

Stubble Burning Permit Process



**CORANGAMITE
SHIRE**



**Colac Otway
SHIRE**

Schedule 13 Form completion :Within Fire Danger Period



- Where to get the form?
 - Website – www.corangamite.vic.gov.au,
www.colacotway.vic.gov.au, in search bar- permit to burn
 - CFA Capt's
- Who is the Applicant? = private person (individual required to be on site when burning, can not be a company)
- Owner Consent and signature if not applicant
- CFA Capt/s signature – adjoining brigade requires notification from each Capt.

Schedule 13 Form completion :Within Fire Danger Period



- Council officers can not correct or interpret forms – corrections must be complete by applicant.
- Send the form in to the email or fax on top of form.
 - shire@corangamite.vic.gov.au fax – 5593 2695.
 - inq@colacotway.vic.gov.au fax - 5232 9586
 - Allow 7 days for processing

A form titled "SCHEDULE 13 APPLICATION TO BURN BY AN INDIVIDUAL" from Colac Otway Shire. It includes fields for Applicant Details (Name, Address, Telephone, Email, Mobile), a declaration by the applicant, and a section for the location of the area to be burnt (Property No., Road Name, Area to Burn, Map No., Map Ref.). It also has a section for the reason for burning and a signature line with a date field.A form titled "CORANGAMITE SHIRE SCHEDULE 13 APPLICATION FOR PERMIT TO BURN BY AN INDIVIDUAL" from Corangamite Shire. It includes fields for Applicant Details (Name, Address, Telephone, Email, Mobile), a declaration by the applicant, and a section for the location of the area to be burnt (Road Name and N°, Council Property N°, Map N°, Map Ref.). It also has a section for the reason for burning and a signature line with a date field. The form includes a note: "Please allow one week from date of application and ensure all information is correct. Application Forms with incorrect or missing information cannot be issued and will be returned to the applicant for completion." and a section for the Officer in Charge of the Brigade to complete prior to application being forwarded to M.F.P.O.

Schedule 13 Application Form :Council Process



- Council Officer will:
 - Assess the form, check completeness, common errors.
 - If incomplete return to applicant with request for correction.
 - Identify stage conditions and weather factors
 - Consult with CFA officers or Capt's where necessary
 - Consider permit history of applicant/property
 - Enter in the system and produce permit
- Send the permit and conditions to the Applicant and relevant CFA Capt/s.

Schedule 13 Application Form :Common Errors



- Check your forms details are correct commonly made errors are:
 - Property Identification
 - Map reference number – VICMAP Book
 - Not CFA map book, Mel ways,
 - Property or address road names - not colloquial name
 - Check property numbers are correct
 - Form not signed by property owner, CFA Capts, or applicant
 - Burn area and burn type (stubble)
 - We require legible writing and correct contact info
 - Allow 7 days time for processing

Schedule 13 Application Form :Overview of Conditions



Conditions Stage Level	Stage One	Stage Two	Stage Three	Stage Four
Adequate Fire Suppression Equipment in attendance at time of ignition & burn	3 Appliances	3 Appliances	2 Appliances	1 Appliances
Water (Litres in attendance & available)	4,000 Litres	3,000 Litres	2,000 Litres	2,000 Litres
Adults in attendance during burn & at time of ignition	6	6	4	2
Burning Ignition time	5.00 p.m.	2.00 p.m.	12.00 p.m. (midday)	10.00 a.m.
Width of Breaks, free of flammable material	5 metres	5 metres	5 metres	5 metres
Notification to Country Fire Authority	9.00 p.m. on day PRIOR to the burn	9.00 p.m. on day PRIOR to the burn	9.00 p.m. on day PRIOR to the burn	9.00 p.m. on day PRIOR to the burn

- The above conditions are in addition to any conditions shown on the permit and are to be read in conjunction with the permit issued by the relevant Council. In many cases other conditions may apply to support the permit and to reinforce notifications to local brigades and or relevant authorities.

Schedule 13 Application Form :Additional Conditions



- Any conditions can be added to any permit
- Check your permit for extra conditions
- These may include –
 - on site check,
 - notification to DEWLP, or altered CFA Capt notifications
 - cancellation by CFA prior to the burn eg. Total Fire Ban

Note: The commencement and finish of the FDP can be different from Shire to Shire, so inquiries should always be made if you intend to burn or if you see fires burning during the FDP.