



# **Fireworks Display Permit Application**

Town of Westlock – Fire & Emergency Services



# IMPORTANT INFORMATION

This application is required for any person or organization wishing to conduct a fireworks display within the Town of Westlock.

No fireworks may be transported, stored, prepared, or discharged without an approved permit issued by the Town.

All activities must comply with:

- Town of Westlock Fireworks Bylaw
- Alberta Fire Code
- Explosives Act (Canada)
- Natural Resources Canada (NRCAN) fireworks safety guidance

<b>SECTION 1 – APPLICANT INFORMATION</b>	
Applicant Name	
Applicant Address	
Applicant Email	
24-Hour Contact Number(s)	
<b>DISPLAY SUPERVISOR / PYROTECHNICIAN INFORMATION (MANDATORY)</b>	
Name of Licensed Display Supervisor / Pyrotechnician	
Licence / Certification Number	
Issuing Authority (e.g., NRCAN / Explosives Regulatory Division)	
<b>DISPLAY LOCATION &amp; STORAGE INFORMATION</b>	
Address Where Fireworks Will Be Stored	
Legal Description (if applicable)	Lot: _____ Block: _____ Plan: _____
<b>TYPE OF FIREWORKS DISPLAY</b>	
<input type="checkbox"/> High Hazard Fireworks Display <input type="checkbox"/> Low Hazard Fireworks Display	

**DISPLAY DETAILS**

Purpose of Display

Date and Time of Display

From: \_\_\_\_\_ Until: \_\_\_\_\_ Date: \_\_\_\_\_

**FIREWORKS STORAGE DESCRIPTION**

Description of Storage Location and Security Measures (*include structure type, access control, locking mechanisms, and supervision*)

**SAFETY PLAN (MANDATORY)**

A comprehensive Safety Plan must be submitted with this application and must include:

- Site safety layout and exclusion zones
- Firing procedures and sequence plan
- Emergency response procedures (fire, misfire, injury, theft)
- Evacuation and crowd control procedures
- Weather monitoring and cancellation thresholds
- Communication plan for staff and emergency services
- Post-event cleanup procedures

**Safety Plan attached and included with application**

**FIRE DEPARTMENT STAND-BY REQUEST**

I require Fire Department stand-by for this event  
*Charges or fees may apply*

## FOR OFFICE USE ONLY

Special Conditions / Precautions  
(including storage requirements)

Fire Chief / Designate

Signature:

Date:

## SECTION 2 – SITE DIAGRAM REQUIREMENT

The applicant must submit a **detailed site plan**, including:

- Launch location
- Safety distances and fallout zones
- Audience viewing areas
- Emergency access routes
- Fireworks storage location
- Barriers and restricted zones
- Wind direction considerations

**Also required:**

- Full inventory list of fireworks (type, quantity, classification)

## SECTION 3 – DISPLAY SAFETY CHECKLIST

The applicant must address the following:

- Insurance coverage (\$5,000,000 minimum – high hazard displays)
- Compliance with NRCan fireworks safety standards
- Neighbour notification completed
- Full display plan submitted
- Sufficient trained assistants on site
- Crowd control measures in place
- Emergency procedures documented (included in Safety Plan)
- Landowner authorization obtained
- Appropriate PPE for all personnel
- Weather monitoring procedures established
- Cleanup plan completed

## SECTION 4 – CONDITIONS & REGULATORY INFORMATION

### General Conditions

1. This permit applies only within the Town of Westlock.
2. Separate authorization is required for any activity outside municipal boundaries.
3. No fireworks may be used without an approved permit.

### Compliance Conditions

The applicant acknowledges:

- Permits may be cancelled for non-compliance
- Alberta Fire Code compliance is mandatory
- False or misleading information is an offence (minimum \$500 penalty)
- The Fire Chief may impose additional conditions as required

### Required Documentation (High-Hazard Displays)

- Insurance certificate (\$5,000,000 liability coverage)
- Proof of licensed Display Supervisor / Pyrotechnician
- Signed indemnification agreement
- Landowner authorization
- Full fireworks inventory list
- Safety Plan (mandatory - attached)**

### DECLARATION

I certify that:

- All information provided is accurate and complete
- I will comply with all conditions of approval
- I understand that failure to comply may result in permit cancellation or enforcement action
- I have read and understand applicable legislation and municipal bylaws

Signature:

Date: