

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 SafeWork 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 Storage, transport and use – Pyrotechnics – Outdoor displays* and the *Operational conditions for pyrotechnician’s and single use fireworks licences*.

SECTION 1. SITE/LOCATION

SECTION 1.1 Type of firing site

Mark one box only.

- | | | | | |
|-------------|--------|----------|------------------|----------------------|
| Public park | School | Barge | Sports oval | Entertainment centre |
| Pontoon | Arena | Theatre | Building roof | Reception centre |
| Show ground | Jetty | Film set | Private property | Exhibition centre |
| TV studio | Other | | | |

SECTION 1.2 Name of the owner of the firing site

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.

SECTION 1.3 Address of the firing site

SECTION 1.7 What are the dimensions of the firing site?

m X m

SECTION 1.4 Phone number of the owner of the firing site

SECTION 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.

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

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

Yes No

SECTION 1.9 Are powerlines or a telecommunications installation (FOR EXAMPLE 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.

SECTION 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

SECTION 1.10 Is there inadequate water (FOR EXAMPLE 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.

Refer to section 3 AS 2187.4

SECTION 1.11 Is there any combustible material (FOR EXAMPLE 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.

SECTION 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.

SECTION 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.

SECTION 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.

SECTION 2. NEIGHBOURS

SECTION 2.1 Description of the firing site

Mark one box only.

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** (for example 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 (for example stables, kennels and veterinary clinics).

SECTION 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.

SECTION 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.

SECTION 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.

SECTION 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.

SECTION 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 1,000 metres of the firing site, should also be notified of the event.

SECTION 2.7 Who has the responsibility to notify or consult with those living near the firing site?

Mark one box only.

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.

SECTION 3. NOTIFICATION DETAILS**SECTION 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.

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

Yes No

SECTION 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

SECTION 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

SECTION 2.8 How will the neighbours be notified of the display?

Tick appropriate boxes

Letterbox drop	Door knock
Newspaper	TV
Radio	

SECTION 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.

SECTION 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.

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

SECTION 4. AUTHORITIES TO BE NOTIFIED

SafeWork 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)		

SECTION 5. INSURANCE DETAILS

SECTION 5.1 Does the pyrotechnician have public liability insurance?

Yes No

Condition 4.6 of the Operational conditions for pyrotechnicians and single use fireworks licences requires the licence holder to obtain liability insurance, even if the event is for charity.

SECTION 5.2 Is a certificate of currency available?

Yes No