



**PALMERSTON NORTH CITY**

# **URBAN FIRE CONTROL BYLAW**

**2016**

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## **Administration Manual**

## Document control

Version No.	Reason for amendment	Date

## Authorisation

	Name	Signature	Date
Prepared by			
Reviewed by			
Authorised by			

## **PART 1 – INTRODUCTION**

The purpose of this Administration Manual is to provide information complementary to the Urban Fire Control Bylaw by bringing together those aspects which may otherwise be included in the Bylaw, but which are of a technical or administrative nature, or operational matters that are likely to be amended before the Bylaw is reviewed. This approach simplifies the administration of the bylaw, allows for administrative and technical processes to be kept up to date, and assists in interpretation of the bylaw.

The Administration Manual is made under the bylaw, and it governs the implementation and operation of the bylaw. The Administration Manual is a public document, and will be made available on the Council's website alongside the bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. Amendments to this document will be made by a resolution of Council, and the General Manager for Customer Services will sign off any changes made to this document as a result of such resolution.

## **PART 2 – OPEN AIR FIRE CONDITIONS**

The following conditions apply to all open air fires, whether they require a permit or not.

1. The fire must not be lit where the location, wind, or other conditions cause, or are likely to cause, the fire to become:
  - (a) A danger to any person or property; or
  - (b) Out of control or spread beyond the limits of the premises on which it is lit; or
  - (c) A smoke or ash nuisance to any person.
2. Except for barbecues fuelled by gas, the fire must not be lit within three metres of any part of a building, tree, hedge, fence or other combustible material.
3. The fire must be supervised by a responsible person at all times.
4. An acceptable means of fire suppression must be available on the location where the fire is lit.
5. The fire must not burn any compressed wood, treated or tanalised wood, green waste, plastics, rubber or accelerants where toxic substances are released.

The following additional conditions apply to permits for Incinerator Fires:

6. The fuel must be controllable if the incinerator tips over; and
7. The incinerator must have a spark arrestor or similar device to prevent sparks from the fire escaping the incinerator.

# PART 3 - APPLICATION FORM

Palmerston North City Council Urban Fire Control Bylaw

Open Air Fire Permit (Urban)



*(Any enquires please phone Palmerston North City Council 06 356 8199)*

## 1. APPLICANT DETAILS

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## 2. APPLICATION PERIOD

From \_\_\_\_\_ to \_\_\_\_\_

*(Note: a permit for an open air fire shall be issued for a fixed period of time not exceeding 12 months)*

## 3. DETAIL OF ACTIVITY

Name of person supervising fire \_\_\_\_\_

Location of fire \_\_\_\_\_

Type of material to be burnt \_\_\_\_\_

Means of fire suppression \_\_\_\_\_

## COUNCIL CHECKLIST

Application form complete?	Yes/No
Previous application?	Yes/No
Checked for nearby power transmission lines or substations?	Yes/No
Terms and conditions advised?	Yes/No
Permit issued?	Yes/No
Permit number	

## STANDARD TERMS AND CONDITIONS

In addition to any other terms or conditions that may be applied to the permit, the following terms and conditions shall apply.

8. The fire must not be lit where the location, wind, or other conditions cause, or are likely to cause, the fire to become:
  - (d) A danger to any person or property; or
  - (e) Out of control or spread beyond the limits of the premises on which it is lit; or
  - (f) A smoke or ash nuisance to any person.
9. Except for barbecues fuelled by gas, the fire must not be lit within three metres of any part of a building, tree, hedge, fence or other combustible material.
10. The fire must be supervised by a responsible person at all times.
11. An acceptable means of fire suppression must be available on the location where the fire is lit.
12. The fire must not burn any compressed wood, treated or tanalised wood, green waste, plastics, rubber or accelerants where toxic substances are released.

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## DECLARATION

I/we agree to be bound by and fulfil all terms and conditions of the permit.

I/we declare that all information provided in this application and any information subsequently provided under the terms and conditions of the permit are correct and accurate.

