NSW GOVERNMENT | WorkCover

NSW Explosives Act –
NSW Explosives Regulation

EXP – AMD
September 2013

Application for an amendment to an explosive licence

This form is to be used by:

- a nominated responsible person or driver to advise that they no longer work for an explosive licence holder and/or
- all explosive licence holders to:
  - add or remove nominated responsible persons and/or drivers
  - add storage to an existing licence
  - change explosives to be used, handled or stored (must have storage already authorised on the licence)
  - advise of changes to the site address or storage details – eg adding or removing a magazine
  - add an additional authorisation – eg add a mobile processing unit (licence to manufacture explosives and/or security sensitive dangerous substances (SSDS) only) – or add the authorisation to export explosives and/or SSDS (licence to import or supply or manufacture explosives and/or SSDS only).

A security plan is required to be submitted if you are requesting storage authorisation on your licence or changing a storage address. If you are changing an existing plan and not adding storage, you do not need to submit the security plan with the application, unless requested to do so by WorkCover NSW.

For more information refer to the guide for licence applicants for the specific explosive licence for which you require an amendment. These are available on the WorkCover website workcover.nsw.gov.au

If an explosive licence holder needs to change their name or business/trading name, they must use either the *Application for a change of details individual* form (catalogue no. WC02273) or *Application for a change of details corporation* form (catalogue no. WC02272). Both forms are available on the WorkCover website.

Fee

There is no fee for an amendment to a current explosive licence.

How to fill in this form

Please use **black** ink only and print within the boxes in BLOCK LETTERS.

Where options are provided, please mark box(es) with a ☑ to indicate selection(s).

Certified copy means a photocopy of the original document that has been certified as a true copy by a justice of the peace (JP). The JP must provide, beneath the certification, their signature, the date on which the certification was made, their JP registration number and the state in which they are registered.

Enquiries – **13 10 50**

Privacy compliance statement

This information is collected by WorkCover for the purposes of undertaking an evaluation, assessment and processing of an amendment to an explosive licence under the NSW Explosives Act and NSW Explosives Regulation.

This information may also be used by WorkCover for the purposes of confirming applicant details, to establish and maintain an internal and external database and to assist WorkCover and its inspectorate with its work generally. It may also be provided to other state and territory agencies including Trade and Investment NSW.

Except for the purposes of prosecution and unless such disclosure is otherwise required by law, the information will not be accessed by other third parties in a way that would identify the individual without the consent of that individual. You may also apply to WorkCover to access and correct any information about yourself that WorkCover holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

WORK SAFE HOME SAFE

1. APPLICANT DETAILS AND AMENDMENT TYPE

Current explosives licence number for amendment

Expiry date (DD/MM/YYYY) / /

Corporation or individual name on the explosives licence for amendment

I wish to (please tick appropriate box(es)):

- ☐ Remove myself as a nominated responsible person and/or driver. Please complete sections 2 and 9.
- ☐ Remove a nominated responsible person or driver (not yourself). Please complete sections 3 and 9.
- ☐ Add a nominated responsible person to a corporation licence, or change a current nominated responsible person's contact details. Please complete sections 4 and 9.
- ☐ Add a driver to an explosives transport licence. Please complete sections 5 and 9.
- ☐ Remove a storage facility (magazine). Please complete sections 6 and 9.
- ☐ Add storage to an explosive licence or change site address, explosives used, stored or handled. Please complete sections 7 and 9.
- ☐ Add a mobile processing unit (licence to manufacture explosive licence holders only). Please complete sections 8.1 and 9.
- ☐ Add export to my licence. (licence to supply, import or manufacture explosives and/or SSDS licence holders only). Please complete sections 8.2 and 9.

2. REMOVE MYSELF AS A NOMINATED RESPONSIBLE PERSON AND/OR DRIVER

I want to remove myself from a current explosive licence as a (please tick):

- ☐ Nominated responsible person
- ☐ Driver

Please provide your security clearance (SC) previously called UHL number:

SC number

Expiry date (DD/MM/YYYY) / /

Name on the SC

Name of employer/licence holder from which you wish your name removed

Note: if removing a nominated responsible person, the corporation must also nominate a new responsible person.

3. REMOVE A NOMINATED RESPONSIBLE PERSON OR DRIVER (NOT YOURSELF)

Complete this section if you are a current explosive licence holder and wish to remove (please tick):

- ☐ A nominated responsible person
- ☐ A nominated driver

Please provide the following details for the nominated responsible person and/or driver you wish to remove from your corporation licence:

SC number

Expiry date (DD/MM/YYYY) / /

Name on the SC

Note: if you are removing a nominated responsible person, you must also nominate a new responsible person in section 4 over the page.

