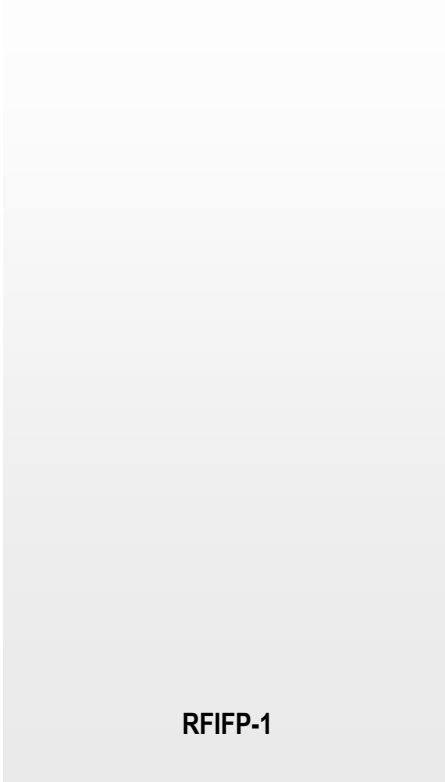


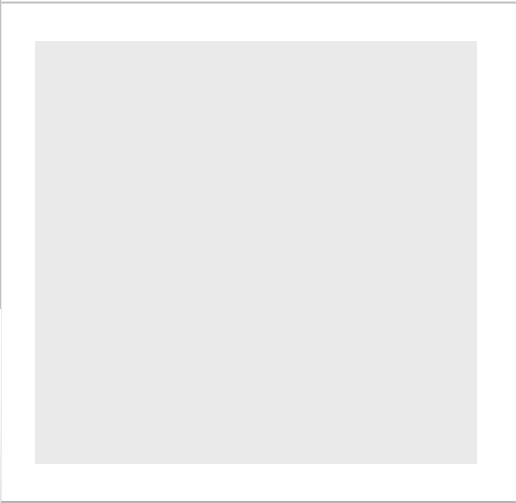
Rural Firefighting

Study Guide

# Issue Fire Permits



RFIFP-1



EMQUAL  
EMERGENCY MANAGEMENT  
QUALIFICATIONS



## **Status of this Document**

This document is issued by the National Rural Fire Authority.

### **What this means:**

It is written to comply with:

- Other National Training Material
- Rural Fire Authority best practice.
- Forest and Rural Fires Act 1977
- Fire Service Act 1975
- Health and Safety and other relevant legislation
- New Zealand Qualifications Authority requirements
- Emergency Management Qualifications (EMQUAL)

The document, its content and specified processes are not to be altered except through National Training Rural Fire Authority training processes.

### **Recommendations for Change:**

National Rural Fire Authority encourages and welcomes feedback on all its products and processes to ensure currency and continuous improvement.

Recommendations for changes to this material should be sent to the National Rural Fire Authority.

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## Acknowledgements

The National Rural Fire Authority (NRFA), New Zealand Fire Service (NZFS) and Emergency Management Qualifications (EMQUAL) acknowledge the help of the many subject experts in preparing this course.



## Study Guide Introduction

<b>Overview</b>	<p>This course consists of a precourse workbook that is required to be completed and sent to the course director at least a week prior to commencement of the course. On course you will be required to complete the activities including the completion of three Fire Permits of varying nature.</p>
<b>Course Objectives</b>	<p>This course is for those who are required by their Fire Authority to issue fire permits. This material outlines the information Rural Fire personnel need to know to correctly and efficiently issue fire permits. This course provides evidence towards the achievement of unit standard 20398 Issue Fire Permits version 3.</p> <p>The prerequisite for this course is unit standard 14564, Demonstrate knowledge of the fire environment on vegetation fire behaviour, or demonstrate equivalent knowledge and skills.</p> <p>It is recommended that unit standard 20399 Responsibilities of a Rural Fire Officer and 14556 Fire Weather Index courses are completed before you attend this course.</p>
<b>Additional resources</b>	<p>To complete the workbook, you will need access to:</p> <ul style="list-style-type: none"><li>• your RFA's (Rural Fire Authority) Fire Plan</li><li>• the Forest and Rural Fires Act 1977 (web or hard copy)</li><li>• the Forest and Rural Fires Regulations</li><li>• internal policy and processes of your RFA with respect to the issue of fire permits</li></ul> <p>Your RFA is responsible to supply you with these documents together with copies of relevant legislation. When purchasing paper copies of legislation, a version with all the latest amendments incorporated into it is easier to read. Alternatively if you have access to the internet, you can find these documents at: <a href="http://www.legislation.govt.nz">http://www.legislation.govt.nz</a></p>
<b>Pre Course Requirement</b>	<p>The workbook must be completed and submitted for approval to the assessor prior to attending the practical course.</p>

**Assessment**

There are specific assessment guidelines for this unit standard. The designated assessor will require the participant to at least complete the following satisfactorily:

- Attendance and participation in the training session.
- Completion of the theory assessment including three Fire Permits of varying nature written.

The assessor will need to confirm the participant has demonstrated competency in the following tasks:

- Inspection of burn site
- Discussion on a burn plan
- Advice on how to carry out a safe burn
- Correctly write out a permit including setting safe weather parameters and fire protection and suppression resources
- Process administration of permit by sending copies to appropriate person
- Dealing with a permit request that has to be declined

Because each participant's practical experience differs, your next step will be to contact an approved assessor and discuss any other requirements you may need to fulfil. This could include attestation of previous practical experience and/or practical assessment.

**Why do I need to know it?**

This study guide has been designed to structure your research. Your resources include access to legislation and policy documents as well as the knowledge of others within your organisation. Use these resources to help you answer the questions in this material.

**Requirements**

Return your completed workbook to your course director for checking at least one week before the course. You'll get them back when you attend the session.

**Support**

If you have any study problems contact your course director.



## Section 1: Rural Fire Authority Policy

**Section Objective** To competently issue fire permits, you need to begin with your RFA's policy document – its fire plan. Your Fire Plan sets out all of your RFA policies and procedures in relation to rural fire control and also sets out the procedures and actions required in case of a fire.

### RFA – Statutory responsibility

**Duties of Fire Authorities** Section 12 (1) of the Forest and Rural Fires Act 1977 states:  
Every fire Authority must promote and carry out fire control measures in its district.

**Fire Control** In relation to forest, rural, and other areas of vegetation means:

- a) the prevention, detection, control, restriction, suppression, and extinction of fire; and
- b) the safeguarding of life and property from damage and risk of damage by or in relation to fire; and
- c) all measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding:-  
and fire control measure has a corresponding meaning

**Overview** Under the *Forest and Rural Fires Act 1977* a Fire Authority has a statutory responsibility to issue permits in a restricted fire season but can limit the actual issue of a permit on the basis of elevated fire conditions, fuel conditioning and arrangement, exposures, fire breaks, lighting up requirements, personnel and equipment resources.

**Communicate to the public on fire danger** Processes used to communicate to the public including web pages, newspapers, signage, radio, community boards, facebook, electronic text, and newsletters.

**Risk management** Fire permits are a risk management tool.  
Fire permits are a land management tool.  
If there is any doubt about a situation, do not issue a permit.

**FWI**

The Fire Weather Index (FWI) system components should be used as a guide for anticipating likely burning conditions.

**Fire Plan and Fire Permits**

**Beginning with policy – the RFA Fire Plan**

Fire plans are required under the *Forest and Rural Fires Act 1977*, and regulated by the *Forest and Rural Fires Regulations 2005*.

A fire plan is to include policies and procedures that the RFA has to reduce the likelihood and consequence of fires in its district.

An essential part of a fire authority's role is fire control. This means the prevention, detection, control, restriction, suppression and extinction of fire. Also part of this role is to safeguard life and property from damage and risk of damage by of in relation to fire. Fire permits are issued by a fire authority as a fire control measure as required under the *Forest and Rural Fires Act 1977*.

**Why issue fire permits?**

The purpose is to:

- control or restrict the use of fire during conditions that the fire authority deems as being a risk to the spread of fire
- encourage the use of fire appropriately as a land management tool.

**What land areas do fire permits cover?**

Any fire permit issued must only apply to the land area administered by the relevant fire authority. If a permit issued by one authority is for land outside of the issuing fire authority's area of jurisdiction it will have no validity.

The only exception is when there is a written agreement between the fire authorities concerned that enables a Rural Fire Officer (RFO) to issue permits on behalf of another fire authority. This person also needs to be a warranted fire officer with the other authority that they are issuing permits for under an agreement

<b>What is your RFA's responsibility?</b>	<p>Each Fire Authority is required to identify suitable <b>trigger points</b> or <b>threshold requirements</b> for the instigation and withdrawal of either a restricted or prohibited fire season.</p> <p>The use of the Fire Weather Index (FWI) System, climate data, fuel mapping and a wildfire threat analysis are key tools in the assessment of fire restriction requirements.</p> <p>Pre-planning of fire season status requirements may include liaison with neighbouring authorities through the Regional Rural Fire Committees to consider the benefits of a combined approach.</p> <p>Joint implementation of a restricted or prohibited fire season may assist with the clarification of the area/s involved, rationalising on the media campaign and simplifying the advertising required to advise the public of the situation.</p>
<b>What's in the fire plan?</b>	<p>Your Rural Fire Authority <b>Fire Plan</b> spells out the fire authority's guidelines for monitoring the fire danger conditions, assessing the risk of fire, and the implementation of fire prevention and control measures.</p>
<b>Who is responsible?</b>	<p>The <b>Principal Rural Fire Officer</b> (PRFO) has the responsibility to ensure that this is carried out this is under the FRF Arc 3A i.e. DOC (Department of Conservation) being a warranted RFO.</p>
<b>Who is authorised?</b>	<p>All fire permits must only be issued by a <b>formally warranted RFO</b> for the fire authority area in which the permit is used.</p>
<b>Bylaws under Local Government Act 2002</b>	<p>There is provision for local government to set bylaws which may impact on rural areas. Check with your local district council regarding any rural related bylaws being in place. Example in Appendix A- Selwyn District Council Rural Fire Bylaw 2009.</p>
<b>Summary</b>	<p>For a RFA to effectively meet its legislative responsibility to safeguard life and property through prevention, control and restriction of wildfires it must:</p> <ul style="list-style-type: none"> <li>• ensure it has a system in place that sets out what both its RFO and public need to do to issue/receive a fire permit – i.e. an efficient administration process</li> <li>• ensure both its RFO and its public know the steps they are required to take to issue/receive a fire permit – i.e. a well communicated process.</li> </ul>

## Use of Fire Seasons

<b>What are fire permits</b>	Fire permits are issued to manage and authorise the use of fire.
<b>Restricted</b>	Some fire authorities may have a year round <i>Restricted Season</i> and require that all fires lit in the open air, regardless of the time of year or fire hazard conditions, have a permit issued.
<b>Open Restricted Prohibited</b>	Other Fire Authorities regulate permit issue by use of three fire seasons – Open, Restricted and Prohibited.

