

# FIREWORKS ON COUNCIL LAND APPLICATION

SUMMARY OFFENCES ACT 1966

If a pyrotechnician proposes to discharge fireworks in a public place, permission must be obtained from Council under the Summary Offences Act section 4(j) – to set off fireworks in a public place.

Pyrotechnician Name .....

Fireworks Company Name .....

ABN .....

Name of Event (if applicable) .....

Postal Address .....

Contact numbers Private .....

Business .....

Mobile .....

Fax .....

Email address .....

Proposed date(s) From .....

To .....

Proposed times Start .....

Finish .....

Location of proposed fireworks .....

If granted how would you like to  
receive your permit?



☐ Via post

☐ Via email

- ☐ Aerial  
☐ Salute  
☐ Ground

- ☐ Chinese  
☐ Theatrical  
☐ Other

**A COPY OF YOUR CERTIFICATE OF CURRENCY FOR \$20 MILLION PUBLIC LIABILITY INSURANCE MUST BE  
SUBMITTED WITH THIS APPLICATION.**

PAYMENT OPTIONS	
Application Fee	\$103.00
 <b>By Mail</b> Please attach a cheque or money order made payable to the <b>Greater Shepparton City Council</b> to this application form and mail to the Greater Shepparton City Council, Locked Bag 1000, SHEPPARTON VIC 3632.	 <b>In Person</b> Cash, cheque, eftpos or credit card (Visa or Mastercard) payments can be made at 90 Welsford Street, Shepparton between 8:15am and 5:00pm Monday to Friday.
Office Use <b>Date Paid:</b>	<b>Receipt Number:</b>
<b>Amount Paid: \$</b>	<b>Ledger No - 10LFIN (Permit Fee)</b>

The personal information requested on this form will be collected, held, used and disclosed in accordance with Council's Privacy Policy and the *Privacy and Data Protection Act 2014* (Vic) ('PDPA'). By providing your personal information, you consent to Council using and disclosing such information for the purposes set out in its Privacy Statement and/or any secondary purposes permitted by the PDPA. Failing to provide personal information to Council may mean that Council cannot provide its services to you. You may apply to Council for access to and/or amendment of the information by contacting Council on 03 5832 9730.  
M18/53046

## Greater Shepparton City Council

Building, Planning & Compliance  
Locked Bag 1000, Shepparton 3632  
90 Welsford Street, Shepparton 3630

Ph: (03) 5832 9730 Fax: (03) 5831 1987 Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)

[www.greatershepparton.com.au](http://www.greatershepparton.com.au)

ABN 59 835 329 843

Complete the following application form and submit to Council, Building, Planning & Compliance, City of Greater Shepparton, Locked Bag 1000, Shepparton, Vic, 3632. For all inquiries please telephone: 03 5832 9700.

- Applications must be received by Council at least 28 days prior to the proposed date.
- If any other Council permits are required, please contact the required Council department at least 8 weeks prior to the proposed event or activity. Some Council departments will require specific permit applications to be received by Council at least 8 weeks prior to the proposed event.
- The declaration must be signed by the Contact Person and returned with the application.
- If approved, written permission will be forwarded to the Contact Person advising of approval and any specific terms and conditions.

The following declaration is to be signed by the Contact Person. I accept and understand the terms and conditions of applying for permission.

Signature of applicant ..... Date .....

**TERMS AND CONDITIONS**

Please ensure that you read all conditions and requirements.

- The Application fee is non-refundable and non-transferable.
- Permission to discharge fireworks in a public place is only granted once written permission has been issued.
- Permission will not be approved if evidence of all required permits, licences and current Public Liability Insurance is not supplied.
- Council land and facilities must only be used for the approved purpose and at the approved times.
- All conditions set by Council will be outlined in writing. If all conditions are not met, fireworks are not permitted to be discharged.
- Permission may be revoked, altered or amended at any time.
- The permit holder must not (whether by act or omission) cause any damage to Council land or facilities or leave the area in an untidy state. The cost to restore any damage to Council land or facilities as a result of the activity will be borne by the permit holder.
- The permit holder must not do anything that will void or otherwise negatively affect the insurance policy obtained and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
- The permit holder must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
- The permit holder indemnifies Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the permit or use of the facilities, except where the claim, demand, action, suit or proceedings relates to the negligent act or omission of the Council.
- The permit holder must ensure that no nuisance is caused to properties within the surrounding neighbourhood.
- The permit holder must, as soon as practicable, make good any damage caused (whether by act or omission) to the facilities/area. The Council may remedy any breach, the cost of which shall be a debt due to the Council from the permit holder.

**PUBLIC LIABILITY INSURANCE**

Public Liability Insurance cover for a minimum of \$20,000,000 must be supplied for all applications.