Please photocopy page if you wish to remove more than one person.

4. ADD A NOMINATED RESPONSIBLE PERSON OR AMEND THEIR CONTACT DETAILS

(The nominated responsible person must be at least 18 years of age, hold a current security clearance and be involved in the management of the corporation).

Complete this section if you are adding a nominated responsible person to your corporation licence or amending a current nominated responsible persons contact details.

I am:

☐ Adding a nominated responsible person

☐ Amending the contact details of a nominated responsible person

Title

Family/Surname

Given name

Other names

Sex ☐ Male ☐ Female

Date of birth (DD/MM/YYYY) / /

Daytime contact number

Mobile number

Fax number

Email

Current SC number

Expiry date (DD/MM/YYYY) / /

Address (must NOT be a PO Box)

Unit number/Street number (include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

Postal address

Unit number/Street number (include GPO Box/PO Box if applicable)

Street name

Suburb

State

Postcode

Experience and knowledge of the nominated responsible person

Corporation licence holders must provide a statement outlining the experience of their new nominated responsible person. The statement must cover:

- Experience in the safe storage, handling and transport of explosives and/or SSDS for which authorisation is sought.
- Knowledge of the Australian Explosives Code (for explosives), the Australian Dangerous Goods Code (for SSDS) and Australian Standards AS 2187 (explosives) and AS 4326 (SSDS).
- Training or qualifications (if applicable).

Note: The statement of experience supplied by corporation licence holders must be on a letterhead and include the management position held by the nominated responsible person.

☐ I have attached a statement of experience and knowledge for the new nominated responsible person.

5. ADD A DRIVER(S) OR CHANGE A CURRENT DRIVERS CONTACT DETAILS (can only be requested by the licence holder or nominated responsible person)

The Explosives Regulation requires the individual applicant or responsible person to ensure all nominated drivers:

- Comply with the requirements of the Australian Explosives Code relating to the transport of explosives by road and rail.
- Are at least 21 years of age.
- Have sufficient training and experience to drive the vehicle(s) concerned.
- Have been examined by a medical practitioner, and found not to have any medical or physical condition that would impair the individual's ability to perform their driver duties. A medical examination must occur no more than six months before the first occasion on which the driver is authorised by the licence holder to drive a vehicle, and every five years after that.

If you are:

☐ Adding a driver (complete sections 5.1, 5.2 and 5.3).

☐ Amending a current drivers contact details (complete sections 5.1 and 5.2).

5.1 Drivers personal details

Title

Family/Surname

Given name

Other names

Sex ☐ Male ☐ Female

Date of birth (DD/MM/YYYY) / /

Daytime contact number

Mobile number

Fax number

Residential address (must not be a PO Box)

Unit number/Street number (include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

5.2 Current security clearance (previously UHL) details

Licence number

Expiry date (DD/MM/YYYY) / /

State of issue

5.3 Current driver's licence details

A certified copy of the driver's licence (front and back) must be submitted with this application form.

☐ I have attached a certified copy of the driver's licence.

Licence number

Expiry date (DD/MM/YYYY) / /

State of issue

6. REMOVING A STORAGE FACILITY

Complete this section if removing a storage facility.

Changes must comply with AS 2187.1 Part 1 for explosives or AS 4326 for Ammonium Nitrate.

☐ I have attached a photocopy from a local street directory or other map with the locality of the site indicated by an X.

Storage facility identifier

Type of storage facility

Class or division

Maximum storage capacity

Units (kg/L or number)

Storage facility identifier

Type of storage facility

Class or division

Maximum storage capacity

Units (kg/L or number)

Storage facility identifier

Type of storage facility

Class or division

Maximum storage capacity

Units (kg/L or number)

7. ADDING STORAGE, CHANGING A STORAGE SITE ADDRESS OR CHANGING EXPLOSIVES HANDLED, USED OR STORED

I am:

☐ Adding storage to my licence. Please complete all of section 7.

☐ Changing the storage address of an approved site. Please complete section 6 to remove former storage site and all of section 7 to add new storage site.

☐ Changing explosives that are used, handled or stored. Please complete all of section 7.

Submit a photocopy of a street directory map or other map showing the locality of the site with an X and a security plan.

☐ I have attached a photocopy from a local street directory or other map with the locality of the site indicated by an X.

☐ I have attached a security plan.

Site address

Unit number/Street number or Property number (include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

Nearest cross street

Nature of the site

ANSZIC Code

Description

Acknowledgement number for the site (if known)

NDG/

Is the site on a coal workplace or a mining workplace? ☐ Yes ☐ No

Site staffing details

Is the site staffed? ☐ Yes ☐ No

Number of staff on site

Hours per day

Days per week

Emergency after hours person's contact details

☐ Same as nominated responsible person or individual applicant, please provide after hours contact telephone number or if a different after hours contact person, provide all details.