## Internal Processes

<b>Time frame</b>	A RFO should respond as soon as practical to any request for a permit.
<b>Standard format</b>	All permits should be in issued using standard format. A record of all permit issued is to be kept by the issuing fire authority's office.
<b>Customer service</b>	RFA personnel are required to: <ul style="list-style-type: none"><li>• manage all applications for fire permits fairly, equitably, consistently without being officious</li><li>• be helpful and give advice and assistance and the potential for educating the applicant</li></ul>

## Responsibilities

<b>Fire Permit Checklist</b>	The issuing officer should be able to account for all factors to be considered on the Fire Permit checklist.
<b>Inspections</b>	Inspections prior to permit issue are essential.

**Who is responsible for fire?** The onus of responsibility for fire is on the landowner/permittee applying for the permit.

**Who sets the fire?** As the issuing officer in the event of a permitted fire, do not set fire to the material to be burned, this is the permittee's responsibility. The liability lies with the person lighting the fire and they are financially and legally liable for any costs associated with the fire.

All permits must be signed by the permittee before lighting this ensures that they have read and understood the conditions.

## Jurisdiction

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**Other RFAs** Where the issuing of a permit is likely to involve the interests of another Fire Authority, that authority is to be notified, and a copy of the permit sent.

**Resource Management Consents** Landowners should be advised to consult with the relevant Regional Council (Unitary Authority) regarding any Resource Management Consents.

**Conservation values** Where conservation values are at risk you may need to refer to the Department of Conservation for advice.

## Thresholds for permit issue

Refer to you fire plan for trigger points for fire season status.

### **Environments effect on fire**

The environment in which the fire is burning changes over time. Most changes in fire behaviour occur as the fire moves over the terrain, and moves from one fuel type to another as time passes. Abrupt changes can occur when a fire moves vertically from one fuel layer to another, such as when a surface fire escalates into forest crowns, Also when it moves from one type of vegetation to another, for example, from grass into gorse. Changes in weather conditions can also affect how a fire is burning.

### **Predictions**

Since fire behaviour varies according to the environment, it is not an exact science. Fire fighters can acquire sufficient skill in predicting fire behaviour to allow safe, effective and efficient control and use of fire.

### **Fire Danger**

Fire danger is a term used to express an assessment of both fixed and variable factors of the fire environment that determine the:

- ease of ignition
- rate of Spread (ROS)
- degree of difficulty of control
- fire impact

### **FWI (Fire Weather Index)**

This is a set of codes and indices based on the current and preceding weather conditions. It estimates the relative flammability and availability of fuel and their effect on potential fire rate of spread and intensity.

It is a key component in the monitoring and evaluation of the variable fire danger factors. It enables fire managers to properly assess fire danger levels and make fire prevention and fire pre-suppression arrangements.

### **Fuel moisture codes**

The first three components of the FWI System are fuel moisture codes. They represent the moisture content of:

fine surface litter - Fine Fuel Moisture Code (FFMC) (0 – 5 cm)

loosely compacted duff - Duff Moisture Code (DMC) (5 – 10 cm deep)

deep compact organic matter – Drought Code (DC) (10 – 20 cm deep).

## Fire behaviour indices

The other three components of the FWI System are fire behaviour indices that are related to the level of fuel dryness - i.e. the fuel moisture codes.

The first of these is the Initial Spread Index (ISI) which is based on wind speed and the FFMC and reflects the potential rate of fire spread.

The second is the Buildup Index (BUI) which is based on the DMC and the DC and reflects the potential amount of fuel available to burn and persistence of burning.

The third index is the Fire Weather Index (FWI) which is based on the ISI and BUI values and represents potential fire intensity and difficulty of control.

The chart below shows how weather observations are used to determine the components of the Fire Weather Index.

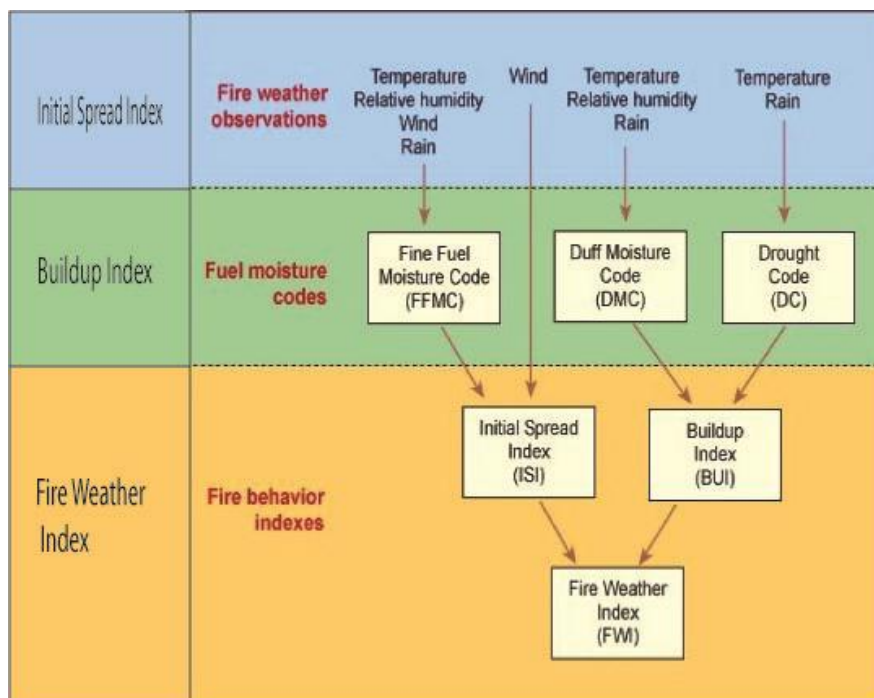


Figure 1 – FWI Index System

## Fuel Moisture Codes

Low moisture code values indicate high fuel moisture contents and less severe conditions.

High fuel moisture code values indicate low fuel moisture contents, more severe conditions and potentially more extreme fire behaviour

<b>Fire behaviour indexes rating</b>	<p>Low/moderate fire: behaviour index indicates low to moderate expected fire behaviour with relative ease to extinguish a fire</p> <p>High/very high: fire behaviour index indicates potential for high fire behaviour with difficulty in controlling a fire</p> <p>Extreme: fire behaviour index indicates a potential for an extreme level of fire behaviour, with very limited probability to contain a fire.</p>
<b>Degree of Curing</b>	<p>In grasslands the dryness level is expressed as the degree of curing. The threshold for ‘Very High’ is around the 75-80% curing level.</p>
<b>Weather Forecasts</b>	<p>Weather conditions change from the observation time (different rates on different days) and it can be useful to update weather forecasts to cover the period of the fire permit issued.</p> <p>You can use forecasted weather information to predict FWI codes and indices for subsequent hours and days. Where detailed fire weather forecasts are available, you can predict FWI values out for several days.</p> <p>Long range weather forecasts provide an indication of likely temperatures and precipitation which can be used with the DMC and DC Drying Factor tables to provide an indication of how many points these values will increase by over the forecast period.</p> <p>Example</p> <p>In February with temperatures of around 20°C ( and RH of 50%) values of the DMC and DC will increase by around 2 and 6 points per day respectively, so that in the absence of significant rain:</p> <ul style="list-style-type: none"><li>• After 10 days the DMC will have increased by 20 points to 60, The DC by 60 point</li><li>• After 15 days the DMC will have increased by 30 points, the DC by 90 points</li></ul>
<b>Measure to contain fire to permitted area</b>	<p>Measures to contain fire to permitted area may include but not limited to:</p> <ul style="list-style-type: none"><li>• burn plan: permittee to provide a plan on procedure to be undertaken in lighting and control of permit burn</li><li>• special conditions; noting on permit any constraints that apply</li><li>• weather forecast: noting on permit any constraints that apply</li><li>• arrangement of fuel to be burnt- heaped or spread out</li><li>• fire suppression equipment available on site</li><li>• size and extent of burn area</li><li>• requirement for fire breaks</li><li>• location of burn to adjacent exposures to protect</li></ul>



## Section 2: Fire Permit Issuing Checklists

### Fire permit site

Generally there are three levels of fire risk:

Low risk fire- could be lit without posing a risk to surrounding property and in varying conditions.

Moderate risk fire – will require more care to contain the fire from spreading and will have more stringent conditions imposed for lighting.

High risk fire- likely to require a burn plan and more intensive management and suppression resources on hand during the burn operation.

### Prior to Site Inspection

### Checklist

The following is a checklist used prior to issuing Fire Permits:

	I'm familiar with the relevant sections of the Forest and Rural Fires Act and Regulations, and the Fire Authority's policy on fire permit issue.
--	--

	I've collected Topo50 series map/s and/or other appropriate maps to verify own and other fire authority areas in relation to the proposed burn site.
--	--

	I've checked for potential requirement of a joint Fire Authority permit issue and or a requirement to consult with a neighbouring Fire Authority.
--	---

	I've checked the Fire Weather Index readings for trigger points that could either preclude the issue of a fire permit or apply special conditions on the issuing of a fire permit or limit the duration of the fire permit.
--	---

	I've checked the weather forecast for trigger points that could preclude the issue of a fire permit or require special conditions on the issuing of a fire permit.
--	--

	I've checked on the history of fire permit issues for the area in regards to any previous concerns and or potential for fire control problems.
--	--

	In the case of a land clearing fire, I've identified if there is a need for the permittee to prepare a burn plan for your approval and requested it.
--	--

	I've advised the permittee of his/her responsibility with respect to the Resource Management Act (RMA) and related clean air requirements.
--	--

	I've advised the permittee has adequate fire insurance cover.
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## Site Inspection

### Checklist

The following is a checklist of factors that need to be considered for Site Inspections when issuing a fire permit.

	Site overview: Clearly identify the wider surrounds of the site to be burnt, including adjacent property / values.
	Identified actual site / area / boundaries of proposed burn.
	Identified if there is other property and or values at risk from an escape fire.
	Identified if there are other hazards to take into account.
	Identified fuel type and condition of fuel/s.
	Assessed the Fire Environment: topography, fuels and weather.
	Identified the prescribed time of ignition, light up sequence and method.
	Identified the potential fire behaviour and rate of fire spread for both fuels to be burnt and surrounding fuels.
	Identified if there are adequate fire breaks around the area to be burnt.
	Identifies that the permittee (if leased) has the right and permission of the land owner to manage the burn.
	Made sure that the permittee has adequate resources to carry out the burn safely and effectively.
	I consider that the permittee is competent to carry out the proposed burn safely and effectively.

## Burn Plans

### When do you need them?

For fires where the size of the fire and type of topography is likely to be considered high risk it is likely that a burn plan will be required. As the issuing officer you need to assess all the factors and request a burn plan from the applicant. This requires approval before permit issue and light up. Some of the factors that need to be considered are:

size	joint permit
chances of escaping	safety - personnel, high value property, crops
values at risk - consequences	time to complete
degree of slope (topography)	mid slope boundary

### Technical guidance in the formulation of a burn plan may include

Some of the factors that need to be considered are:

firebreak required	light up sequence/fuel parameters/fuel preparation
time of light up and time of year	safety of surrounding areas
requirements for insurance	resources required
Weather and FWI indices and what they mean	Safety of personnel directly involved in the burn

The following options need to be considered when a simple yes or no is not enough.

