RFS
Arcadia Rural Fire Brigade

DURING BUSHFIRE DANGER PERIOD
1 October - 31 March *

APPLYING FOR FIRE PERMITS DURING BUSHFIRE DANGER PERIOD
(During 1 October - 31 March)*

Step 1:

Before you apply, ensure the pile meets the requirements.

- Piles should not be greater than 2 m in length or width, and 1.5 m in height.
- Logs over 150mm in diameter must not be added to piles.
- Burning is limited to natural vegetation only. No rubbish, building materials, or manufactured materials are permitted

Standards for pile burning
(NSW RFS Website)

Step 2:

Apply for an EPA permit from the Hornsby Council website.

- Ensure your pile is ready **prior** to applying for the permit.
- Check your emails for approval to burn and keep it handy.

Hornsby Council Website

Step 3:

Apply for a fire permit from the NSW Rural Fire Service website through the Guardian Portal.

- Once the application is lodged, it will be processed by Hornsby/Ku-ring-gai District Office.
- Permit is then assigned to an RFS Fire Permit Officer.

NSW RFS Permit Application
(NSW RFS Website)

Step 4:

RFS Fire Permit Officer makes contact with you, then attends address to inspect the pile to ensure it meets the requirements.

- If permit is approved, you will receive an email with the Fire Permit attached.

Step 5:

24 hours in advance (or more), ensure you notify relevant parties.

- Notify all adjoining neighbours your intent to burn.
- Notify the NSW Rural Fire Service of your intent to burn using your Fire Permit number (FP #) top right hand side of your RFS permit.

Notify RFS of intent to burn
(NSW RFS Website)

Step 6:

Always check the conditions and Fire Danger Rating before you light the pile:

- **Permits are suspended on High Fire Danger and above and Total Fire Bans.**
  You should also receive email notification if permit is suspended.
- Ensure your water source is in place and operational prior to lighting up.
- Your pile must be monitored by a responsible adult at all times.

If you have any questions, feel free to contact the RFS Officer that issued your permit enquiries@arcadiarfs.org.au or the Hornsby Ku-ring-gai District Office on 02 9883 2000.

Version 3 - Sep '26: Dates may change depending on weather conditions
*This document is specific to the Hornsby Council area only and information is valid at time of print - September 2026

RFS
Arcadia Rural Fire Brigade

OUTSIDE BUSHFIRE DANGER PERIOD
1 April - 30 September *

APPLYING FOR FIRE PERMITS
OUTSIDE BUSHFIRE DANGER PERIOD
(During 1 April - 30 September)*

Step 1:

Before you apply, ensure the pile meets the requirements.

- Piles should not be greater than 2 m in length or width, and 1.5 m in height.
- Logs over 150mm in diameter must not be added to piles.
- Burning is limited to natural vegetation only. No rubbish, building materials, or manufactured materials are permitted

Standards for pile burning
(NSW RFS Website)

Step 2:

Apply for an EPA permit from the Hornsby Council website.

- Ensure your pile is ready prior to applying for the permit.
- Check your emails for approval to burn and keep it handy.

Hornsby Council Website

Step 3:

24 hours in advance (or more) ensure you notify all relevant parties.

- Notify all adjoining neighbours.
- Notify the NSW Rural Fire Service of your intent to burn.
  Note! When submitting your notification to burn, the RFS will not accept the Hornsby Council permit number. When asked if you have an RFS permit, select "*NO*"

Notify RFS of intent to burn
(NSW RFS Website)

Step 6:

Always check the conditions and Fire Danger Rating before you light the pile:

- **Permits are suspended on High Fire Danger and above and Total Fire Bans.**
- Ensure your water source is in place and operational prior to lighting up.
- Your pile must be monitored by a responsible adult at all times.

If you have any questions, feel free to contact the RFS Officer that issued your permit enquiries@arcadiarfs.org.au or the Hornsby Ku-ring-gai District Office on 02 9883 2000.

Version 3 - Sep '26

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