	YES	NOTES
Have you attached a copy of your current Certificate of Currency for \$20 million Public Liability Insurance?	<input type="checkbox"/>	

## PYROTECHNICIAN

Pyrotechnician Company:
Pyrotechnician Name:
Pyro technician Licence Number:
Licence Expiry Date:

## FIREWORKS

	NO	YES	NOTES
Do you wish to set up and/or discharge fireworks in a public place and/or Council land?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wish to set up and/or discharge fireworks on a Council building or asset?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fireworks part of an event?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, the event organiser is required to complete a Council Land Use Application form as other permits may be required from Council. Telephone: 03 5832 9730.
Have you obtained a Notification of Intention to Discharge Fireworks permit from Worksafe?  If NO, why?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, supply a copy of the Notification of intention of discharge Fireworks form.
Do you have a current Civil Aviation Safety Authority permit (CASA)?  If NO, why?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, supply a copy of the valid CASA permit.
Have you obtained a Public Open Place Permit (POPE) from Councils Building department?			If Yes, please supply a copy of this permit. If No, please advise that you have confirmed with Council s Building department that a POPE is not required.
Do you have extra pyro technicians assisting?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please supply an attached list of names, date of birth and current licence numbers.
Have you obtained a Country Fire Authority Act 1958 Schedule 14 permit from the CFA to use fire during the Fire Danger Period? Please note that a CFA Schedule 14 permit is required during the declared Fire Danger Period.  If NO, why?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, supply a copy of the valid CFA Schedule 14 permit. For more information, please contact the CFA.

	NO	YES	NOTES
Have you obtained a Country Fire Authority Act 1958 Section 40 permit from the CFA to use fire on a day of Total Fire Ban?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, supply a copy of the valid CFA Section 40 permit. If No, Council recommends this permit be obtained prior to an event during the declared Fire Danger Period. For more information, please contact the CFA.
If NO, why?			
Has notification to neighbouring residents been made advising of fireworks?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please supply details. If No, please supply a copy of proposed notification and addresses or map of area to be advised and proposed date of notification.
Have you made a public notice in the local paper and also with the Local Radio station?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please supply details.
If NO, why?			
Have you prepared a risk assessment and safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>	If No, please seek assistance from Work Safe Victoria on your roles and responsibilities as an event organiser. If Yes, provide full details of the procedures to be taken to ensure the safety of participants and spectators, including First Aid, emergency vehicle access, names of individuals responsible and their roles.
Have you created a Risk Management plan?	<input type="checkbox"/>	<input type="checkbox"/>	If No, a Risk Management Plan is required to hold an event on Council land. If you require a Risk Management Plan or Assessment template – please contact Councils Risk Department on 03 5832 9700. If Yes, provide a copy of your written Risk Management Plan.
Have you created an Emergency Plan?	<input type="checkbox"/>	<input type="checkbox"/>	If No, a Fireworks Emergency Plan is required to discharge fireworks in a public place. If Yes, provide a copy of the Emergency Management Plan.
Have you advised all emergency services?	<input type="checkbox"/>	<input type="checkbox"/>	If No, it is the responsibility of the applicant to notify all relevant authorities of the event. If Yes, supply details of when and who notified all emergency services.
Is there a Security Plan in place for event?	<input type="checkbox"/>	<input type="checkbox"/>	If No, it is the responsibility of the applicant to have a security plan in place. If Yes, provide a copy of the security plan.
A site plan is required to be completed for all permit applications. Site plans should include the area you wish to use, traffic access, emergency services, distances, hazards etc		<input type="checkbox"/>	

## ATTACHMENT 1

### LIST OF ALL ATTACHMENTS

List all attachments and documentation provided.

Please note: Items already listed here must be submitted with the application.

Attach extra pages and all required documentation as required.

Worksafe Notification
Certificate of currency for Public liability insurance (20 million)
Copy of current Pyro technician licence
Site Maps
Risk Assessment
Confirmation emergency services advised of proposal
CASA permit
Event plan
Event Emergency plan
Security plan
Public Open Place permit (POPE)
List of extra Pyrotechnicians assisting
CFA schedule 14 permit – use fire during fire danger period
CFA section 40 permit – use fire on a day of total fire ban

## ATTACHMENT 2

### SITE PLAN

Please provide a detailed and dimension site plan including location of all structures: fireworks set up, hazards, emergency equipment, vehicle access, spectators, buildings, parking, details of road closures; PA systems; amusement devices; tents, marquees; food/drink/merchandise stalls; stage; sound & lighting towers; portaloos; temporary seating; marquees; signage; displays; first aid station; emergency vehicle access etc.

**If you wish to request an overhead map of the Council area please contact 03 5832 9730.**