### Too large and or complex

If the proposed burn is considered to be too large and or complex you may require the permittee to produce a separate controlled burning plan for assessment prior to permitting the burn.

### Risk to adjacent property

If the proposed burn constitutes any risk to adjacent property and or values you may require additional resources and actions to be taken under special conditions of the permit issue.

### Too hazardous

Should you consider that the proposed burn is either too hazardous or at high risk of escape then you should advise of alternative actions that could be taken to assist with what is required.

**Example of conditions** Appendix B Canterbury and West Coast Regional Rural Fire Committee shows conditions applying to Fires in the Open Air.

**Declining an application** This can be done either verbally or in writing. If a permit has been applied for a written copy outlining the reason declining the application need to be sent to the applicant. The reason for declining an application will be advised in a professional manner. Any one of the factors referenced in the site inspection checklist could be the reason for the application being declined.

## Writing the Permit

When writing out the permit, make sure you note the following information:

- Permittee**
- full name of person requesting the permit
  - address of permittee and contact telephone number
  - rural address number for the burn site (rapid number)
- Location of the fire**
- general area (include local name)
  - grid reference (Topo50 series/ GPS coordinates)
  - accessibility to burn site
- Property**
- name of property owner
  - where applicable the name of the property
- Material**
- describe the material to be burnt
  - location on property
  - area of the burn
  - description of material/s layout (e.g. heaped, scattered, standing etc).
- Date/time**
- Date/s on which the fire is permitted (limit the duration of the permit to a reasonable time frame to carry out the burning, dependent on conditions.
- Note any period/s of time restrictions (e.g. the fire must not be lit before, during, or after the stated time/s).
- General**
- State purpose of burn (e.g. land clearing, incinerator, cooking fire).

See Appendix for the Fire Permit Template.

<b>Special Conditions</b>	<p>In relation to the proposed burn, in consultation with the permittee and yourself as set out by the fire authority confirm:</p> <ul style="list-style-type: none"><li>• light up pattern to be used</li><li>• weather parameters</li><li>• seek long range forecast</li><li>• safety requirements</li><li>• standby requirements</li><li>• equipment (fire control)</li></ul>
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<b>Information for Permit Holders</b>	<p>The fire permit sets out information that permit holders need to be aware of on the second page. Go over these with the permittee so that they are aware of the conditions of the permit being issued.</p>
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## On Completion

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<b>Sign and date</b>	<p>Fire permit to be signed by both the issuing officer and permittee to be valid. The permit is not valid unless signed by both parties, and give the following to the permittee:</p> <ul style="list-style-type: none"><li>• top copy of the permit</li><li>• copy of the standard fire permit conditions (attach a copy to these notes – you will need this at your training session)</li><li>• copy of any additional notes e.g. information on burning etc that may assist the permittee to carrying out the burn safely and effectively.</li></ul>
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**Ensure that the permittee fully understands their responsibilities.**

<b>Permit application</b>	<p>There are a variety of means for the public applying for fire permits, from online applications through the fire authority, to applying at the desk of a district council. (example in Appendix C Southern Rural Fire Authority)</p>
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## Follow up Action

Inform the following parties are informed as applicable:

- Fire Authority office and file a copy of the permit
- NZFS Communications Centre if the burn / smoke column is likely to be of significant size
- neighbouring Fire Authorities if the burn is close to their area
- neighbouring landowners, especially if the burn is adjacent to their property and or the smoke is likely to affect them
- PRFO if the burn is likely to attract media attention
- maintain a register of current fire permits

**I've issued the permit – is that the end of my responsibility?**

RFOs need to monitor the progress of potentially hazardous permitted burns to ensure that none are carried out during periods of less favourable conditions and that the permittee carry out the burn within the prescription and constraints of the fire permit.

**All permits**

Should weather conditions change significantly indicating potential for more active fire behaviour suspending all permits issued may need to be considered.

**Offences for lighting fires without permits**

Under the Forest and Rural Fires Act 1977 Section 23 (also reference FRF Amendment Act 2005) Permits required to light fires in open air (1) states:

Each person commits an offence against this Act who sets on fire, or assists to set on fire, or causes or permits to be set on fire, or aids, abets or assists in setting on fire, in the open air, any vegetation or any other combustible material whatsoever except-

Section 61 Offences (3) states:

Every person who commits an offence against any section 23,25,26 and 40 of this act shall be liable on summary conviction-

- a) In the case of an individual, to imprisonment for a period not exceeding 2 months, or a fine not exceeding \$1,500; and if the offence is continuing one, to a further fine not exceeding \$150 for every day during which the offence continues;
- b) In the case of a body corporate, to a fine not exceeding \$7,000 and, if the offence is a continuing one, to a further fine not exceeding \$750 for every day during which the offence continues.

Each RFA has procedures to investigate unlawful fires, see the Fire Plan in your RFA.







## Section 3: Legislative Requirements

### Forest and Rural Fires Act 1977 Section 2

#### Section 2 - Interpretations

The following are some relevant extracts from the Forest and Rural Fires Act 1977 for your reference.

#### Permit

In relation to the lighting of fires in the open air, means a fire control measure in accordance with which a person may light such fires without committing an offence against section 23(1) of this Act; and includes a special permit issued pursuant to the section 24 of this Act:

#### Open Air

In relation to fires, means otherwise than within –

- (a) A fireplace (including any enclosed fireproof place or incinerator for combustion by fire) constructed and maintained in a dwelling or other structure or in any other place to the approval of the public or local authority having jurisdiction to issue the relevant permit to build such dwelling or structure or to authorise the construction or installation of the fireplace; or
- (b) An incinerator operated by or with the written approval of the Director-General of Conservation or of a Fire Officer having jurisdiction to issue permits to light fires within the relevant district within which the State area is situated; or
- (c) Any barbeque, whether fixed or portable, -
  - (i) Which is of a type or construction prescribed by regulations under this Act or authorised, specifically or generally, by the Fire Officer or Chief Fire Officer within whose jurisdiction the barbecue is to be used; and
  - (ii) Which is used in any area so prescribed or authorised:
- (d) Such other receptacle or place as may from time to time be authorised by the Fire Authority for the relevant District or be prescribed.

#### Open season or open fire season

in respect of any area or district, means a period of time, whether of fixed or indefinite duration, during which period the lighting of fires in the open air in that area or district is neither prohibited nor restricted under section 22 of this Act.

**Restricted season or restricted fire season**

- means a period of time, whether of fixed or indefinite duration, specified pursuant to this Act, during which periods permits or authorities are required by this Act for the lighting of fires in the open air.

**Prohibited season or prohibited fire season**

- means a period of time, whether of fixed or indefinite duration, specified pursuant to this Act, during which period the lighting of fires in the open air is prohibited under this Act.

**Section 23 – Permits required to light fires in open air and FRF Amendment Act 2005**

(1)

Every person commits an offence against this Act who sets on fire, or assists to set on fire, or causes or permits to be set on fire, or aids, abets or assists in setting on fire, in the open air, any vegetation or any other combustible material whatsoever, except—

[(a)

In the case of an open season,—

(i)

Within any State area, pursuant to an authority or permit from a Fire Officer for that area:

(ii)

Within a forest area, the fire safety margin of a forest area, or a specially protected site (not being an area, margin, or site within a State area), pursuant to an authority or permit from a Fire Officer for the district:

(iii)

Within all other areas (including the fire safety margin **[[attached to]]** a State area), without need for an authority or permit of a Fire Officer as long as no warning under section [20](#) of this Act or order under section [21](#) of this Act is operative:]

[(b)

In the case of a restricted season,—

(i)

Within any State area or the fire safety margin **[[attached to]]** any State area, pursuant to an authority or permit from a Fire Officer for the area:

(ii)

Within all other areas, pursuant to an authority or permit from a Fire Officer for the district:]

(c)

In the case of a prohibited season and, notwithstanding paragraphs [\(a\)](#) and [\(b\)](#) of this subsection, in any area in respect of which a warning under section [20](#) of this Act or order under section [21](#) of this Act is operative, pursuant to a special permit under section [24](#) of this Act.

- (2) Every permit or authority for any specified person to do any act for which a permit or authority is required under this section—
- (a) Shall at the time of issue be recorded in writing in the prescribed form (if any), and shall thereupon become effective; and a copy thereof shall be immediately handed to, or as soon as possible transmitted to, that person; and
- (b) May in addition to such writing be communicated to such person by any convenient means, oral or otherwise, to enable him to act upon it as soon as possible:  
Provided that in the event of any dispute or doubt the writing so recorded shall prevail in the absence of conclusive evidence otherwise; and
- (c) Shall be evidenced by such person, within a reasonable time after he is required to do so by a member of the Police or Fire Officer, by production of his copy of the permit or authority.
- (3) Every permit, special permit, authority, approval, consent, or other fire control measure (hereinafter in this section referred to as a permit) issued pursuant to this Act to allow the lighting of a fire in the open air shall be deemed to have been issued subject to the following conditions:
- (a) No fire shall be lit while a strong wind is blowing or when conditions are such that the fire is likely to spread beyond the limits of the land or other property in respect of which the permit was issued:
- (b) Except in the case of a special permit under section [24](#) of this Act—
- (i) The permit shall be deemed suspended during such time as any warning under section [20](#) or order under section [21](#) of this Act is in force; and
- (ii) The permittee shall, immediately before lighting the fire, reasonably confirm that no such warning or order is currently in force:
- (c) Nothing in this section or in any such permit shall be deemed to relieve any person from liability for any actionable damage sustained by any other person in consequence of any act, matter or thing done by the first-mentioned person under any such permit as aforesaid, or to impose upon any Fire Officer [or Fire Authority] any liability by reason of the issue of such permit.
- (4) Any Fire Officer [or Fire Authority] may, for the purposes of fire control, withhold the issue of a permit where in his or its reasonable opinion the use of the permit would not be in the public interest.

## Section 24 – Special permits when lighting of fires in open air prohibited

- (1) Notwithstanding sections [20](#), [21](#), and [23](#) of this Act, a Fire Officer may by special permit authorise the lighting of a fire in the open air—
- (a) ... Where a warning is in force under section [20\(1\)](#) of this Act, or with the approval of the Principal Fire Officer during a prohibited fire season or where a warning is in force under section [20\(2\)](#) of this Act or where a prohibition is in force under section [21\(1\)\(a\)](#) of this Act, in order in each case to prevent, reduce, or overcome any hazard to life or health or in other serious emergency:
- (b) During a prohibited fire season, where weather or other conditions have so temporarily reduced the fire hazard as to make it apparently safe to light the fire.
- (2) Every such special permit shall be issued subject to provision for supervision on behalf of the Fire Authority and to any other appropriate special conditions for fire control in the public interest.

