



Applicant Information

Date:	
First Name:	
Last Name:	
Organization/Business (if applicable):	
Mailing Address:	
Phone Number (main):	
Phone Number (other):	
Email Address:	
* Relationship of Applicant to Event Location:	☐ Owner ☐ Lessee ☐ Employee ☐ Contractor ☐ Other: _____

*** You must be the legal owner of a property to obtain a permit for it. If you do not own the property, you must include written consent from the property owner with your permit application.**

Property Owner (if different than permit applicant)

First Name:	
Last Name:	
Phone Number (main):	
Phone Number (other):	
Email Address:	

Event Information (Attach a site plan/layout, photos or maps to support your application)

Location of Event	
Requested Permit Start Date/Time	
Requested Permit End Date/Time	
Nature of the Event (e.g., ceremonial burning, fire performance, use of flame/pyrotechnic special effects, etc.)	
Description of materials to be burned or products used	
Will there be any fire or special effects used indoors?	☐ 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.

If yes, is there a Fire Protection System Installed?	☐ Yes ☐ No
Fire Safety Plan Information: <i>Attach additional pages as necessary.</i> (outline measures you're taking to ensure fire safety, such as fire suppression, exits, on-site personnel, etc.)	

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 and without first notifying the Fire Department.
2. No person or occupant or owner of a property shall burn or allow to be burned any prohibited debris.
3. The applicant is the owner of the property or has written permission from the owner.
4. Maintain sufficient distance from property lines, underground or overhead utilities, buildings, combustible materials, and other objects necessary to prevent damage, loss, or fire spread from the designated burn area.
5. The site is fully supervised by a responsible person for the duration of the burn until completely extinguished.
6. No fires shall be set, and any fire extinguished, if the wind exceeds 15km/h or when conditions are conducive to a fire spreading 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. Provide notification to the local road authority prior to igniting any fires and arrange for appropriate signage if smoke may pose a risk or impact visibility along any public roadway.
10. Provide notification to any property, resident or business in the area that may be affected.
11. A copy of the fire permit must be readily available on-site for inspection upon request.
12. 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;
13. 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.

Applicant Signature	
Date	

Approval *(For Office Use Only)*

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

Comments / Conditions