Title

Family/Surname

Given name

Daytime contact number

Mobile number

Fax number

After hours telephone number

Explosives or SSDS to be stored on the site

If insufficient space please provide details on a separate sheet of paper.

If changing the explosives handled used or stored, please also describe the changes below:

Storage identifier

Type of storage facility

Class or division

Maximum storage capacity

Units (kg/L or number)

UN number

Class or division

Typical quantity

Unit (L/kg/number)

Proper shipping name

Product or common name

UN number

Class or division

Typical quantity

Unit (L/kg/number)

Proper shipping name

Product or common name

UN number

Class or division

Typical quantity

Unit (L/kg/number)

Proper shipping name

Product or common name

8. ADDITIONAL AUTHORISATIONS – MOBILE PROCESSING UNIT AND EXPORT

8.1 Adding a mobile processing unit (MPU)

You must ensure the MPU meets the requirments of AS 2187.2 section 3 and the AEISG code of practice for MPUs and provide details of the explosives to be manufactured in the mobile processing unit.

The MPU meets the requirments of AS 2187.2(3) and the AEISG code of practice for MPUs ☐ Yes ☐ No

Explosive to be manufactured in the mobile processing unit

UN number | Class or division | Typical quantity | Unit (L/kg/number)

Proper shipping name

Product or common name

UN number | Class or division | Typical quantity | Unit (L/kg/number)

Proper shipping name

Product or common name

UN number | Class or division | Typical quantity | Unit (L/kg/number)

Proper shipping name

Product or common name

UN number | Class or division | Typical quantity | Unit (L/kg/number)

Proper shipping name

Product or common name

8.2 Export authorisation

☐ I will be exporting explosives and/or SSDS.

9. DECLARATION

I declare that:

- I am 18 years of age or over.
- The information contained in this application form is true and correct in every particular.
- I consent to the making to enquiries and exchange of information with the authorities in other states and territories regarding any matter relevant to this application.
- I am involved in the management of the corporation and am authorised to complete this application on behalf of the corporation (not relevant for individual licence holders and drivers/nominated responsible persons removing themselves from a corporation licence).
- I agree to comply with the NSW Explosives Act, the NSW Explosives Regulation and all conditions of the licence (licence holders and nominated responsible persons only).
- I am aware that it is an offence under the NSW Explosives Act to provide any information or produce any documentation that I know is false or misleading and that a licence issued based on false or misleading information may be suspended or cancelled.

When adding a driver:

- Each driver nominated in this application form must comply with the requirements of the Australian Explosives Code relating to the transport of explosives by road and rail.
- Each driver nominated in this application has had at least 12 months experience driving the type of vehicle that they will use for the transport of explosives under this licence each nominated driver is of or over 21 years of age.
- Each driver nominated in this application form must not have any medical or physical condition that would impair the individual's ability to perform their driver duties.

When adding a mobile processing unit:

- All mobile processing units (MPU) conform to AS 2187.2 section 3 and AEISG code of practice for MPUs.

Name of person signing

Signature of licence holder/nominated responsible person or driver

Date (DD/MM/YYYY) / /

10. CHECKLIST

- ☐ A new driver or nominated responsible person must possess a current security clearance (previously called UHL).
- ☐ For a new nominated responsible person, the licence holder must submit a letter that states the management position of the nominated responsible person and documents their experience and knowledge in the safe handling of explosives and/or SSDS, the Australian Explosives Code (for explosives), the Australian Dangerous Goods Code (for SSDS) and Australian Standards AS 2187 (explosives) and AS 4326 (SSDS).
- ☐ If requesting or changing the site for a storage authorisation, submit a photocopy of a street directory map or other map showing the locality of the site with an X.
- ☐ If requesting or changing the site for a storage authorisation, submit a security plan.
- ☐ If nominating a new driver, submit certified copies of each nominated driver's licence, front and back.

11. LODGEMENT

Please fax, post or email the application to WorkCover NSW – one method only.

Fax: **(02) 9287 5499**
Post: Licensing Solutions, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.
Email: LS@workcover.nsw.gov.au

Catalogue No. **WC03518** WorkCover Publications Hotline **1300 799 003**
WorkCover NSW, 92–100 Donnison Street, Gosford, NSW 2250
Locked Bag 2906, Lisarow, NSW 2252 | WorkCover Assistance Service **13 10 50**
Website **workcover.nsw.gov.au**

ISBN 978 1 74341 371 5 ©Copyright WorkCover NSW 0813