FIRE PERMITS
FAQs

1. What are fire permits?

Fire permits are issued to businesses and individuals who need to use fire to conduct work or an activity. They provide an exemption to laws during a period when fire restrictions are in place or a day of total fire ban (TFB) with specific conditions applied.

2. How many types of fire permits are there?

There are three types of fire permits:

- Fire Danger Period: Commonly referred to as 'Schedule 13' and 'Schedule 14' permits
- Prohibited Period: Commonly referred to as 'Authority to burn' permits
- Total Fire Ban: Commonly referred to as 'Section 40' permits

3. Why move to a digitised system?

Fire Permits Victoria is a website that allows Victorians to create an account to apply for fire permits during a period when fire restrictions are in place or on a day of total fire ban (TFB). The website also allows a person to notify authorities of the use of a permit during a period when fire restrictions are in place or TFB; and a burn-off during a period when fire restrictions are not in place. Notification of fire ignitions all year round avoids unnecessary 000 call outs. The website is a collaboration of all of Victoria's fire services - Country Fire Authority (CFA), Department of Environment, Land, Water and Planning (DELWP) and Fire Rescue Victoria (FRV).

4. Can the system cope with demand?

Yes, the system has been designed and built to cope with high levels of traffic and use. We regularly monitor the site and conduct upgrades and improvements as the need arises.

5. Is my data safe, where will it be stored?

Protecting your personal information is an important aspect of the way the CFA, DELWP and FRV (we/our/us) operate. Our collection use and disclosure of your information follows the requirements of the Privacy & Data Protection Act 2014.

6. Who will my information be shared with, can I object?

CFA Fire and Emergency Management Directorate are collecting your information on behalf of FRV and DELWP through the powers delegated to it through the Country Fire Authority Act 1958 and Regulations and for DELWP through the Forests Act 1958. This information is being collected for the purpose of:

- evaluating your Fire Permit application;
- communicating with you about your application and/or permit; and
- monitoring compliance and management of fire, smoke management and ignition risk across public and private land in Victoria.

And will be disclosed to authorised staff within CFA, DELWP and FRV for these agencies to execute their duties associated with the provision of your fire permit.

CFA, DELWP and FRV may also disclose your contact information to contracted service providers for research purposes.

For emergency management purposes this system *may* disclose your information to:

- Emergency Services Telecommunications Authority (ESTA);
- Bureau of Meteorology (BOM);
- Environment Protection Authority (EPA);
- Fire Prevention Officers for the purpose of fire and emergency management;
- Electronic systems to inform the community through Vic Emergency Platforms of the planned burns.

If you do not provide the required information, the application/permit cannot be assessed and issued.

You can access the information by contacting the CFA Policy, Procedures and Governance Coordinator within the State Capability Team at statecapabilityteam@cfa.vic.gov.au or by calling 03 9262 8756 or the DELWP Customer Service Centre on 13 61 86. You can contact FRV by phone on 03 9662 2311 and ask to speak to the Privacy Officer.

CFA, DELWP and FRV will handle all information in accordance with the obligations under the Privacy and Data Protection Act 2014 and privacy policies, which can be located on each agency's website. Your information will not be disclosed for any other purpose other than where required by law.

7. What devices can I use to access the website?

Fire Permits Victoria is accessible on all types of devices including desktops, laptops, tablets and smartphones, and is best viewed using Google Chrome.

8. What if I don't have access to a computer or the internet?

Individuals can still apply for a permit in person if needed by visiting a DELWP, CFA or FRV district office or website and mailing in a paper application. Permits can be issued via the mail instead of email.

9. How long does the application process take?

Please apply for a fire permit as early as possible. At busier periods during the fire season, fire permit processing may take up to two weeks. You can keep up to date with your fire permit applications from your dashboard page.

10. Will it be faster if I apply online rather than over the phone?

Burn offs can be registered much faster online than over the phone. Permits must be applied for on paper through your district/ region office or online via the digital fire permits system.

11. Do I need to set up an account?

An account is required for applying for a permit online. Any individual or representative of a business in Victoria can create an account. Individuals are required to provide basic contact information, whilst people creating an account as a business representative are required to provide information about the business (Australian Business Number or Australian Company Number, Name, Trading Name, Authorised Representative).

12. Can I apply for multiple permits at the same time?

Yes, you can apply concurrently for multiple permits through the system.

13. How will COVID restrictions impact my application?

At all times when performing the activities within your permit or burning off you must comply with your local and state laws including COVID-19 requirements.

14. Will the change in CFA and FRV boundaries have an impact on my application/ permit?

As an applicant, this boundary change has no effect on your application. The only difference will be in the notification and who your permit is issued by.

If you have other questions around Fire Permits please visit https://firepermits.vic.gov.au/faq