

## RETAILER LEGAL RESPONSIBILITIES (TOWN OF WESTLOCK FIREWORKS BYLAW)

Retailers are responsible for ensuring that all fireworks are sold, stored, and handled in a manner that protects public safety and complies with municipal and provincial legislation.

### Core Responsibilities

Retailers must:

- Obtain and maintain a valid **Fireworks Sales Permit** issued by the Town of Westlock
- Ensure the permit is renewed annually as required
- Operate only after passing a municipal fire inspection
- Comply with all conditions attached to the permit
- Ensure fireworks are not sold outside approved periods or conditions (if applicable)

### Customer Communication Requirements

Retailers must actively inform purchasers that:

- Fireworks **cannot be discharged within the Town of Westlock**
- The purchaser is responsible for ensuring compliance in the municipality where fireworks are used
- Appropriate permissions must be obtained from the jurisdiction of discharge

This communication must be provided:

- Verbally at point of sale
- Through posted signage in a clearly visible location within the retail area

### Record Keeping Requirements

Retailers must maintain accurate records for a minimum of 12 months, including:

- Date of sale
- Type and quantity of fireworks sold
- Supplier/source information
- Where reasonably applicable, purchaser information related to regulatory requirements

Records must be made available to the Fire Chief or designate upon request.

## ENFORCEMENT AND COMPLIANCE

Compliance with all requirements outlined in this package is mandatory.

Failure to comply may result in:

- Inspection failure
- Suspension or revocation of Fireworks Sales Permit
- Municipal enforcement action under the Fireworks Bylaw
- Fines or penalties as prescribed by Schedule "A"
- Referral to applicable provincial authorities where necessary

## APPLICATION CHECKLIST

Before submitting, ensure you have:

- Completed all application sections
- Provided business licence details
- Identified storage and display methods
- Estimated inventory quantities
- Requested fire inspection
- Reviewed Fire Code requirements
- Signed declaration

## QUESTIONS? WE'RE HERE TO HELP

780-349-4444

info@westlock.ca // www.westlock.ca



# TOWN OF WESTLOCK Fireworks Retailer Information & Application Package

This information package is intended to guide all applicants seeking a **Fireworks Sales Permit** within the Town of Westlock. It outlines the minimum legal, safety, and operational requirements that must be met prior to the sale, storage, or display of fireworks.

Fireworks are classified as explosive materials under provincial and federal legislation. As such, retailers play a critical role in ensuring they are handled safely and in accordance with:

- Town of Westlock Fireworks Bylaw
- Alberta Fire Code (National Fire Code – Alberta Edition)
- Alberta Building Code (as applicable)
- Natural Resources Canada (NRCAN) Consumer Fireworks Safety Standards and guidance

Compliance with this package is mandatory. Failure to meet these requirements may result in refusal of a permit, inspection failure, or enforcement action.

## FIRE CODE REQUIREMENTS – STORAGE & DISPLAY (ALBERTA FIRE CODE)

All fireworks must be stored and displayed in compliance with the **Alberta Fire Code (Part 3 – Fire Safety and Storage of Dangerous Goods)** and applicable safety codes.

The intent of these requirements is to prevent accidental ignition, unauthorized access, and unsafe storage conditions.

### STORAGE REQUIREMENTS

Retailers must ensure:

- Fireworks are stored in a **secure, dedicated storage area**
- Storage areas are constructed or arranged to prevent:
  - Unauthorized public access
  - Exposure to heat or ignition sources
  - Physical damage or tampering

Additional requirements include:

- Fire extinguishers must be installed, accessible, and appropriate for the hazard class
- Storage areas must be clearly marked and restricted to authorized personnel only
- Smoking and ignition sources are strictly prohibited
- Electrical equipment must be maintained in safe condition and located appropriately

### QUANTITY THRESHOLDS AND CLASSIFICATION

- Quantities exceeding **100 kg gross weight** are considered formal storage and must comply with full Fire Code storage provisions
- Smaller quantities must still be stored in a safe, controlled, and secure manner
- Inventory must be managed to prevent accumulation beyond approved limits

### DISPLAY REQUIREMENTS

Fireworks may be displayed for retail purposes only under strict controls:

Retailers must ensure:

- Display quantities do not exceed **25 kg gross weight per display unit**
- Fireworks are **not accessible for handling by the public**

- Displays are secured using:
  - Locked cabinets, or
  - Controlled-access counters, or
  - Equivalent physical barriers

Operational requirements include:

- Staff-only access to fireworks inventory
- Removal of product only at point of sale
- Continuous supervision of display areas during business hours
- Clear separation between public areas and storage/display areas
- Maintenance of clear exit routes and fire safety access paths

## NATURAL RESOURCES CANADA (NRCAN) CONSUMER FIREWORKS SAFETY REQUIREMENTS

Natural Resources Canada provides national guidance for the safe sale and handling of consumer fireworks. Retailers are expected to incorporate these practices into daily operations.

### SAFE SALES PRACTICES

Retailers must ensure:

- Fireworks are only sold to individuals of legal age (18+)
- Staff are trained to provide basic safety guidance at point of sale
- Fireworks are sold in original packaging only
- Damaged, wet, or compromised products are not sold

### CUSTOMER SAFETY INFORMATION

Retailers should ensure customers are advised of the following:

- Fireworks are for **outdoor use only**
- Minimum safe distances must always be followed
- Instructions on packaging must be read and followed
- Misuse of fireworks can result in serious injury or fire

### SAFE STORAGE AND HANDLING

Retailers must ensure:

- Fireworks are stored in a cool, dry environment
- Products are protected from impact, moisture, and heat
- Inventory is rotated and managed to prevent deterioration
- Fireworks are not handled unnecessarily prior to sale

## FIRE INSPECTION REQUIREMENT (MANDATORY PRE-ISSUANCE CONDITION)

Before a Fireworks Sales Permit can be issued, the applicant's premises must undergo a **fire inspection conducted by the Fire Chief or designate**.

### INSPECTION OBJECTIVES

The inspection will confirm:

- Compliance with the Alberta Fire Code
- Compliance with Alberta Building Code requirements (as applicable)
- Safe storage and display arrangements
- Proper separation of hazards and public areas
- Adequate fire protection measures are in place

### INSPECTION OUTCOMES

Following inspection, one of the following will occur:

- Permit approved without conditions
- Permit approved with conditions
- Permit denied pending corrective action

The Fire Chief may require re-inspection prior to approval.

## RETAILER OPERATIONAL REQUIREMENTS

Retailers are expected to maintain safe and consistent operational practices throughout the permit period.

### OPERATIONAL CONTROLS

Retailers must ensure:

- Fireworks are secured against theft or unauthorized access
- Only trained staff handle fireworks inventory
- Fireworks are not left unattended in unsecured areas
- Inventory is managed and reconciled regularly

### SAFETY PRACTICES

Retailers must:

- Maintain clear signage identifying restricted areas
- Ensure emergency exits remain unobstructed
- Keep fire safety equipment accessible at all times
- Follow all permit conditions issued by the Town