Signature of applicant: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

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

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**Please ensure you complete all paperwork before returning**

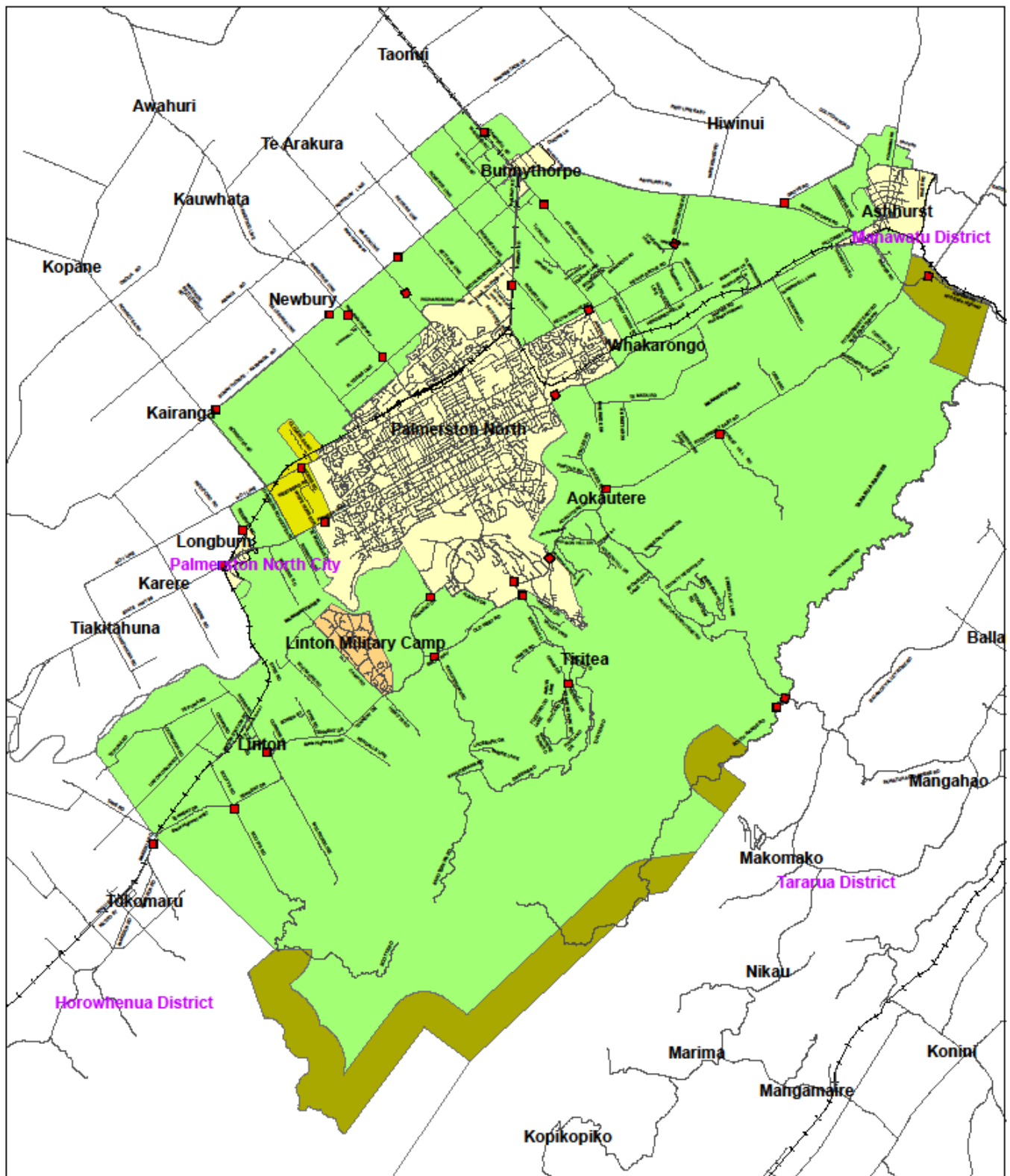
## **PART 4 – URBAN AREA MAP**

The following map shows the Rural and Urban Fire Districts within Palmerston North.



# PALMERSTON NORTH

## Fire Permit Areas



	Fire Signs
<b>Fire Permit Areas</b>	
<b>PERMIT</b>	
	Linton Army Camp Control
	PNCC Rural
	PNCC Urban
	Urban Area but Rural Permit Required
	Rural Fire Permit by PNCC and DOC

Date April 2016