**Example** Appendix D Ashburton District Council

**Resource Management Act 1991****Section 15****Discharge of contaminants into environment**

(1)

No person may discharge any—

- (a) Contaminant or water into water; or
- (b) Contaminant onto or into land in circumstances which may result in that contaminant (or any other contaminant emanating as a result of natural processes from that contaminant) entering water; or
- (c) Contaminant from any industrial or trade premises into air; or
- (d) Contaminant from any industrial or trade premises onto or into land—

unless the discharge is expressly allowed by a [national environmental standard or other regulations, a rule in a regional plan as well as a rule in a proposed regional plan for the same region (if there is one), or a resource consent].

[(2)

No person may discharge a contaminant into the air, or into or onto land, from a place or any other source, whether moveable or not, in a manner that contravenes a national environmental standard unless the discharge—

- (a) is expressly allowed by other regulations; or
- (b) is expressly allowed by a resource consent; or
- (c) is an activity allowed by section [20A](#).]

[(2A)

No person may discharge a contaminant into the air, or into or onto land, from a place or any other source, whether moveable or not, in a manner that contravenes a regional rule unless the discharge—

- (a) is expressly allowed by a national environmental standard or other regulations; or
- (b) is expressly allowed by a resource consent; or
- (c) is an activity allowed by section [20A](#).]

[(3)

This section shall not apply to anything to which section [15A](#) or section [15B](#) applies.]

## Worked example of a Controlled Burn Plan

This worked example is for a typical plantation forest controlled burn.

District: **Taringatura** Station: **Avondale**  
Cpt: **701** Burn No. Station: **2003-2**  
Burn No. District: Class:

1. Fuel to be burnt - if slash state age:  
**Windrows of regen P.radiata – Gorse, Bracken and Manuka. Some windrows will contain large diameter materials that may burn for sometime.**  
Area: **Approximately 56ha**
2. Topography:  
**The burn area has a general westerly aspect, is bisected by a small stream and is of a rolling to steep nature climbing out of the numerous gullies.**
3. Fuel on surrounding areas:  
North: **Ronald's property – semi developed pastures – 10 year old P.radiata – cpt.704 - 1994 planted Douglas-fir and tussock.**  
South: **Remainder of cpt.701 – rank grasses – tussocks and regenerating P.radiata.**  
East: **cpt.702 – 1994 planted Douglas-fir and tussock.**  
West: **Stodart Brothers cultivated pastures.**
4. Number of personnel to be employed:  
Staff: **2-3 including OC Burn.** Workmen: **6-8.**
5. How personnel are to be employed:  
OC Burn: **T Tidey**  
Number on Burners:  
Aerial: **Peter Garden Helicopter staff** Motorised:  
Manual: **Burners on standby** Patrols: **6-8**  
Pumps: **Aqualite – helicopter staff** Fire Engines: **2**
6. Fire equipment at the burn:  
Fire Engines: **2 - Isuzu, Tapanui & Bedford, Mossburn**  
Tankers: **Nil** Flame Throwers: **Nil** Dozers: **Nil** Slip-on Unit: **1**
7. Width and state of firebreaks:  
North: **Land cleared by mechanical means to mineral earth and to a minimum of 10m width. NB: One section of break has not been completed and some hand line construction will need to take place before lighting can commence. See attached map #1.**  
South: **Tramway Road plus mechanical land prep along road edge.**  
East: **Tramway Road plus mechanical land prep along road edge.**  
West: **Ronald/Stodart boundary – cultivated paddocks Tramway Road.**



8. Water points and capacity:  
**There is a large capacity pond in cpt.702 by the Rocky Peak / Tramway Road intersection. In certain instances this pond would not be safe to use. The stream where it flows under Tramway Road could be dammed to for a good water source in an emergency.**
9. Personnel and equipment in reserve at:  
**Fire Service equipment and personnel in reserve at Dipton, Mossburn and Otautau. Equipment from DOC Fire Depot in Tapanui and also Ernslaw One contract logging crews available. The Drummond Rural Fire crew will also be available.**
10. Communications:  
**FM handheld and mobile radios on simplex channel 4 and channel 3.**
11. Weather forecast arrangements:  
**Met connect and 45 South Weather Services. Daily forecasts.**
12. Prescriptions:  
Wind direction(s) and force: **NE, NW, SW and SE. 10 – 15km/hr**  
Temp: **12 – 20°C**  
RH: **40 – 50%**                      FWI Data: **Wreys Bush**      FFMC: **75 - 85**  
DMC: **0 - 15**                        DC: **100**                              BUI:
13. Description of burning pattern (use 1 to 2, etc.) or show helicopter pattern:  
**As indicated in the prescription it will be possible to burn safely on winds from most quarters. It will not be possible to light up all the wind rows on one given day due to the fact that one wind direction will not be suitable. The burn area can be broken down into 4 smaller contained sections in which either all or part of that section could be burnt out depending on current and predicted weather conditions.**
14. Any special arrangements to cover areas of particularly high risk:  
**1) Light up from the top of the windrow to the bottom.**  
**2) Evening patrols to monitor progress of burning windrows will be necessary.**
15. Weather conditions that would preclude burning ie; winds too dangerous:  
**A wind greater than 15km/hr or a forecasted stronger wind the following day or a change in wind direction.**
16. Month burn proposed: **March - July.**
17. Map: **NZMS 260 E45**                                      Grid Ref: **357657**  
Altitude: **300 – 399m**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Due to the dry summer conditions it was unadvisable to burn and as the planting season comes closer the revised burn plan is as follows.

1. Light up using Peter Garden Helicopters and the Ashley Aphid in one calm afternoon with a favourable calm condition forecast for 1-2 days following light up.
2. Helicopter to fly out of pond at intersection of Tramway and Rocky Peak Roads. The monsoon bucket and aqualite pump will also be set up at this point.  
Comms with the helicopter will be SPRFD channel 64 – Bald Hill Fire. Channel 8 – Ernslaw radios.
3. The light up sequence will be from the bottom of the hill and generally working in an easterly direction towards the intersection of Tramway and Rocky Peak Roads.
4. Manpower requirements 6-8 men. Two crews to follow the light up pattern and patrol Tramway Road. Once the light up starts on the upper slopes an engine and crew will station themselves on the firebreak between cpt.704 and 701. This will be at the direction of the OC Burn and will be covered in the briefing.
5. The Crew Boss for each crew will be equipped with handheld FM portable radios, Ernslaw simplex channel 4, which will be in communication with the OC Burn. Each Crew Boss will be responsible for the safety of his crew on the fire line.
6. Tramway Road will be the escape route and safety zone for crews and engines. The helicopter support crew will have a safety zone adjacent to the cpt.702 fire pond and their escape route will also be onto Tramway Road.
7. Crews will be mobile and follow the progress of the light up and be able to move to potential danger points at the OC Burn's say.
8. Southern Lakes Helicopters 03 249 7167 and SouthWest Helicopters 03 249 7402 will be notified that the burn is being undertaken and asked to make themselves available if necessary.
9. All personnel on site must be equipped with firestop overalls, helmets, goggles and gloves.
10. Additional equipment is available at Mossburn, Dipton, Winton or Ohai.
11. Neighbours will be notified prior to the burn.  
Stodart 03 236 1153  
McIntosh 03 236 0583  
Allen 03 236 1198  
Ronald 03 236 0440  
Rayonier 03 214 1793  
Southland District Council 03 218 7259  
Christchurch Control Room Shift Manager 03 341 0262.
12. Crews will be briefed before light up commences. Safety zones

and escape routes will be identified on the ground with Crew Bosses.

13. Extreme care will be taken with the burner when travelling over unburnt fuels.
14. The monsoon bucket will be set up at the cpt.702 fire pond and tested on the helicopter prior to light up.
15. Once all windrows have been ignited crews will monitor the area until the OC Burn stands crews down. It is planned that a crew will stay on 4-6 hours after the burn to monitor burning windrows for flying embers.
16. The Ernslaw One Bedford based at Mossburn would be left on site for 2-3 days after the burn and a portable dam would be set up on the cpt.704 – 701 track adjacent to Ronald's plantation

## Appendix

Appendix A- Selwyn District Council Rural Fire Bylaw 2009.

Appendix B Canterbury and West Coast Regional Rural Fire Committee shows conditions applying to Fires in the Open Air.

Appendix C Southern Rural Fire Authority

Appendix D Ashburton District Council

Fire Permit Template (Form 6 of Schedule from FRF Regs 2005)

Special Fire Permit Template (Form 7 of Schedule from FRF Regs 2005)

**SELWYN DISTRICT COUNCIL RURAL FIRE BYLAW 2009**

**1. TITLE**

1.1 A Bylaw of the Selwyn District Council pursuant to the powers and authority vested in the Council by the Local Government Act 2002 and the Forest and Rural Fires Act 1977, and all other Acts, power and authorities enabling it in that behalf to make a Bylaw to be known as the Selwyn District Council Rural Fire Bylaw 2009.

**1 DATE OF COMMENCEMENT**

2.1 This Bylaw comes into force on 1 July 2009.

**3. APPLICATION OF BYLAW**

3.1 This Bylaw applies throughout Selwyn District except in residential areas.

3.2 Lighting of fires in the open air in urban areas is regulated under the Canterbury Regional Council's Air Quality Plan, and nothing in this Bylaw relieves any person of any obligation to comply with that Plan.

3.3 Compliance with other Acts

The Rural Fire Bylaw 2009 is subject to Acts and Regulations and nothing in this Bylaw derogates from any of the provisions of the Forest and Rural Fires Act 1977 and the Forest and Rural Fire Regulations 2005 and their regulations or subsequent amendments or any other relevant statutory or regulatory requirements. In the event of any inconsistency between this Bylaw and the legislation the more stringent applies.

**4. DEFINITIONS** For the purpose of this Bylaw, unless the context otherwise requires:

**"Agricultural Crop Residue"** includes but is not limited to: plant material remaining after harvesting crops such as cereals, pulses, brassicas, grasses, clovers and other small specialist seed crops and may include leaves, stalks and roots, and also includes plant material that has been desiccated as a result of chemical application. It does not include any material that may be considered anything other than fine fuel.

**"Authorised Officer"** means a person appointed as a Rural Fire Officer or Principal Rural Fire Officer under the Forest and Rural Fires Act 1977 or any person appointed by the Council as an Enforcement Officer under the Local Government Act 2002 by the Council to perform duties required under this Bylaw.

**"Barbeque"** means any fixed or portable gas or solid fuel burning equipment or device designed or intended for the cooking of food in the open air.

**"Combustible Material"** means a substance or material that is able to catch fire and burn.

**"Council"** means the Selwyn District Council or any officer authorised to exercise the authority of the Council.

**"District"** means the Selwyn District.

**"Ethnic Cooking Fire"** means any hangi, umu or similar fire in the open air and used for the preparation of food using ethnic cooking methods.

