesea, Locked Bag 1, Bundoora MDC 3083
By Email to: info@whittlesea.vic.gov.au

***For further information contact the City of Whittlesea Local Laws Department on 9217 2170
Monday to Friday, between 8:30am and 5.00pm***

Office Use Only:

Officer Initials: _____ Date of Inspection: _____ Approved: Yes No

Fee payable	\$170.00		
Account No.	3195.1932.845	Receipt Type - 410	
Receipt No.			Date

Credit Card Payment Authorisation

Mail Locked Bag 1, Bundoora MDC 3083
Offices, 25 Ferres Blvd, South Morang VIC 3752

Card type

Visa Mastercard

Card number

Expiry date (MM/YY)

 /

Cardholder name

Payment amount

\$ 170.00

I authorise City of Whittlesea to charge the amount stated above.

Cardholder signature

Date

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