



Notifying of your intent to burn online

The Online Burn-off and Permit Notifications website allows you, as a landowner, to notify your local council of your intent to burn. This provides access to and notifies the CFS, SAPOL, and other parties, saving everyone time. Emergency services staff can view online via mobile devices if reports of a fire relate to a notified burn in real-time.

You can access council areas to notify by typing sa.burnoffs.elementorg.com into your web browser:

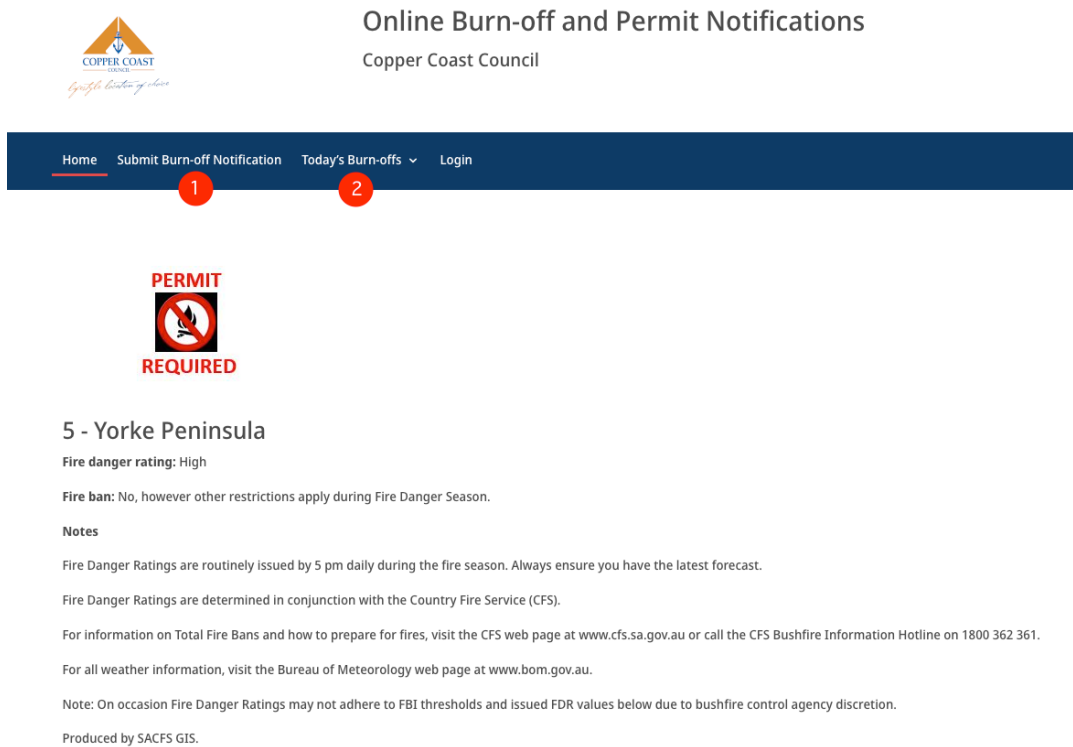
The screenshot shows a web browser with the address bar containing sa.burnoffs.elementorg.com. The website header includes the logo and the text "Online Burn-off and Permit Notifications For South Australia Local Councils". A navigation bar contains "Home", "Today's Burn-offs", and "Login". Below the navigation bar, a message states: "Select your council area from the councils below to submit your burn notification online. If your council is not listed, you will need to contact them directly." A list of councils is provided, with "Copper Coast Council" highlighted and a red arrow pointing to it. To the right, a "Login" form is visible with fields for "Username" and "Password", a "Forgot your password?" link, and a "Login" button. The footer contains copyright information and the website name.

Step 1

Select the relevant council area from the list and the home page will show you the current fire rating for the council area.

Step 2

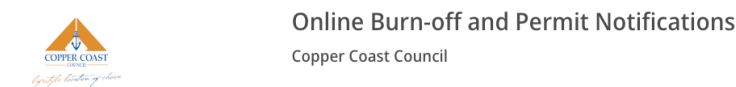
You can select to notify your intent to burn by using the **Submit Burn-off Notification** link (1). You can also view any burn-offs already notified with the **Today's Burn-offs** link (2).