**"Fees"** means the list of prices for services associated with the issuing of Rural Fire Permits as adopted by the Council from time to time in accordance with the Local Government Act 2002.

**"Fine Fuel"** means fuels such as straw, grass, leaves and dropped pine needles that ignite easily and are consumed rapidly by fire when dry.

**"Fire Permit"** means a permit to light a fire in the open air granted in accordance with clauses 6 and 7 of this Bylaw and has the same meaning as 'Permit' in the Forest and Rural Fires Act 1977.

**"Incinerator"** means a container made of non-combustible materials which has a grate and a lid or spark arrester, which is authorised by the Principal Rural Fire Officer to be used for burning waste material.

**"Incinerator Fire"** means a fire within an incinerator.

**"Open Air"** means lighting a fire out of doors other than in a fireplace, incinerator, barbeque or other receptacle authorised in accordance with the Forest and Rural Fires Act 1977.

**"Open Fire Season"** means a period of time, whether fixed or of indefinite duration, during which period lighting fires in the open air is neither prohibited nor restricted under the Forest and Rural Fires Act 1977.

**"Principal Rural Fire Officer"** means the Principal Rural Fire Officer for the Selwyn District appointed pursuant to the Forest and Rural Fires Act 1977.

**"Prohibited Fire Season"** means a period of time, whether of fixed or indefinite duration, during which lighting fires in the open air is prohibited under this Bylaw or the Forest and Rural Fires Act 1977.

**"Public Notice"** has the same meaning as in the Local Government Act 2002.

**"Residential"** means those areas classified as Living Zones in the Selwyn District Plan.

**"Restricted Fire Season"** means a period of time, whether of fixed or indefinite duration, during which lighting fires in the open air is prohibited unless authorised by a permit issued under this Bylaw or the Forest and Rural Fires Act 1977.

**"Rural Fire District"** means the Selwyn Rural Fire district constituted under the Forest and Rural Fires Act 1977.

**"Special Fire Permit"** means a permit to light a fire in the open air granted in accordance with Clause 7 of this Bylaw and section 24 of the Forest and Rural Fires Act 1977.

"Urban Area" means an urban fire district constituted under the Fire Services Act 1975.

**5. FIRES DURING THE OPEN FIRE SEASON**

**5.1 During an open fire season no person may light a fire in the open air under any of the following conditions:**

- (a) Where the location, wind, or other conditions cause or are likely to cause the fire to become:
  - (i) A danger to any person or property; or
  - (ii) Out of control or spread beyond the limits of the premises on which it is lit; or
- (b) Within 10 metres of any part of a building, tree, hedge, fence or other combustible material;
- (c) Within the proximity to any high voltage transmission line;
- (d) Without continuous supervision being maintained at all times;
- (e) Without a means of fire suppression being available.

**6. RESTRICTED FIRE SEASON**

6.1 The Principal Rural Fire Officer may at any time prescribe, vary or cancel a restricted or prohibited fire season within the District or in any part of the District.

6.2 During a restricted fire season no person may set on fire, or cause or permit to be set on fire, in the open air any vegetation or other combustible material except in accordance with a fire permit.

6.3 Any person may apply for a fire permit during a restricted fire season.

6.4 The Principal Rural Fire Officer may issue a fire permit upon payment of the prescribed fee (if any) and may impose such conditions and restrictions in respect of the permit as the Principal Rural Fire Officer considers reasonably necessary.

In deciding whether to issue a fire permit the Principal Rural Fire Officer will consider the following:

- (a) Cultural requirements or practices; and
- (b) The location, terrain and vegetation; and
- (c) The existence of buildings, structures and fuels; and
- (d) Protection of the safety, health and convenience of persons on the premises in respect of which the permit is issued and on adjoining land and premises; and

- (e) Control of the spread of disease; and
- (f) The proximity to any high voltage transmission line; and
- (g) Any other issues that the Principal Rural Fire Officer deems appropriate to consider.

6.5 The Principal Rural Fire Officer may issue a fire permit subject to any terms and conditions he or she considers reasonably necessary in the public interest or may decline to issue a fire permit.

6.6 Notwithstanding Clause 6.2 the Principal Rural Fire Officer may exempt certain activities from the requirements for a fire permit.

## **7. PROHIBITED FIRE SEASON**

7.1 The Principal Rural Fire Officer may at any time prescribe, vary or cancel a prohibited fire season within the District or any part of the district.

7.2 in a prohibited fire season no person may set on fire, or cause or permit to be set on fire, in the open air any vegetation or other combustible material unless a special fire permit is issued by the Principal Rural Fire Officer in accordance with the Forest and Rural Fires Act 1977.

7.3 The Principal Rural Fire Officer may issue a special fire permit upon payment of the prescribed fee (if any) and may impose such conditions and restrictions in respect of the permit as the Principal Rural Fire Officer considers reasonably necessary.

7.4 The Principal Rural Fire Officer may prohibit the use of gas barbecues in specified areas when, in his or her opinion, such prohibition is reasonably necessary and in the interest of public safety.

## **8. PUBLIC NOTICE OF RESTRICTED OR PROHIBITED FIRE SEASON**

8.1 Public notification of the prescription, cancellation or variation of a restricted or prohibited fire season shall be by:

- (a) A notice inserted in a daily or community newspaper circulating within the District; and
- (b) By any other effective means.

## **9. REVOCATION OR SUSPENSION OF PERMITS DURING RESTRICTED OR PROHIBITED FIRE SEASON**

9.1 Every fire permit issued or any exempted activities granted pursuant to this Bylaw remains in force from the date of issue until the time specified in that fire permit or activity, unless a prohibited fire season is declared or the permit or activity is revoked in accordance with Clause 9.2 of this Bylaw.

9.2 Notwithstanding any other provisions in this Bylaw, a fire permit or special permit issued under this Bylaw or any exempted activities granted may be



revoked by the Principal Rural Fire Officer at any time, or suspended for any period of time on such terms and conditions as the Principal Rural Fire Officer considers reasonable under the circumstances.

## **10. FEES FOR PERMITS**

10.1 The Council may from time to time, by resolution publicly notified, specify the fees payable in respect of the issue of any permit under this Bylaw. Council will consult on, and publicly notify, its intended fees prior to making a resolution fixing such fees.

10.2 No fire permit is effective until such time as all fees are paid in full.

## **11. COUNCIL OR ITS AGENT MAY EXTINGUISH FIRES**

Where a fire has been lit or allowed to burn in breach of these Bylaws a Rural Fire Officer of the Council or the New Zealand Fire Service may direct the occupier of the premises on which the fire is located, or the persons who lit the fire, to extinguish the fire.

11.2 If a direction given under clause 11.1 is disregarded, the Principal Rural Fire Officer may authorise an agent of the Council to extinguish the fire and to take such other steps as may be reasonably necessary to ensure the safety of any person or to protect any property.

11.3 Where a fire has been extinguished pursuant to clause 11.2 the Council may recover any costs incurred in extinguishing the fire from the occupier of the premises on which the fire was located, and/or from the person who lit the fire.

## **12. LIVE ASHES**

12.1 No person may place any live cinders, embers or ashes in or upon any premises other than:

- (a) In a container made and constructed of concrete or other similarly fire resistant material capable of preventing the transmission of heat to any combustible material; or
- (b) In a pit or upon any fire-resistant substance in a manner that will prevent the spreading of fire or heat by the action of wind or otherwise.

## **13. OFFENCES AND PENALTIES**

13.1 Every person who breaches this Bylaw commits an offence and is liable on summary conviction to a fine not exceeding \$5,000,00; and


13.2 Every person who is convicted of an offence against this Bylaw is liable for the costs of remedying any damage caused in the course of committing the offence and the cost to carry out fire suppression.

**14. REPEALS**

14.1 The Malvern County Council NZS 9231, 1971 Model Bylaw for Fire Prevention (including amendment 1-1973, amendment 2-1979) and the Paparua County Council Bylaw 1981 Section 10 Protection against Fire are hereby repealed.

The **COMMON SEAL** of the  
**SELWYN DISTRICT COUNCIL**  
was hereunto affixed, in accordance  
with the Special Order made by the  
Council on 10 June 2009  
in the presence of:



  
\_\_\_\_\_ Mayor

  
\_\_\_\_\_ Chief Executive

**CANTERBURY & WEST COAST REGIONAL RURAL  
FIRE COMMITTEE**

**Conditions Applying to Fires in the Open Air**

- 1) Statutory conditions applying to all fire permits and authorisations
- 2) Example of Restricted Fire Season notice.
- 3) Best Practice for Crop Residue Burning.
  - a. Establishing the fire season.
  - b. Guidelines for crop residue burning.
  - c. Special Fire Permit, for fires in the open air during a Prohibited Fire Season (Total Fire Ban)
  - d. Fires in Drums

### **Statutory conditions applying to fire permits.**

Every permit, special permit, authority, approval, consent, or other fire control measure issued pursuant to the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 2005 shall be deemed to have been issued subject to the following conditions

1. No fires shall be lit where it is likely to present a fire hazard or when an adverse long-range weather forecast has been issued.
2. No fires for cooking, camping, comfort or warmth shall be lit within 3 metres of any combustible material unless and until all combustible material has been removed from within 3 meters of the site of the fire.
3. The permittee must continuously patrol the fire until it is completely extinguished or cannot spread beyond the area of the permit.
4. The permittee must give such notice to neighbours as the permit provides for.
5. The permittee must provide adequate equipment for the control of the fire.
6. No fires are to be lit during strong winds or when conditions are such that the fire may spread beyond the area of the permit.
7. Permits are suspended during a Prohibited Fire Season (Total Fire Ban) or periods of extreme fire danger. In certain circumstances special permits may be issued by the Rural Fire Authority.
8. The permit must be produced on demand by a member of the Police or a Fire Officer.
9. If the fire gets out of hand, try to extinguish it. **Ring 111**
10. A permit is not a legal defence against claims for damage caused by the fire
11. It is an offence to light an open air fire during a restricted fire season without the appropriate permit or authority, or to break permit conditions

In addition to the above statutory requirements, a fire authority may impose any other conditions it considers necessary in the public interest for the purposes of fire control.

## Restricted Fire Season Notice

### RESTRICTED FIRE SEASON

Pursuant to provisions of the Forest and Rural Fires Act 1977, a **RESTRICTED FIRE SEASON** is extended over the area administered by the Waimakariri District Council Rural Fire Authority from midnight: .....until further notice.

During a Restricted Fire Season it is an offence to light any fires in the open air within the Fire District unless a fire permit has been obtained from a Rural Fire Officer for the:-:

#### **Waimakariri District Council Rural Fire Authority**

**All fire permits must be countersigned by the permittee before becoming valid.**

Conditions pertaining to a fire permit are printed on the permit and must be observed.

Up to **five (5) working days** may be required to carry out site inspections and to process a permit.

**Crop Residue** (stubble) burning may be covered by a seasonal permit, obtainable on application from the Principal Rural Fire Officer. Conditions apply.

