

OVERVIEW

If you are not the owner of the land/property, you must have approval from the landowner to apply for and carry out the requested permit activities in this application.

If applying to discharge fireworks on private land, it is illegal to discharge fireworks unless they are discharged by a licensed pyro-technician who holds the appropriate public liability insurance with a minimum coverage of \$20M.

Sec 31 of the Casey Community Law 2025 states that a person must not, except with a permit, discharge any fireworks on or from any private land. The discharge of fireworks from public land is covered by Section 4(j) of the Summary Offences Act 1966. The Summary Offences Act refers to the requirements of discharging fireworks back to the municipal councils Local Law which therefore requires a permit. Fireworks discharged without a permit in the CFA declared fire danger period are regulated under Section 110 (1)(Z) of the Country Fire Authority Act 1958.

APPLICATION FEE

Application fee: \$155 (non-refundable and payable at time of application)
Permit fee: \$360

LODGEMENT



EMAIL:
caseycc@casey.vic.gov.au



MAIL:
City of Casey
PO Box 1000,
Narre Warren, VIC 3805



IN PERSON:

Bunjil Place Customer Service
2 Patrick Northeast Drive, Narre Warren

Cranbourne Customer Service
Shop 61, Cranbourne Park Shopping Centre

Please visit City of Casey Website for Opening Hours.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742

APPLICATION REQUIREMENTS

To be eligible for a permit, you must provide certain information specified in this checklist. Not providing the information will result in a delay or non-approval of your permit application.

- ☐ **Applications must be lodged a minimum of 28 days prior to the event.**
- ☐ **A copy of your Public Liability Insurance policy**

All applicants must hold the appropriate public liability insurance with a minimum coverage of \$20M.

Obligation to Insure

The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M (or more). The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Permit holder.

Councils indemnity

The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

- ☐ **Site Plan**

You must provide a site plan. Photographs may also be submitted to support your application

- ☐ **Landowner Approval**

If you are not the owner of the land/property, you must have approval from the landowner and provide their name and contact number.

- ☐ **Advise Display Location**

Depending on where the display is, other organisations may require notification, for example Civil Aviation Safety Authority, Australian Maritime Safety, or VicRoads.

- ☐ **Worksafe Confirmation**

The confirmation email from Worksafe that would have been sent to you on submission of the Notification of Intention to Discharge Fireworks.

- ☐ **Notification**

Advise all residents and businesses within a one-kilometre radius in writing of the fireworks, including the date and time the event will occur. Notification MUST be completed a minimum of two weeks before the event date. A copy of the letter/leaflet must be provided to council.

- ☐ **Advise Emergency Services**

Police, SES, CFA and Victorian Bush Fire Information Line all need to be notified of the date and time of the event.

- ☐ **Fire Danger Period**

Obtain a CFA Schedule 14 and supply copy of this permit to Council.

APPLICATION DECLARATION:

By lodging this application, you declare that:

- You are the applicant or are authorised by the applicant to lodge this application.
- The information provided in this application form and all attachments is true and correct. You understand it is an offence to provide false information and penalties apply.
- If selling food or liquor, you hold the appropriate registrations and licences under the *Food Act 1984* and the *Liquor Control Reform Act 1998*.
- If conducting a market or car boot sale, all stall holders/car boot sellers have the required licences or permits to sell their products and conduct their business.
- If the permit is granted, you will comply with all permit conditions and the *Casey Community Local Law 2025*.

PRIVACY STATEMENT:

☐ I have read and agree to City of Casey's Privacy Policy accessible at <https://www.casey.vic.gov.au/privacy>. We will only use the personal information provided by you for the purposes for which it was collected and any other authorised use. The information we collect may also be used for our planning and research purposes to improve the services to the community. We will never reveal personal information we collect to third parties unless disclosure is required or authorised by law. If you have any queries or need further information on privacy-related matters, please contact Council's Privacy Officer."

☐ I consent that the City of Casey ("Council") will collect my personal information, where Council believes it is reasonable to undertake functions for the use, disclosure, and operational requirements carried out by Council and/or including, but not limited to, third parties and other agencies. I understand and accept that Council is not liable for third-party disclosure, distribution, copying, or misuse of the information contained in this form.

APPLICANT'S DETAILS:

Surname:	First Name:
Property Address	
Suburb:	Postcode:
Mobile:	Telephone:
Email:	

LANDOWNER DETAILS

Are you the owner of the land/property for which you are seeking the permit?	
☐	Yes – Go to the permit details section
☐	No - You must have obtained approval from the landowner to conduct the permit activity/ies on the property and provide the name of the landowner and a contact telephone number
Landowner Name:	Landowner Contact Telephone:

DISCHARGE FIREWORDS

Display Location Address:	
Suburb:	Postcode:
When are you proposing to discharge fireworks?	
What is the reason for discharging fireworks?	

What type of fireworks will be discharged?			
	Low Impact Noise Levels		High Impact Noise Levels
Name of Licensed Pyro-Technician			
License Number		Contact Telephone Number	

Site Plan

A site plan must be included. This can either be a Google Image with notations per below or a site plan. Plans must include:

- Street frontage
- All houses/dwellings and garages on your property; and
- Where the proposed use will take place.

CREDIT CARD AUTHORISATION**CARDHOLDER'S DECLARATION**

I declare that I am the authorised cardholder of this credit card and understand it is an offence to provide false information and penalties apply.

CREDIT CARD DETAILS:	
Type of credit card	
☐ Mastercard	☐ Visa
Name of Cardholder:	
Contact Phone (business hours):	
Card Number:	
Expiry Date:	CCV:
Amount (\$):	