

# Fireworks display checklist

The checklist is a guidance document only and may be used to identify areas of potential risk for fireworks displays and to assist licence holders when developing a written risk assessment required by WorkCover NSW. Some of the content may not be applicable to fireworks (single use) licence holders, particularly in relation to the use of aerial display shells and aerial salutes. Authorities when notified of a fireworks display may also request the completed checklist and/or the separate risk assessment. More information about fireworks display requirements is contained in Australian Standard AS 2187.4 and the Operational Conditions Fireworks.

## 1. SITE/LOCATION

### 1.1 Type of firing site (tick appropriate box):

- |                                      |                                 |                                   |   |   |
|--------------------------------------|---------------------------------|-----------------------------------|---|---|
| <input type="checkbox"/> Public park | <input type="checkbox"/> School | <input type="checkbox"/> Barge    | <input type="checkbox"/> Sports oval      | <input type="checkbox"/> Entertainment centre |
| <input type="checkbox"/> Pontoon     | <input type="checkbox"/> Arena  | <input type="checkbox"/> Theatre  | <input type="checkbox"/> Building roof    | <input type="checkbox"/> Reception centre     |
| <input type="checkbox"/> Showground  | <input type="checkbox"/> Jetty  | <input type="checkbox"/> Film set | <input type="checkbox"/> Private property | <input type="checkbox"/> Exhibition centre    |
| <input type="checkbox"/> TV studio   | <input type="checkbox"/> Other  | <input type="text"/>              |   |   |

### 1.2 Name of the owner of the firing site:

### 1.3 Address of the firing site:

### 1.4 Phone number of the owner of the firing site:











If you answer YES to either of the following questions the fireworks display **MUST NOT** proceed.

### 1.5 Has the owner refused permission for the site to be used for a fireworks display?

- Yes  No

### 1.6 Is the firing point less than 250 metres from a dangerous goods store, such as an explosives magazine, petrol station, LPG storage or other fuel storage facility?

- Yes  No

Refer to section 3 AS 2187.4

## Fireworks display checklist

If you answer **YES** to the following questions your proposed fireworks display has a high level of risk.

Use the hints to reduce the risk.

### 1.7 What are the dimensions of the firing site?

m X  m

### 1.8 Is the firing site too small to comply with the minimum clearance distance required in section 3 AS 2187.4?

Yes  No

**Hint:** Reduce the size/calibre of the aerial shells to be used.

### 1.9 Are powerlines or a telecommunications installation – eg mobile phone tower – likely to interfere with the fireworks display?

Yes  No

**Hint:** Use ground display fireworks with effects that are limited to a safe height.

### 1.10 Is there inadequate water – eg no tap or fire hose – on the site?

Yes  No

**Hint:** Develop a written plan to provide adequate water for fire fighting in consultation with the local fire service.

### 1.11 Is there any combustible material – eg dry grass, dead undergrowth, fuels, or a temporary structure such as a marquee – on the site or in the drop zone?

Yes  No

**Hint:** Remove or wet down combustible materials prior to the display. Consult with the local fire service.

### 1.12 Is the firing site difficult to access for emergency services, such as the fire brigade or ambulance?

Yes  No

**Hint:** Develop a written plan to provide adequate water for fire fighting in consultation with the local fire service and ambulance service. Allow them seven days to comment.

### 1.13 Are neighbouring buildings likely to be affected by smoke from the fireworks display and therefore have their fire alarms activated?

Yes  No

**Hint:** Provide a copy of this completed checklist and the completed fireworks notification form to building owners so that they can make an informed decision about how to respond.

### 1.14 Is the firing site poorly lit?

Yes  No

**Hint:** Consider directional floodlights that can be fixed to a vehicle and provide staff with torches for searching the site during clean-up.

## 2. NEIGHBOURS

### 2.1 Description of the firing site (tick the appropriate box)

Residential area  Rural area  Industrial area  Indoor

If you answer **YES** to any of the following questions, refer to the hints given below, consider **STARTING THE DISPLAY EARLIER AND/OR REDUCING NOISE DURING THE DISPLAY** – eg do not use salutes or fireworks that produce loud reports or ear-piercing screeches.