**Fires in drums** may be lit without a permit providing the Fire Authority is notified prior to lighting and the relevant rules are observed.

**Property owners within neighbouring Rural Fire Districts, Public Conservation Land, and the associated Fire Safety Margins, are reminded that these areas have fire control measures in place all year round. Advice on burning within these areas should be sought from the relevant Authority.**

## Establishing the Current Fire Season

### 1. Fire Seasons

'Open air' means not in a fire place, incinerator, gas barbeque or other place, duly approved in each case.

- a. **Open Fire Season**-Fires may be lit in the open air without a permit. Persons lighting fires during an open fire season are reminded they have a duty of care to their neighbours and a responsibility to prevent the spread of fire. The Council has a bylaw (Fire Control Bylaw 2009) in place which specifies the conditions which must be observed when lighting fires in the open during an Open Fire Season.
- b. **Restricted Fire Season** – Permits are required for the lighting of fires in the open air. As well as the statutory conditions which apply to permits, a Rural Fire Authority may impose further conditions which it considers to be in the public interest.
- c. **Prohibited Fire Season** – Total fire ban. The lighting of fires in the open air is prohibited. (Special Permits may be issued under certain circumstances. Contact your Rural Fire Authority).

The Rural Fire Authority and Federated Farmers undertake to inform and encourage farmers to adopt good and safe fire management practices within the conditions and guidelines agreed to by the Canterbury/West Coast Regional Rural Fire Committee and Federated Farmers of Canterbury. Responsibility for good fire management is shared between rural fire authorities and farmers. Decisions must be made with the best interests of the community in mind.

### 2. Current Fire Season Status

- a. When conditions warrant, and Restrictions or a Total Fire Ban are declared, notices will be published as required, setting out the dates and provisions of the Fire Control Measures.
- b. Fire Danger Indicator boards, placed at strategic locations throughout the region, advise the public of current local fire danger status.
- c. No person shall light a fire in the open air until the current fire season status has been ascertained. Check with your Rural Fire Authority if in doubt.
- d. Ignorance of the current fire season status is no defence against the consequences of an illegally lit fire.

## Conditions Applying to Crop Residue Burning

### 1. Best Practice

- a. The “Best Practice for Crop Residue Burning” is attached to this document and should be observed. (see below)

### 2. Period of Burning

- a. Fires may be lit at any time during the hours of daylight, providing all other conditions are met. Fires must not be lit, or allowed to burn after dark, unless permitted by an authorised officer.

### 3. Before the Fire

- a. Ensure that a continuous non-combustible **firebreak** of not less than **10 metres** exists or has been established around the area to be burnt.
- b. Obtain a **weather forecast** (NZ Met Service, 0900 999 25 Canterbury Plains, or 0900 999 26, Canterbury High Country).
- c. No fire shall be lit while a **strong wind** is blowing or when conditions are such that the fire is likely to spread beyond the area for which the authority was issued. Maximum allowable wind strength is **19 kph (Beaufort 3)**.
- d. Notify occupiers of neighbouring properties likely to be affected by smoke drift.
- e. Have on site at all times during the fire a minimum of two adults (adequately dressed and briefed) with hand tools, a supply of water and a means of delivery, adequate to deal with any outbreak of fire.
- f. Ensure a suitable means of **communication** is on site to notify emergency services should they be required.

### 4. During the Fire

- a. The practice of **‘burning-out’** is considered a good fire management strategy and should be encouraged. Burning-out serves to increase the width of firebreaks.
- b. The fire is to be **patrolled and supervised** at all times. Remain in attendance until the fire is completely out. .

### 5. After the Fire

- a. **Check** to ensure all fire edges are safe. Rake out if necessary. (Re-ignition can occur some hours later after a wind change).

**b. Keep a lookout** over surrounding areas for outbreaks of fire.

**6. Ensure the fire is out**

a. Please note that any permit or authority issued is **not a legal defence** against claims for damage or costs which may arise from the fire. The responsibility for its control and the liability for any damages or costs which might arise, lie with the person lighting the fire.



## **Best Practice for Crop Residue Burning**

### **1. Before Lighting**

- a. A supply of water, and means of delivery, adequate to control the fire, must be on hand at all times during a crop residue fire. It is recommended that a high pressure spray unit and knapsacks be on site. It is also advisable that other fire fighting equipment, eg tractor, cultivator, grubber, beaters, fire extinguishers etc are also available on site.
- b. There must be a minimum of two adults on hand at all times during the fire
- c. Ensure that those assisting are adequately dressed and briefed on safety aspects.
- d. Ensure there is a suitable means of communication on site to enable notification to emergency services should they be required
- e. Notify immediate neighbours, (landowners/occupiers), and those who are likely to be affected by smoke drift, of the intention to light a fire.
- f. A weather forecast must be obtained for the burn area. Weather forecasts are available by ringing NZ Met Service, 0900 999 25, Canterbury Plains; or 0900 999 26, Canterbury High Country.
- g. Good fire management practices must be observed at all times. No fire shall be lit when a strong wind is forecast or is blowing, or when conditions are such that the fire is likely to spread beyond the limits of the area for which the permit was issued. The maximum allowable wind speed is 19kph (Beaufort 3), leaves and small twigs in constant motion; light flags extended.
- h. Before lighting any fire, regard must be given to clean air and smoke nuisance issues. The appropriate authority (Ecan) should be contacted for advice.
- i. Before lighting any fire, regard must be given to road user safety in particular smoke hazard across roadways. The appropriate roading authority should be contacted for advice.

### **2. Lighting, During and After the Fire**

- a. Burning out is considered a good fire management practice and should be encouraged at all times. Initial light-up must commence across the downwind end of the paddock allowing the fire to back into the wind, thus extending the fire break width. Lighting should then progress to

the fire edges, moving towards the upwind end and finishing off across this end.

- b. Remain in attendance until the fire is completely out or cannot spread, as re-ignition of a controlled burn can occur some time later, after a wind change. Always check both the fire ground and surrounding area after a strong or sudden wind change.
- c. Check to ensure all fire edges are safe. Rake out if necessary.
- d. Immediately following the burn, it is recommended that the fire-break and adjacent burnt area and windrow be cultivated to minimise the risk of re-ignition.
- e. Check the surrounding area for outbreaks of fire.
- f. The Rural Fire Authorities of the region reserve the right to take prosecutions against a person or persons lighting fires that breach these permit conditions (or other conditions imposed by the Fire Authority), lighting fires in inappropriate conditions or with inadequate fire-breaks.

### **3. Good Management Practice**

- a. Formulate a 'burn plan' and inform immediate neighbours likely to be affected by fire escape or smoke, of the date and time of the fire. Have an action plan in the event of the fire escaping.
- b. Regularly check machinery for possible build-up of straw and/or other combustible material around manifolds and exhausts. Carry a fire extinguisher.
- c. All crop residue fires, once lit, must be supervised at all times until out.
- d. Seek advice on safe burning practices from the Rural Fire Authority if there is any doubt regarding its interpretation or the safe execution of the burn.
- e. Permittees are advised that Rural Fire Authorities have a policy of fire suppression cost recovery wherever possible. It is recommended that the permit holder has adequate public liability insurance that includes Forest and Rural Fires Act fire suppression cover.

# Prohibited Fire Season (Total Fire Ban)

## Special Fire Permit Guidelines

### 1. Introduction

- a. The Canterbury West Coast Regional Rural Fire Committee has developed guidelines for the issue of special fire permits during a prohibited fire season.
- b. The following explains the minimum conditions that these permits will be issued under.
- c. These conditions are set as a minimum only, and the Rural Fire Authority may increase the requirements to reflect the situation.
- d. A site inspection will be carried out by the Rural Fire Authority before a special fire permit is issued.
- e. A Rural Fire Authority delegate will be required on site (this delegate may be the landowner).

### 2. Questions for Permittee:

- a. Do you urgently **NEED** a Special Fire Permit? YES / NO
- b. Can you comply with all the statutory conditions and the **MINIMUM** conditions listed below? YES / NO
- c. Are you prepared to pay permit costs? YES / NO
- d. If you can answer **YES to all these questions**, you may be eligible for a special fire permit.

### 3. Minimum conditions that will apply to special fire permits.

- a. The following conditions are in addition to those listed in the 'Guidelines for Crop Residue Burning' document.
- b. Where any conflict arises from already specified conditions, the conditions listed here will take precedent.
- c. The fire will be supervised on behalf of the Fire Authority by the Principal Rural Fire Officer, or his delegated representative,
- d. Firebreaks, equipment, patrols, standby resources, and all other fire control measures must meet the special permit conditions.
- e. The prevailing wind at the time shall not exceed **15kph**, (gentle breeze, leaves and small twigs in constant motion, wind extends light flag.)

- f. The area to be burnt shall be completely surrounded by a bare earth or ploughed cultivated and/or non-combustible strip (break) of at least **10 (ten) metres** in width.
- g. The permit holder will contact the Rural Fire Authority on the day of the burn to gain final approval to light the fire. Approval will only be given between 9.00am and 5.00pm and will be based on the FWI indices **(max FFMC.89)**.
- h. A minimum of **three** adult persons, with hand tools and water on site (for the purposes of control of outbreaks), shall be present and remain on site at all times during the burn.
- i. A mobile water source of not less than **400 litres** with a high pressure spray unit shall be present and remain on site at all times during the burn.

#### **4. Important Information**

- a. Burn site preparation is required prior to inspection of the property.
- b. Up to 5 working days may be required to carry out site inspection and process the special fire permit.
- c. Inspections will be carried out to ensure permittee compliance with required conditions prior to any special fire permit being issued.
- d. All special fire permits may be suspended or cancelled on days of extreme fire danger.
- e. The time parameters during which a burn will be allowed will be set by the Rural Fire Authority and no burning will be allowed during the hours of darkness.
- f. For further information or special fire permits please contact your Rural Fire Authority.

## **Fires in Drums/incinerators**

- Under Environment Canterbury's (Ecan) Air Quality Rules, open air fires are not permitted within Residential Zones nor within Clean Air 2 zones at certain times of the year unless a Resource Consent is first obtained from Ecan.
- Those lighting fires have a duty of care to their neighbours. Should their actions impinge on the rights of others, further action on the part of the Fire Authority may follow.
- The drum/incinerator in use must be fully contained, having a flue with a spark arrestor adequate to prevent the transfer of embers.
- There must be at least a **five (5) metre** area clear of all vegetation around the proposed drum fire.
- The fire must be serviced by a domestic (high pressure) water supply adequate to extinguish the fire, and the surrounding area should be dampened down before lighting.
- No fires are to be lit in high or gusty winds or when there is an adverse weather forecast.
- The fire must be supervised until it is out, and care should be taken to ensure it is out before leaving.
- Before lighting any fire, regard must be given to any other statutory or regulatory requirements, bylaws or rules, in particular air quality, health and smoke nuisance issues. Your Regional Council should be contacted for advice.



