



Fireworks Application Package

2025

Town of Westlock – Fire & Emergency Services

*Celebrating Safely: Fireworks
Guidelines for Westlock*

FIRE & EMERGENCY SERVICES

WHY YOU NEED A PERMIT

Fireworks bring excitement and beauty to celebrations but they must be handled with care. In the Town of Westlock, we encourage everyone to celebrate safely. If you're planning to use fireworks, please do so responsibly to protect yourself, others, and our community.



FIRE & EMERGENCY SERVICES

WHAT ARE THE DIFFERENT TYPES OF FIREWORKS?

Before using fireworks, it's important to understand the different types and how they're regulated. Some are safe for consumer use, while others require special licensing or are completely prohibited. Here's a quick guide to help you celebrate safely and responsibly in the Town of Westlock:

CONSUMER FIREWORKS

These are **low-hazard fireworks** commonly used for personal celebrations. They include items like:

- Sparklers
- Roman candles
- Fountains
- Pinwheels
- Volcanoes
- Lawn lights

These fireworks are classified under *Class 7, Division 2, Subdivision 2 of the Explosives Act*. They are available for retail purchase, but must still be used safely and responsibly.

DISPLAY FIREWORKS

These are **high-hazard fireworks** used for large-scale shows and public events. Examples include:

- Rockets
- Shells
- Bombshells
- Barrages
- Waterfalls

These fireworks fall under *Class 7, Division 2, Subdivision 1 of the Explosives Act* and can only be **used by certified Pyro-Technicians**. They are not sold in regular retail stores.

PYROTECHNIC DEVICES

These are specialized effects used in movies, theater, or live performances. They're professionally handled and regulated under *Section 6 of the Explosives Act* and are **not for general public use**.

PROHIBITED FIREWORKS

These are dangerous or novelty items that are not allowed under the *Explosives Act*. They include:

- Firecrackers
- Cherry bombs, M-80s, and silver salutes
- Crackling balls
- Smoke bombs and stink bombs
- Trick or joke devices (e.g., exploding golf balls or table rockets)

These items are **illegal to sell or use** in Westlock and across Canada.

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DO I NEED A PERMIT?

Yes. A permit is required to **purchase, possess, or discharge** fireworks within the Town of Westlock.

Permits are free and can be obtained Monday to Friday, 8:30 a.m. to 4:00 p.m.

Important: If you do not obtain a permit, or if you fail to follow its conditions, you may be held responsible for any damages or fire suppression costs.

WHAT HAPPENS IF I FAIL TO PURCHASE A PERMIT?

Failing to obtain a permit or violating any part of the *Town of Westlock's Fireworks Bylaw (#2010-17)* may result in fines.

Penalties for non-compliance range from **\$250 to \$10,000**, depending on the severity of the offence. These fines are in place to help keep our community safe and to prevent the risk of injury, property damage, or fire.

PLANNING TO DISCHARGE FIREWORKS IN THE COUNTY OF WESTLOCK?

You'll need a Permit to Discharge from the County of Westlock.

If you're purchasing fireworks from a retailer within the Town of Westlock, you must also get a separate Permit to Purchase from the Town of Westlock.

Each permit is issued by its own municipality and you must have both if you're buying in town and setting off fireworks in the county.



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WHAT ARE THE SAFETY REGULATIONS FOR DISCHARGING FIREWORKS?

To keep everyone safe, please follow these important guidelines:

- Always read and follow the manufacturer's instructions carefully.
- Have a fire extinguisher (minimum 2-A rating) or a suitable water source ready and easily accessible at the discharge site.
- Wet down the ground where you plan to set off ground-level fireworks right before use.
- Aim projectile fireworks no more than 15 degrees away from straight up (perpendicular).
- Place ground fireworks away from the path of aerial fireworks and clear of dry grass or any combustible materials beneath them.
- Get permission from the property owner or occupant where the fireworks will be discharged, as well as from any neighbouring property owners if debris might land on their property.
- Do not discharge fireworks if wind speeds reach 12 km/h or higher.
- **Fireworks cannot be used during a Fire Ban.**
- Follow all additional conditions outlined in your permit.
- By following these safety rules, you help protect yourself, your neighbours, and the community.

ADDITIONAL INFORMATION

What Happens If I Don't Follow Safety Regulations or Permit Conditions?

Failure to comply with permit conditions will result in your permit being canceled. You may also be held financially responsible for any damage or fire suppression costs resulting from non-compliance.

Who Can Obtain a Permit?

Permits are only issued to individuals 18 years or older. Additionally, there must be at least one adult present whenever fireworks are discharged.

Where Can I Discharge Fireworks?

Fireworks must not be set off within:

- 10 metres of any building, tent, trailer, canvas shelter, or motor vehicle
- 200 metres of any site where explosives, flammable liquids, or combustible liquids are manufactured or stored
- The Fire Chief has the final say on whether a fireworks display is permitted within the Town of Westlock.

Do I Need a Safety Plan?

Yes. A detailed safety plan is required and must be approved by the Fire Chief before your permit is issued.