**Note:** If you change the start time you will need to amend your notification to the authorities and those likely to be affected – eg stables, kennels and veterinary clinics.

### 2.2 Are neighbours likely to be disturbed by the noise from the fireworks?

Yes  No

**Hint:** Notify those likely to be affected by advertising in the local paper and dropping leaflets in letterboxes, outlining display times and vantage points. There are those who like and those who dislike firework displays. Most children will be keen to watch and take the best vantage points. Others may take the opportunity to get away and avoid the spectacle. Forewarned is forearmed.

## Fireworks display checklist

### 2.3 Is there a hospital within 250 metres of the firing site? (250 metres is the minimum distance as outlined in AS 2187.4)

Yes  No

**Hint:** You must obtain the written approval the manager of the hospital (they may request that noise be minimised after 9pm).

Always consider weather conditions and noise.

### 2.4 Is there a nursing home or aged-care facility within 250 metres of the firing site?

Yes  No

**Hint:** You must obtain the written approval of the manager of the nursing home or aged-care facility (they may request that noise be minimised after 9pm). The manager may wish to inform their residents about the display and about best vantage points and proposed times.

### 2.5 Is there a racetrack or other public assembly within 250 metres of the firing site?

Yes  No

**Hint:** Consult those likely to be affected. Coordinate your display times to avoid race days or other public assemblies.

### 2.6 Are there stables, kennels, or veterinary clinics within 500 metres of the firing site?

Yes  No

**Hint:** You must obtain the written approval of those likely to be affected within the 500 metres. Depending on the site and the surrounding landforms, owners of animal and bird sanctuaries, horses and dogs, beyond 500 metres and up to 1000 metres of the firing site, should also be notified of the event.

### 2.7 Who has the responsibility to notify or consult with those living near the firing site? (Tick appropriate box)

Event organiser  Client  Venue manager  Pyrotechnician

**Note:** The pyrotechnician is ultimately responsible for notification in accordance with the NSW Explosives Regulation.

**Hint:** If you give this responsibility to someone else you should obtain written confirmation that it has been done prior to the display.

### 2.8 How will the neighbours be notified of the display? (Tick appropriate box)

Letterbox drop  Door knock  Newspaper  TV  Radio

## 3. NOTIFICATION DETAILS

### 3.1 Is the site on water?

Yes  No

If **YES**, apply to NSW Roads and Maritime Services (RMS) for an aquatic licence. NSW Water Police may also need to be notified.

### 3.2 Is the firing site within three nautical miles (6km) of an airport?

Yes  No

### 3.3 Will the highest aerial shell rise more than 400 feet (122 metres) above the ground? (If firing from a roof top add the height of the building)

Yes  No

### 3.4 Is the firing site under a regular flight path?

Yes  No

If you answered **YES** to 3.2, 3.3 or 3.4 **notify the Civil Aviation Safety Authority (CASA) and Air Services Australia**. See Part 101.500 of the *Civil Aviation Safety Regulation 1998*. If the firing site is near an airbase the RAAF should also be informed.

### 3.5 Is the fireworks display occurring between October and March?

Yes  No

If **YES**, notify the local Rural Fire Service or local NSW Fire and Rescue.

## Fireworks display checklist

### 3.6 Is there a total fire ban in place?

Yes  No

If YES, notify the local Rural Fire Service Control Centre or local NSW Fire and Rescue.

### 3.7 What is the local council area covering the firing site?

## 4. AUTHORITIES TO BE NOTIFIED

- WorkCover NSW     Council     NSW Police     NSW Fire and Rescue     NSW Rural Fire Service  
 NSW Water Police     NSW RMS     CASA     Air Services Australia  
 Other – please provide details

## 5. INSURANCE DETAILS

### 5.1 Does the pyrotechnician have public liability insurance?

Yes

Condition 4.6 of the Operational Conditions Fireworks requires the licence holder to obtain liability insurance, even if the event is for charity.

### 5.2 Is a certificate of currency available?

Yes  No