FIRE AUTHORITY: SOUTHERN RURAL FIRE AUTHORITY

**FIRE PERMIT****PERMIT NO** 46507**ZONE** Slopedown**PERMIT HOLDER:****PHONE****POSTAL**

9671

**FAX:** No Fax Number**ADDRESS****Email:** No Email Address**PARTICULARS****LOCATION OF FIRE**

The location of the fire is indicated by the red dot on the attached map.

**PERMIT VALID FROM** 29/04/2011 to 13/06/2011 (Inclusive).**MAP SHEET** F47**TIME OF DAY** 12:00 pm to 12:00 pm (Inclusive).**FUEL TYPES**

Land Clearing

This permit is issued under Section 23 of the Forest and Rural Fires Act 1977. You may light a fire in the open air at the location described above, subject to compliance with the following conditions.

**CONDITIONS**

The following conditions apply:

- (a) You must not light a fire if a strong wind is blowing or if the conditions are such that the fire is likely to spread beyond the limits of the land or other property for which this permit is issued.
- (b) This permit is suspended if there is a prohibition or order under Section 20 or Section 21 of the Forest and Rural Fires Act 1977 against the lighting of fires in the open air at the location described in this permit.
- (c) Immediately before lighting a fire you must make reasonable efforts to confirm that no prohibition or order is currently in force.

**SPECIAL CONDITIONS**

- A prescribed burning plan may be required prior to a fire permit being issued. All conditions noted in the prescribed burning plan must be met
- The fire must be lit with a positive wind away from any danger area
- A water supply and other resources sufficient to control any spread of fire must be available during burning
- Obtain a long range weather forecast with no strong winds forecast for the following 48 hours while burning
- Maintain clear area of 30 metres free of any combustible material around perimeter of burn site of either bare/worked ground or green grass
- No burning in wind above 15 km/hr or 11 km/hr if within 100 metres of tussock or sprayed grass or 5 km/hr if within 100 metres of scrub or any Wetland areas
- The fire is to be regularly patrolled until it is out
- All fire to be extinguished by fire permit expiry
- Notify neighbors on the day of burning prior to lighting up
- Read and comply with the Standard Burning Conditions attached

Elton Smith

**PHONE**

29-Apr-2011 12:00 am

**FIRE OFFICER****0800 773 363****DATE ISSUED**

I understand the conditions of this permit and have read the "Information for Permit Holders".

-----  
Permit Holder-----  
Date



FIRE AUTHORITY: SOUTHERN RURAL FIRE AUTHORITY

## FIRE PERMIT

### GENERAL INFORMATION

Burning off pockets of sprayed off standing gorse in location as shown by aerial photo in permit. **ADDITIONAL CONDITIONS:** You will not be required to produce a burn plan, ensure a clear area free of any combustible material of 30 metres (either green grass or worked ground), only light with a positive breeze away from any danger area, ensure fire does not become established in any peaty areas, gorse gun and or other suitable resources available onsite to control any spread of fire. New permit issued to replace previous 46335 - all conditions same

### INFORMATION FOR PERMIT HOLDERS

<i>Meaning of open air</i>	Lighting a fire in the open air means lighting a fire out of doors other than in an approved fireplace, incinerator, barbeque, or other authorized receptacle.
<i>Resource consents</i>	This permit is not a resource consent to discharge smoke or other contaminants into air. It does not exempt you from any obligations you may have under Section 15 of the Resource Management Act 1991. You should check these matters with the relevant regional council.
<i>Additional permits</i>	Depending on where the fire authorized by this permit is to be lit, further fire permits may be required from the Department of Conservation, another Fire Authority or the relevant city or district council.
<i>Escape</i>	If the fire escapes, and if it is safe to do so, try to extinguish it. Otherwise telephone 111.
<i>Extreme fire danger</i>	Fire permits are suspended if a fire ban or an order prohibiting open air fires is in place. During a period of extreme fire danger, check with the Fire Authority on whether you may light a fire. If lighting a fire is essential for emergency purposes (e.g. For destroying diseased or dead stock, or combating the likely spread of introduced organisms) you will need a special fire permit from the fire authority.
<i>Insurance</i>	This permit is not a legal defense against claims for damage or fire-fighting costs caused by the fire. We advise you to have adequate fire insurance to cover any misadventures.
<i>Offences</i>	<p>It is an offence not to produce this permit within a reasonable time when asked to do so by a member of the Police or a Rural Fire Officer.</p> <p>It is an offence, when there is a restricted or prohibited fire season in place, to light a fire in the open air without a permit, or to breach permit conditions.</p> <p>Full details of these and other offences relating to lighting fire in the open air are set out in the Forest and Rural Fires Act 1977.</p>

## FIRE PERMIT

### **STANDARD FIRE PERMIT COMMONS**

#### **(To be issued with every Fire Permit)**

1. Your attention is drawn to the 'Special Conditions' on the bottom of your fire permit and attached 'Information For Permit Holders'. These conditions are specific to the type of fire you are lighting and you are advised to read and comply with them.
2. The holder of this Fire Permit shall take adequate measures to control the authorized fire and confine it to the burn area.
3. A long range weather forecast must be obtained prior to lighting
4. No fire shall be lit when conditions are such or are predicted, (e.g. strong winds) that the fire is likely to spread beyond the limits of the area subject to this Fire Permit. Generally fires should not be lit with a wind in excess of 15 kmph. Where there are significant areas of scrub or tussock adjacent to the area to be burned, the maximum wind must not exceed 11 kmph. Use the Beaufort Wind Scale tables as a guide, (table attached).
5. Permit holders are advised that to reduce the risk of fires getting out of control, burning should normally be carried out in the afternoon (after 1.00pm by which time the wind pattern for the day is usually established).
6. At the first indication of any adverse change in weather or other conditions which could move the fire out of the controlled area, the fire is to be extinguished immediately.
7. In the event of any fire moving outside an area authorized by this Fire Permit, the permittees shall, as soon as practical, advise a Rural Fire Officer of Southern Rural Fire District, and shall cooperate fully in the suppression of the fire. In the event that no contact is made, the permittee is to dial 111 and ask for a Fire Service response.
8. Ensure that smoke does not create a nuisance to neighbouring properties and public roads.
9. Fire Permit holders are advised to contact the appropriate authority before lighting fires adjacent to power and telegraph installations.
10. Where a prescribed Burn Plan has been required and subsequently approved by a Rural Fire Officer of Southern Rural Fire District, all requirements of the Burn Plan must be met prior to the fire being lit. The procedures described to light the burn must be followed.
11. When any warning or order is issued by the National Rural Fire Authority or an officer of the Southern Rural Fire District suspending all or any Fire Permits to burn in respect of any area subject to this Fire Permit, this Fire Permit shall be suspended for such period as may be specified in the warning or order.
12. This Fire Permit shall cease to have any legal effect upon the issuance of any warning, order or notice concerning the prohibition of fires during periods of extreme fire hazard or concerning any Prohibited Fire Season (Fire Ban).
13. This Fire Permit shall not discharge any person from liability for damage or fire suppression costs caused by any fire lit pursuant to this Fire Permit.
14. It is recommended that a Fire Permit should not be exercised unless public liability and fire suppression insurance is taken out.
15. In some instances, activities involving lighting of fires can require resource consent from the relevant local authority under the Resource Management Act 1991. It is strongly recommended that you contact your Regional and District or City Council to confirm whether any resource consents are required PRIOR to lighting your fire i.e. for burning indigenous vegetation.



## FIRE PERMIT

### WIND SPECIFICATIONS - BEAUFORT WIND SCALE

(For estimating 10 metre open wind speed over land)

Beaufort Wind Force	Descriptive Term	Kmph	Observable Wind Effects
0	Calm	<1	No perceptible wind movement. Smoke rises vertically.
1	Very Light Air	1 to 5	Direction of wind shown by smoke drift but not by wind vanes.
2	Light Breeze	6 to 11	Wind felt on face; leaves rustle; ordinary vanes moved by wind.
3	Gentle Breeze	12 to 19	Leaves and small twigs in constant motion; wind extends light flags.
4	Moderate Breeze	20 to 29	Wind raises dust and loose paper; small branches are moved.
5	Fresh Breeze	30 to 39	Large branches and small trees in leaf begin to sway, crested wavelets form on inland waters.
6	Strong Breeze	40 to 49	Large branches in continuous motion; whistling heard in telegraph Wires; umbrellas used with difficulty.
7	Near Gale	50 to 61	Whole trees in motion; inconvenience felt when walking against wind.
8	Gale	62 to 74	Breaks twigs and small branches off trees; generally impedes progress when walking against wind.
9	Strong Gale	75 to 87	Slight structural damage o c c u r s (eg chimney bricks loosened, TV antennas and tiles blown off, broken branches litter ground).
10	Storm	89 to 101	Trees uprooted; considerable structural damage occurs.

### RECOMMENDED SAFETY ADVICE

1. Recommended clothing to be worn for personnel involved with the fire is long sleeved cotton or woolen shirts and pants, laced-up leather boots and head protection. NO synthetic clothing should be worn.
2. ALWAYS have a planned safe escape route away from the fire.



A S H B U R T O N  
DISTRICT COUNCIL

**PARTIAL LIFTING OF FIRE CONTROL MEASURES**

Please note the **PROHIBITED FIRE SEASON** currently in place in the hill and high country parts of the Ashburton District west of a line from the Rakaia River, up Glenrock Stream to Turtons Saddle, then a direct line to Mount Taylor, Mount Barrosa and the Rangitata River at Boundary Stream **has been reduced to a RESTRICTED FIRE SEASON** as from midnight Tuesday 11 January 2011.

**All other fire control measures remain the same as set out below**

**RESTRICTED FIRE SEASON — Plains and Foothills**

Pursuant to Section 19 of Forest and Rural Fires Act 1977 notice is hereby given that a **Restricted Fire Season** has been declared **from midnight Tuesday 21st December 2010** for the **Ashburton District plains and foothills area** east of a line from the Rakaia River, up Hutt Stream and along the ridge to Mount Hutt thence a line to Mount Alford to Mount Somers to Mount Barrosa and the Rangitata River at Boundary Stream.

This means that the lighting of all fires in the open air in the above referenced part of the Ashburton District is forbidden without permit except as described below.

These measures shall remain in force until further notice.

Further information is available on the Ashburton District Council website at [www.ashburtondc.covt.nz](http://www.ashburtondc.covt.nz)

**EXCEPTIONS DURING RESTRICTED FIRE SEASON:**

**The following are approved activities allowed under special authority issued under Section 23 of the Forest and Rural Fires Act 1977:**

- **Gas fuelled barbeques lit in properly constructed containers, and gas cookers.**
- **Hangis, subject to the conditions described below.**
- **Fires lit in fully enclosed drums, subject to the conditions described below.**
- **The burning of agricultural crop residues, stubble or straw, subject to the conditions described below.**

**Burning Conditions - Fires In Enclosed Drums:**

- No fires are to be lit within urban areas of the District at any time.
- Drums must be covered with wire mesh sized no greater than 20mm or have a lid and flue with a spark arrester fitted.
- There must be a 3 metre area clear of combustible material surrounding the drum.
- The area must be serviced by a high pressure water system.
- Burning to be carried out during daylight hours only.
- There must be someone in attendance at all times while burning.
- No fires are to be lit when strong winds are blowing or forecast.
- No fires are to be lit or allowed to burn when the smoke is likely to cause a nuisance to neighbours.