The screenshot shows the Copper Coast Council website. At the top left is the logo with the text "COPPER COAST COUNCIL" and the tagline "By right, location of choice". To the right of the logo is the page title "Online Burn-off and Permit Notifications" and the organization name "Copper Coast Council". Below this is a dark blue navigation bar with the following links: "Home", "Submit Burn-off Notification" (marked with a red circle and the number 1), "Today's Burn-offs" (marked with a red circle and the number 2), and "Login". Below the navigation bar is a large red sign that says "PERMIT REQUIRED" with a black and white icon of a fire with a red prohibition symbol over it. Below the sign is the heading "5 - Yorke Peninsula" and the text "Fire danger rating: High". Further down, it states "Fire ban: No, however other restrictions apply during Fire Danger Season." and "Notes" section which includes information about fire danger ratings, fire bans, and weather information.

Note: You must have a permit to burn prior to submitting a burn.

If there is a fire ban, you will not be able to notify of your intent to burn. Your council may also close the notification period for other reasons such as existing fires, public holidays, or weekends.



The screenshot shows the Copper Coast Council website. At the top left is the logo with the text "COPPER COAST COUNCIL" and the tagline "By right, location of choice". To the right of the logo is the page title "Online Burn-off and Permit Notifications" and the organization name "Copper Coast Council". Below this is a dark blue navigation bar with the following links: "Home", "Submit Burn-off Notification" (underlined), "Today's Burn-offs" (with a dropdown arrow), and "Login".

Submit burn-off notification

Burn-off notifications are now closed.

Closed on public holidays: Yes

Closed when fire ban is total: Yes

Open date: 01/03/2024

Close date: 30/04/2024

Open times:

- Sunday: Closed
- Monday: 08:00 - 13:30
- Tuesday: Closed
- Wednesday: 08:00 - 13:30
- Thursday: 08:00 - 13:30
- Friday: 08:00 - 13:30
- Saturday: Closed

Step 3

When submitting a burn-off notification, there are two main parts to the form.

Part one requires you to complete your information.

In the Applicant Details section:

- Enter your first name (1) and last name (2).
- You must supply your Fire Permit Authorisation Number (3).
- Enter the mobile number of the phone that will be onsite during the burn (4).

Filled in by *

Council Staff Member

Permit Holder

Applicant Details

Name *

First: Jon Last: Snow

Fire Permit Authorisation No *

WW1234

6 of 6 max characters

Mobile Number *

Must be a mobile number which will be present at the site of the burn

(123) 456-7789

Step 4

Part two of the burn-off notification form requires you to complete details of the burn-off.

Enter the date into the Ignition Date field. You can type in a date in the format of DD/MM/YYYY or select from the date picker. You will only be able to select an ignition date that is valid – normally either the current day or the next day.

Ignition Date *(Required)*

Burn-off notifications can only be submitted for today or tomorrow.
Submitting a burn-off notification for today can only be done before 5pm.

dd/mm/yyyy

< March 2024 >

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Right click the m...
ive pop-up mes: cations" fields b

You will now need to select the areas of your burn. To centre the map on your hundred automatically, enter the Hundred Name or Hundred Number in the search boxes, then select the hundred in the search results that appear:

Hundred selector

Match All Match Any

The map should now show the selected hundred and any sections within it (marked with green borders). To select your location, right click (Windows) or two-finger click (Mac) on the relevant location on the map. This will populate the latitude and longitude of the burn-off location. If burning an area, select the centre of the burn.

You can zoom in and out using the controls on the side of the map. You can also turn on the satellite view of the map using the button in the top left corner.

Choose Location

To select a location on the map if using a computer please right click the map with your mouse, or two-finger click if you're on a Mac. If you are using a mobile device you can scroll the map by using two fingers on the map.