FIRE & EMERGENCY SERVICES

TOWN OF WESTLOCK FIREWORKS APPLICATION

PART ONE - General

Section A – Purchase / Possess (For Possession or Purchase of Any Fireworks)

Applicant name:	
Applicant address:	
Applicant email:	
24 hour contact number(s):	
Type of fireworks to be purchased and/or possessed:	High Hazard Fireworks Low Hazard Fireworks
Address where fireworks will be stored <i>(include legal description if necessary)</i>	Lot: Block: Plan:
Description of where and how fireworks are to be stored:	

OFFICE USE ONLY

Special conditions / precautions including storage requirements	
Name of Authorizing Officer:	
Signature of Authorizing Officer:	
Date:	

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used in the management and administration of the Town of Westlock Fire Departments permitting processes. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). The personal information that you provide may be made public, subject to the provisions of the Access to Information Act (ATIA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.



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TOWN OF WESTLOCK FIREWORKS APPLICATION

PART TWO - General

Section B – Discharge / Set-off / Display (for ALL Fireworks Discharges / Displays)

Applicant name:	
Applicant address:	
Applicant email:	
24 hour contact number(s):	
Address where fireworks will be stored <i>(include legal description if necessary)</i>	Lot: Block: Plan:
Type of Fireworks Display:	
Description of where and how fireworks are to be stored:	
Purpose of display:	
Date and time of the display	
Fire Department Stand-By:	
FOR OFFICE USE ONLY	
Special conditions / precautions including storage requirements	
Name of Authorizing Officer:	
Signature of Authorizing Officer:	
Date:	

*Fire Department Stand-by Fee: \$250.00/per hour/per unit

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PART THREE - Site Diagram

Applicant to provide a detailed diagram of fireworks display site and provide full list of purchased fireworks.

A large rectangular area filled with a light gray grid, intended for the applicant to draw a detailed diagram of the fireworks display site.

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TOWN OF WESTLOCK FIREWORKS APPLICATION

PART FOUR - Checklist

INSURANCE POLICY - The operator requires an insurance policy specifically covering fireworks displays. See Part Four

SAFETY OF THE DISPLAY - The fireworks display must be carried out in accordance with industry practices as outlined by Natural Resources Canada. Always follow the manufacturer's directions.

NOTIFY NEIGHBOURS PRIOR TO THE EVENT - To minimize the potential for complaints, the operator is required to notify those people who might be affected by the display. Being a good neighbour helps keep our community safe and comfortable, giving others time to protect pets, support those who may be sensitive to noise, and take other precautions.

DISPLAY PLAN - A display plan must be submitted that includes a layout, and the location and types of fireworks

ASSISTANTS - Are there sufficient assistants on site to:

- prepare the display without rushing;
- provide security at the site;
- clear the site afterwards

While this will vary depending on the size of the display, generally an operator alone is insufficient.

CROWD CONTROL - How is the operator handling this important aspect? Is the designated display area effectively secured with barriers, fences, etc.? Is the audience effectively isolated from the fireworks and the display site?

EMERGENCY PROCEDURES - Emergency planning and preparing for accidents, fire, misfires and their disposal, and theft or loss shall be developed submitted with this application.

APPROVAL TO USE SITE - The permittee is required to have approval to use the site on which the display is being held.

PROTECTION OF THE SUPERVISOR/ASSISTANTS - the display supervisor and assistant must have suitable Personal Protective Equipment.

WEATHER CONDITIONS - The permittee should consider stopping (or not commencing) the display in adverse weather conditions (high winds).

CLEAN UP AFTER THE DISPLAY - an inspection and cleanup of the display site must be completed as well as an inspection of the debris area.

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PART FIVE - CONDITIONS AND INFORMATION

Please note:

1. This permit application applies to the Town of Westlock and Municipal boundaries only. For purchase or display outside of Westlock you will need to obtain the applicable permit.
2. The purchase of any fireworks in the Town of Westlock requires the completion of *Section A*.
3. All persons wishing to discharge fireworks **must** have a permit and complete Section B of this form. A permit is required whether or not the fireworks were purchased in the Town of Westlock.

Additional Conditions of Purchase or Discharge:

1. Permits are subject to cancellation at any time for any breach of the *Alberta Fire Code (any section)*, *Town of Westlock Fireworks Bylaw #2010-17*, or any condition identified.
2. It is your responsibility to ensure that you are compliant at all times.
3. It is an offence to provide incomplete, incorrect or misleading information. You may be subject to a fine of no less than \$500.00 for failing to provide full and correct information.
4. **Proof of comprehensive general liability insurance in an amount no less than five million dollars (\$5,000,000.00) naming the Municipality as an additional insured and containing a cross liability clause (Display Fireworks or Pyrotechnic Devices only).**
5. **Proof that the applicant has been approved by the Chief Inspector of Explosives pursuant to the Explosives Act as a Fireworks Supervisor by providing a copy of Fireworks Supervisor's License (Display Fireworks or Pyrotechnic Devices only).**
6. An indemnification/liability agreement signed by the applicant or by an individual having authority to bind the applicant (Display Fireworks or Pyrotechnic Devices only).
7. Proof of authorization of owner of the land that Fireworks may be discharged from this location.

DECLARATION

I am the owner or authorized agent of the owner of the above application, and I certify the truth of all the statements and representations in this and all other documents submitted. I agree if a permit is issued that all condition indicated shall be followed without deviation. By signing below I agree that I have read and understood the information above and that I have read and understood the specific sections of the *Alberta Fire Code* and the *Town of Westlock Fireworks Bylaw #2010-17*. I also understand that if I do not agree to these conditions I will not be issued a permit.

Date

Applicant Signature