**Burning Conditions - Hangis:**

- The fire must be lit and contained within the hangi pit
- There must be a 3 metre area clear of combustible material surrounding the pit.
- The area must be serviced by a high pressure water system.
- Burning to be carried out during daylight hours only.
- There must be someone in attendance at all times while burning.
- No fires are to be lit when strong winds are blowing or forecast.
- No fires are to be lit or allowed to burn when the smoke is likely to cause a nuisance to neighbours.

### **Burning Conditions — Agricultural Crop Residue:**

- The prevailing wind at the time shall not exceed 15 km per hour. (leaves and small twigs in motion; wind extends small flags)
- No person shall light any fire without first checking the long term weather forecast, and furthermore, that forecast to show settled weather for at least 24 hours following the time of lighting of any fire.
- The controlled burn shall be conducted during the hours of daylight only.
- The area to be burnt shall be fully surrounded by a continuous fire break cleared of all combustible material to a minimum width of 5 metres.
- A portable water supply sufficient to suppress any wildfire that may result from the controlled burn, and a means of delivery for that water, is to be on site for the duration of the burn, and must remain on site until the fire is completely out.
- Burning out from the prepared firebreak to increase the initial firebreak width is strongly recommended for all controlled burns.
- Immediately following the burn the firebreak and adjacent burnt area of windrow is to be cultivated to minimise the risk of re-ignition.
- In all cases constant supervision is required. It is recommended a minimum of two adults be present and the person lighting the fire must stay in attendance until the fire is completely out.
- Regular patrolling of the fire perimeter is to be conducted wherever practical and safe.
- No fires are to be lit or allowed to burn when the smoke is likely to cause a nuisance to neighbours or a hazard to traffic.
- It is recommended a cellphone be on site for early warning should the controlled burn escape.
- The person lighting the fire should have current insurances for public liability and fire suppression in place.

**The conditions as listed above are the bare minimum and total compliance is required.**

Compliance with all the conditions listed above in no way invalidates the responsibility of the person lighting the fire should that fire escape and require suppression measures and later be the subject of legal claims for damages or suppression cost recoveries.

Persons lighting fires during a restricted fire season are reminded that these conditions must be complied with at all times. Care and vigilance is required to ensure that all fires are dampened down and fully extinguished afterwards.

**DON GEDDES**  
**Principal Rural Fire Officer**



XX Rural District  
YY Rural Fire District  
ZZZ Territorial Area  
BBBB  
Please tick applicable fire area


**FIRE AUTHORITY: XXXXX CITY COUNCIL**

**PERMIT TO LIGHT FIRE**

Full Name: .....  
(permit holder)

Address: ..... E-mail: .....

Phone: ..... Fax: .....

**LOCATION OF FIRE:** .....  
(attach a property location map showing the rural address, roads, grid references, etc)

**FUEL TYPES TO BE BURNED:** .....  
(indicate on the property location map the fuel types to be used and the size/area to be burned)

**PERMIT VALID FROM:** ..... to ..... inclusive  
(date) (date)

**TIME OF DAY:** ..... to ..... inclusive  
(time) (time)

**GENERAL INFORMATION ABOUT THE NATURE AND PURPOSE OF THE FIRE:** .....  
(eg land clearing operation,  
incinerator fire)

This permit is issued under Section 23 of the Forest and Rural Fires Act 1977. You may light a fire in the open air at the location described above, subject to compliance with the following conditions.

**CONDITIONS**

The following conditions apply:

- (a) You must not light a fire if a strong wind is blowing or if the conditions are such that the fire is likely to spread beyond the limits of the land or other property for which this permit is issued:
- (b) This permit is suspended if there is a prohibition or order under Section 20 or Section 21 of the Forest and Rural Fires Act 1977 against the lighting of fires in the open air at the location described in paragraph 7:
- (c) Immediately before lighting a fire you must make reasonable efforts to confirm that no prohibition or order is currently in force.

Special conditions: .....  
.....

.....  
Rural Fire Officer Date

I understand the conditions of this permit and have read the "Information for permit holders".

.....  
Permit Holder Date

## Information for Permit Holders

Meaning of Open Air	Lighting a fire in the open air means lighting a fire out of doors other than in an approved fireplace, incinerator, barbecue, or other authorised receptacle.
Resource Consents	This permit is not a resource consent to discharge smoke or other contaminants into air. It does not exempt you from any obligations you may have under Section 15 of the Resource Management Act 1991. You should check these matters with the relevant regional council.
Additional Permits	Depending on where the fire authorised by this permit is to be lit, further fire permits may be required from the Department of Conservation, another Fire Authority, or the relevant city or district council.
Escape	If the fire escapes, and if it is safe to do so, try to extinguish it. Otherwise telephone 111.
Extreme fire danger	Fire permits are suspended if a fire ban or an order prohibiting open air fires is in place. During a period of extreme fire danger, check with the Fire Authority on whether you may light a fire. If lighting a fire is essential for emergency purposes (eg for destroying diseased or dead stock, or combating the likely spread of introduced organisms) you will need a special fire permit from the Fire Authority.
Insurance	This permit is not a legal defence against claims for damage or fire-fighting costs caused by the fire. We advise you to have adequate fire insurance to cover any misadventures.
Offences	<p>It is an offence not to produce this permit within a reasonable time when asked to do so by a member of the Police or a Rural Fire Officer.</p> <p>It is an offence, when there is a restricted or prohibited fire season in place, to light a fire in the open air without a permit, or to breach permit conditions.</p> <p>Full details of these and other offences relating to lighting fires in the open air are set out in the Forest and Rural Fires Act 1977.</p>

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## PRIVACY ACT 1993

In accordance with the Privacy Act 1993 you are advised that:

1. The collection of the personal information supplied by you to the XXX City Council for the purpose of the issuing of this Fire Permit is a mandatory requirement under [regulation 26 of the Forest and Rural Fires Regulations 1979](#) (“the regulations”).
2. The information is required to comply with the regulations, and more particularly to:
  - 2.1 Enable the XXX City Council’s staff to inspect the site of the burn if necessary
  - 2.2 Direct fire fighters to the address of the burn should the fire become out of control, and
  - 2.3 Enable cost recovery action should the fire escape
3. Cost recovery action may necessitate some or all of the information supplied by you to the XXX City Council being disclosed to the New Zealand Fire Service Commission and its agents.
4. If you fail to supply any of the required personal information to the XXX City Council when required to do so, the request for a Fire Permit may be declined.
5. You have the right to request access to, and correction of, any information about you held by the XXX City Council, and to be supplied on request with the names and addresses of the agencies (if any) to whom the XXX City Council discloses personal information about you.



XX Rural District  
YY Rural Fire District  
ZZZ Territorial Area  
BBBB  
Please tick applicable fire area


**FIRE AUTHORITY: XXX CITY COUNCIL**

**SPECIAL PERMIT TO LIGHT FIRE**

Full Name: .....  
(permit holder)

Address: ..... E-mail: .....

Phone: ..... Fax: .....

**LOCATION OF FIRE:** .....  
(attach a property location map showing the rural address, roads, grid references, etc)

**FUEL TYPES TO BE BURNED:** .....  
(indicate on the property location map the fuel types to be used and the size/area to be burned)

**PERMIT VALID FROM:** ..... to ..... inclusive  
(date) (date)

**TIME OF DAY:** ..... to ..... inclusive  
(time) (time)

**GENERAL INFORMATION ABOUT THE NATURE AND PURPOSE OF THE FIRE:** .....  
(including details about why a special permit should be given) .....

This permit is a special permit issued under Section 24 of the Forest and Rural Fires Act 1977. A special permit may be issued to prevent, reduce, or overcome any hazard to life or health or in other serious emergency; or during a prohibited fire season where weather or other conditions have so temporarily reduced the fire hazard as to make it apparently safe to light the fire.

While this permit is current you may light a fire in the open air at the location described above despite any prohibition under Section 20, 21 or 23 of the Forest and Rural Fires Act 1977. However, the permission granted by this permit is subject to compliance with the particulars in this permit and the following conditions and special conditions.

**CONDITIONS**

The following conditions apply:

- (a) You must not light a fire if a strong wind is blowing or if the conditions are such that the fire is likely to spread beyond the limits of the land or other property for which this permit is issued:
- (b) The XXX City Council Rural Fire Authority has the right to supervise the lighting of the fire.

Special conditions: .....  
.....

.....  
Rural Fire Officer Date

I understand the conditions of this permit and have read the "Information for permit holders".

.....  
Permit Holder Date

## Information for Permit Holders

Meaning of Open Air	Lighting a fire in the open air means lighting a fire out of doors other than in an approved fireplace, incinerator, barbecue, or other authorised receptacle.
Resource Consents	This permit is not a resource consent to discharge smoke or other contaminants into air. It does not exempt you from any obligations you may have under Section 15 of the Resource Management Act 1991. You should check these matters with the relevant regional council.
Additional Permits	Depending on where the fire authorised by this permit is to be lit, further fire permits may be required from the Department of Conservation, another Fire Authority, or the relevant city or district council.
Escape	If the fire escapes, and if it is safe to do so, try to extinguish it. Otherwise telephone 111.
Insurance	This permit is not a legal defence against claims for damage or fire-fighting costs caused by the fire. We advise you to have adequate fire insurance to cover any misadventures.
Offences	<p>It is an offence not to produce this permit within a reasonable time when asked to do so by a member of the Police or a Rural Fire Officer.</p> <p>It is an offence to breach the conditions in this permit.</p> <p>Full details of these and other offences relating to lighting fires in the open air are set out in the Forest and Rural Fires Act 1977.</p>

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## PRIVACY ACT 1993

In accordance with the Privacy Act 1993 you are advised that:

1. The collection of the personal information supplied by you to the XXX City Council for the purpose of the issuing of this Fire Permit is a mandatory requirement under [regulation 26 of the Forest and Rural Fires Regulations 1979](#) ("the regulations").
2. The information is required to comply with the regulations, and more particularly to:
  - 2.1 Enable the XXX City Council's staff to inspect the site of the burn if necessary
  - 2.2 Direct fire fighters to the address of the burn should the fire become out of control, and
  - 2.3 Enable cost recovery action should the fire escape
3. Cost recovery action may necessitate some or all of the information supplied by you to the XXX City Council being disclosed to the New Zealand Fire Service Commission and its agents.
4. If you fail to supply any of the required personal information to the XXX City Council when required to do so, the request for a Fire Permit may be declined.
5. You have the right to request access to, and correction of, any information about you held by the XXX City Council, and to be supplied on request with the names and addresses of the agencies (if any) to whom the XXX City Council discloses personal information about you.