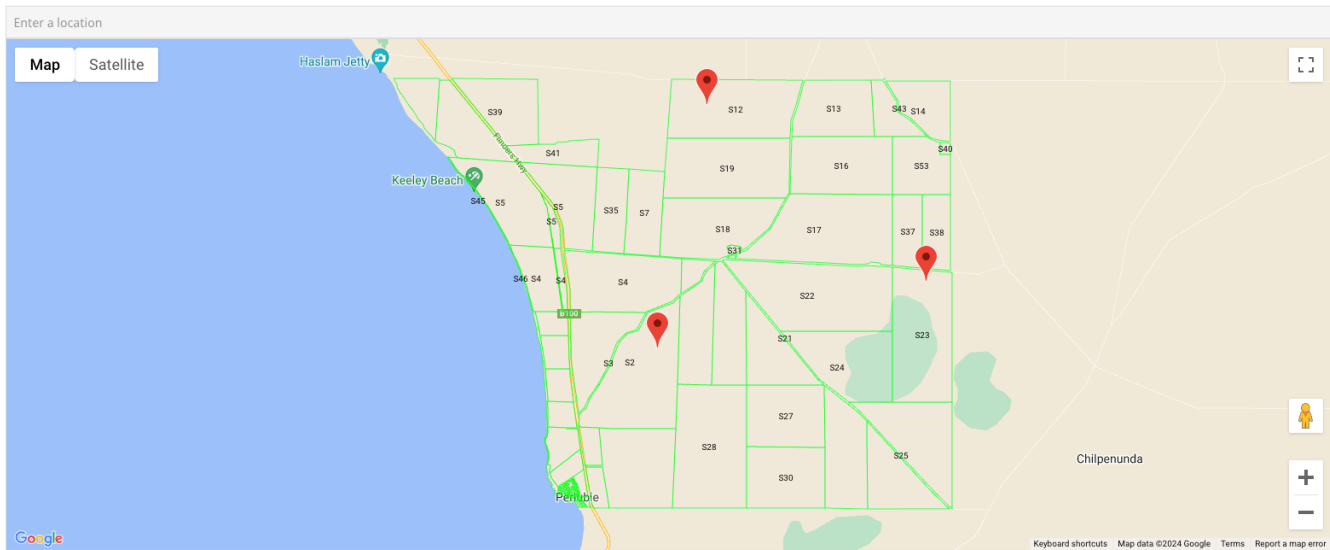
If you cannot see a map below, it's possible you have an active pop-up message asking for permission to use your location. Please allow or block access to your location information and the map will display. Alternatively please manually enter the location information in the "Burn-off Locations" fields below.

Enter a location

Burn-off Locations (Required)

Latitude	Longitude	Closest property address to burn location	Closest road to burn location	Suburb	Section	Hundred	Burn off type	Ignition time (hour)	Ignition time (minute)
-32.604324	134.323978			Perlubie	S2	FINLAYSON			

You can enter multiple locations by clicking additional locations on the map. For each location an additional row will be created below the map:



Burn-off Locations (Required)

Latitude	Longitude	Closest property address to burn location	Closest road to burn location	Suburb	Section	Hundred	Burn off type	Ignition time (hour)	Ignition time (minute)
-32.604324	134.323978			Perlubie	S2	FINLAYSON			
-32.581762	134.432125			Perlubie	S23	FINLAYSON			
-32.521859	134.343891			Petina	S12	FINLAYSON			

Once you have selected your locations, you will need to select the Burn-off type for each location from the list provided:

Burn-off Locations (Required)

Latitude	Longitude	Closest property address to burn location	Closest road to burn location	Suburb	Section	Hundred	Burn off type	Ignition time (hour)	Ignition time (minute)
-32.604324	134.323978			Perlubie	S2	FINLAYSON	Burning Cha...		
-32.581762	134.432125			Perlubie	S23	FINLAYSON	Broadacre Burning		
-32.521859	134.343891			Petina	S12	FINLAYSON	Burning Chaff Piles		

Form Submission
You will receive a confirmation message on your screen when your burning request has been submitted.

You must also enter an ignition time Hour and Minute. This should be the approximate time you plan to start the burn in each location:

Burn-off Locations (Required)

Latitude	Longitude	Closest property address to burn location	Closest road to burn location	Suburb	Section	Hundred	Burn off type	Ignition time (hour)	Ignition time (minute)
-32.604324	134.323978			Perlubie	S2	FINLAYSON	Burning Cha...	08	00
-32.581762	134.432125			Perlubie	S23	FINLAYSON	Broadacre Bt...	12	15
-32.521859	134.343891			Petina	S12	FINLAYSON	Patching Out	13	45

Step 5

Once you have completed the information, you can submit your notification by clicking the “Notify your intent to burn” button.

Depending on the council, relevant CFS, SAPOL, and council staff may be notified of your intent to burn by email, SMS, or through the Today’s Burn-offs page.

Form Submission

You will receive a confirmation message on your screen when your burning request has been submitted.

By submitting this form, you are agreeing that the information provided above is true and accurate, is in accordance with your Schedule 9 Permit conditions, and is able to be shared with Emergency Service Organisations.

Notify your intent to burn

For more information, please contact your council office.

For more resources for fire safety, please check the CFS website: <http://cfs.sa.gov.au>