

	<p><b>OFFICE of THE CHIEF FIRE OFFICER</b>          PO BOX 20          HERMANUS          7200          Tel: 028 313 5041          Fax: 028 313 1493          Email: lestersmith@overstrand.gov.za</p>	
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### Standard Operational Procedures and Guidelines: Issuing of Burn Permits

1. The procedure to obtain a permit to burn is as follow:
  - Phone the local fire service to apply for a permit (028 313 5052)
  - A trained fire prevention officer will contact the owner to arrange a date for an inspection to be carried out.
  - The completed application form with all specifications must be completed prior to the date of the inspection of the property
  - Payment must be made via EFT, cash deposit or at the municipal offices before the inspection of the property will be carried out.
  - The applicant must obtain written consent from his or her neighbors and/or other authorities fourteen days (14) prior to burning
  - The applicant will have a burn period of 15 days, Monday – Thursday 06:00 – 16:30 and on a Friday 06:00 – 12:00 if burning for more that one consecutive day. The responsible person must ensure that the fire is extinguished.
  - If the area is declared safe, the fire prevention officer will issue the applicant with a permit via the office of the Fire Chief
  - Permits and applications are valid for a period as specified on the documentation, 15 days at a time for each burning period.
  - It is the owner's responsibility to inform the relevant authority 2 hours beforehand, of his/her intention to burn. The authority to be informed is Overstrand Fire, Rescue & Disaster Management 028 313 5052
  
2. Burning will only be allowed under the following conditions:
  1. Overstrand Fire, Rescue & Disaster Management must be informed daily before burning starts
  2. Adequate firebreaks must be made around the perimeter of the area/s to be burned as required (minimum 10m, depending on the fuel load and recommendations of the Fire Officer.
  3. Stack/fuel reduction, Agricultural and Training burns are limited to between 06:00 and 16:30 daily and all burning material must be extinguished before leaving the site. Burning is subject to weather conditions below. Stack/fuel reduction burns are limited from 1 May to 15 October; Agricultural burns are limited from 20 February to September; Training burns are not limited to any month of the year.
  4. Prescribed/Ecological/Biodiversity burning operations have no such time constraints but are limited to the following months: February, March ,

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5. April, September, October and November. Burning is subject to weather conditions.
6. Permission will be granted in exceptional circumstances under the control and authority of the Fire Department and only under the accepted conditions.
7. Owners are not allowed to burn on Orange or Red (Fire Index) days. Burning is subject to weather conditions
8. Owners are not allowed to burn on Saturdays and Sundays.
9. Owners may burn on a Friday; only if burning continuously for more than one day. The fire must be extinguished by 12:00 on the Friday
10. Owners are not allowed to burn on the day before a long weekend.
11. Owners are not allowed to burn on a public holiday.
12. Owners may only burn one heap at a time; if burning heaps
13. All fires have to be extinguished by 16:30. No burning will be allowed after 16:30
14. You will remain responsible for the burning and its consequences and you are committed to the personnel and equipment numbers as stated on your application. You must ensure that all fire breaks are in place before you begin burning. Fires must be monitored for 24 hours until cold
15. The permit is valid for 15 work days after approval and date of issue.
16. The controlling authorities as mentioned above have the right to suspend or prevent any burning activities should the need arise.

Deviation from the above mentioned conditions will lead to steps taken against the owner in terms of the Community Fire Safety By-law of the Overstrand Municipality.

3. Owners also have to follow the requirements set in the National Veld and Forest Fire act, 1998. (Chapter 4)  
 Sections 12(2) and 12(3) provide for notice and co-operation between neighbours in the case of firebreaks that are to be burnt. The owner intending to burn must consult with the neighbour to find a suitable date for both, but if the owner cannot obtain agreement then he or she may simply give 14 days' written notice of the intention to burn. In either case the Act requires the neighbour to burn his or her firebreak on the same day as agreed or notified, to be present or have an agent present, and have sufficient fire fighters available to prevent the spread of the fire - this is also applicable to any controlled burning.
4. The permit issued by the Local Authority must not be confused with the permit issued by the Department of Agriculture – below is an explanation of the permit issued by the Department of Agriculture:

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12. **Regulation 12 in terms of the Conservation of Agricultural Resources Act: Prevention and control of veld fires**

- (1) Except on authority of a written permission by the executive officer, no land user shall—
- (a) burn any veld on his farm unit; and
  - (b) utilise as grazing any veld on his farm unit that has burned.
- (2) The provisions of regulation 2 (2) and (3) shall apply *mutatis mutandis* with regard to an application for a permission referred to in sub regulation (1): Provided that—
- (a) such application shall be submitted at least 30 days prior to the intended date of burning or grazing, as the case may be; and
  - (b) a permission referred to in sub regulation (1) (a)—
    - (i) shall not be issued unless the executive officer is satisfied that the burning of veld is an accepted veld management practice in the area within which the farm unit concerned is situated, or that exceptional circumstances prevail on the farm unit concerned;
    - (ii) shall be issued only if the veld concerned is to be burned during periods of which particulars are available at the extension office concerned; and
    - (iii) shall be issued to the provisions of the Forest Act, 1968 (Act 72 of 1968).

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 Chief L. Smith  
 Fire, Rescue & Disaster Management

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 Date