



Applicant Information

Date:	
Campground/Business Name:	
Mailing Address:	
Applicant First Name:	
Applicant Last Name:	
Phone Number (<i>main</i>):	
Phone Number (<i>other</i>):	
Email Address:	

Fire Pit Information

Total Number of Campsites:		
Number of fire pits with openings up to 0.7 m: Required clearance of at least 3.0 meters from any standing trees/shrubs, structure, RV/tent pad, or other combustible items:	☐ Yes ☐ No	
Number of fire pits with openings between 0.7 and 1.0 m: Required clearance of at least 3.0 meters from any standing trees/shrubs, structure, RV/tent pad, or other combustible items:	☐ Yes ☐ No	
Fire pits constructed with non-combustible materials (e.g., brick, stone, or metal)?	☐ Yes ☐ No	
Fire pits are all permanently installed on level ground, at least 30 cm above grade.	☐ Yes ☐ No	
Fire pit walls are all intact with no visible cracks or damage?	☐ Yes ☐ No	
Fire pits are situated on a non-combustible base that fully surrounds their perimeter?	☐ Yes ☐ No	
Are mesh screens installed to reduce the risk of sparks or embers escaping?	☐ Yes ☐ No	
Size of mesh screen openings:	mm	
Fire pits are 1m from any underground/buried utility?	☐ Yes ☐ No	
Fire pits are clear of any overhead trees, branches, utility line or combustible materials?	☐ Yes ☐ No	
Firefighting aids such as garden hose, buckets, fire extinguisher, etc. readily available?	☐ Yes ☐ No	

The personal information collected through this form is for the purpose of processing applications, including eligibility, review, and communication of decisions. This collection is authorized per section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Town of Whitecourt Administration Office at administration@whitecourt.ca or 780-778-2273.

- * Applications must include site plan or drawing that identifies the locations of all:**
RV/tent pads, fire pits, property lines, treelines, structures, trees, decks, fences, and other combustible items

Conditions

Burning shall be done in compliance with the Forest and Prairie Protection Act and Regulations made thereunder and Town of Whitecourt Fire Services Bylaw pursuant to the following conditions:

1. No person shall set a fire at any time unless such person/persons has obtained a valid and subsisting fire permit.
2. No person or occupant or owner of a property shall burn or allow to be burned any prohibited debris.
3. Burning is solely conducted within acceptable fire pits or fireplaces as approved in this permit, ensuring adherence to all requirements and specifications.
4. Fire pits maintain the required distances from RV/tent pads, property lines, underground or overhead utilities, buildings, combustible materials, and other objects necessary to prevent damage, loss, or fire spread.
5. Fires must be fully supervised by a responsible person at all times while burning and must be fully extinguished before persons leave the site or retire for the night.
6. No fires shall be set, and any fire extinguished, when conditions are conducive to a fire spreading outside the fire receptacle or readily escaping out of control.
7. Fires are maintained at a manageable size and do not create excessive smoke, sparks, or embers that may spread beyond the designated area.
8. Appropriate fire controls are established, with sufficient means readily available to extinguish and/or control the fire, including adequate water supply and necessary equipment.
9. The campground operator provides information on burning requirements, restrictions, and related emergency and safety information to all person(s) staying overnight.
10. A copy of the fire permit must be readily available on-site for inspection upon request.
11. The permit holder assumes all responsibility for the fire and must ensure adherence to any fire bans, warnings, or restrictions issued by the Fire Department, with the permit suspended during such times, and;
12. Any other condition(s) outlined on the Fire Permit issued by an authorized member of the Whitecourt Fire Department.

Signatures

☐ I hereby acknowledge that I have read, understood the conditions, and agreed to comply with the terms outlined above as well as any conditions specified on a Fire Permit issued by the Whitecourt Fire Department. Furthermore, I recognize that the Fire Chief, or their Designate, has the authority to amend, terminate, suspend, or cancel the Fire Permit at any time. In such cases, I am responsible for immediately extinguishing any fire or ceasing any activity authorized by the Fire Permit.

☐ I acknowledge that I may be responsible for the costs of any action whatsoever in response to an incident related to any fire authorized by an approved fire permit. I understand that additional charges, fines or penalties may be imposed on me, other responsible parties, owner/occupiers of the land, and/or insurers under the Forest and Prairie Protection Act, Town of Whitecourt Fire Services Bylaw and/or Fees Rates and Charges Bylaw. I further agree to indemnify and save harmless the Town of Whitecourt, the Fire Department, the Fire Chief, and all members or representatives thereof from all liability, claims, demands, actions, or damages arising out of or in any way related to any operation authorized by this fire permit, with full responsibility resting entirely with the permit holder and/or person(s) responsible.

☐ I understand that authorized personnel, including representatives of the Whitecourt Fire Department, may enter the property at any time, without notice, for the purposes of inspecting the fire pits, fireplaces, and surrounding area to ensure compliance with the terms and conditions of the permit. Non-compliance may result in immediate revocation of the permit and additional penalties as deemed necessary.

Applicant Signature	
Date	

Permit Approval *(For Office Use Only)*

Permit Number	
Property Tax Roll	
Application Approved	☐ Yes ☐ No
Approved By	
Signature	
Date	

Comments / Conditions

--