

## LICENCE TO USE SECURITY SENSITIVE DANGEROUS SUBSTANCES – APPLICATION

EXP – USE NOVEMBER 2016

This form is to be used to apply for a new licence or renewal of a licence to use security sensitive dangerous substances (SSDS) under the NSW Explosives Regulation.

Only individual applicants or the nominated responsible person (corporation applicants) who are 18 years of age or over may apply for a licence.

The applicant or the nominated responsible person must provide proof of identity documents to the value of at least 100 points to Australia Post at the time of lodging this application.

For more information refer to the *Guide for use security sensitive dangerous substances licence applicants* (catalogue no. SW08294).

### How to fill in this form

Please type directly into the form. When complete, save a copy before emailing or printing.

If completing by hand, please print clearly and mark box(es) with a tick ☒ where required.

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.

### For assistance call 13 10 50

### Fees

A fee is payable on lodgement of this application with Australia Post. Refer to the [SafeWork NSW fees schedule](#) available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

If you are also lodging an application for a security clearance (SC) (previously called an Unsupervised Handling Licence (UHL)) you must pay an additional fee for the SC application.

Credit card payments are available using MasterCard or Visa.

### Identification documents

#### Primary identification documents – only one can be used

- Birth certificate, citizenship certificate or passport (passport must be current or expired within the last two years, but not cancelled). 70 points

#### Secondary identification documents

- A licence issued under Australian law (for example driver's permit or licence), which contains a photograph or signature. 40 points
- Student card issued by a tertiary institution. 40 points
- Utility bill in applicant's name (for example council rates notice, water, power or phone account). 25 points
- Medicare card. 25 points
- Credit or debit card, passbook or account statement from a financial institution. (Only one per financial institution can be counted.) 25 points

### Lodgement instructions

At any Australia Post Bank@Post outlet.

### Privacy compliance statement

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling the information in a responsible manner, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

The personal information contained in your application is collected and held by SafeWork NSW as part of the application process.

The personal information contained in your application may be used for the following purposes:

1. For accepting, assessing, determining and verifying an application to apply for or renew a licence to use security sensitive dangerous substances in accordance with Part 3 of the *Explosives Act 2003* and Part 3 of the *Explosives Regulation 2013*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.

Failure to supply your personal information and all relevant documentation may result in delays to process your application and your application may not be able to be determined.

We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with the provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes. We may disclose the information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, we are authorised or permitted to do so by law or in accordance with section 35 of the *Explosives Act 2003*. Our Privacy Statement ([www.safework.nsw.gov.au/about-us/privacy/safework-nsw-privacy-statement](http://www.safework.nsw.gov.au/about-us/privacy/safework-nsw-privacy-statement)) describes when this may occur. You can find this information and our Privacy Management Plan ([www.safework.nsw.gov.au/about-us/privacy/safework-privacy-management-plan](http://www.safework.nsw.gov.au/about-us/privacy/safework-privacy-management-plan)) on our website.

Please see the SafeWork NSW Privacy Page ([www.safework.nsw.gov.au/about-us/privacy](http://www.safework.nsw.gov.au/about-us/privacy)) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [privacy@safework.nsw.gov.au](mailto:privacy@safework.nsw.gov.au).

## SECTION 1. TYPE OF REPLACEMENT

- 1.1 New application. Please complete section 2 onwards.
- 1.2 Renewal. Please provide your licence details and complete the whole form. For a renewal where details have not changed complete sections 1, 3, 4, 12 and 13; if storage is endorsed on the expiring licence also complete section 10.

Use SSDS licence number (renewals only)

Expiry date (DD/MM/YYYY)

Name on the licence

Are you adding or changing storage?

Yes

No

## SECTION 2. APPLICANT TYPE

Individual

Corporation

## SECTION 3. APPLICANT DETAILS

### SECTION 3.1 INDIVIDUAL APPLICANT OR NOMINATED RESPONSIBLE PERSON FOR A CORPORATION

Title

Mobile number

Family/Surname

Email

Given name

**STREET ADDRESS** (MUST NOT BE A PO BOX)

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

Other names

Street name

Date of birth (DD/MM/YYYY)

Suburb

Daytime contact number

State

Postcode

## AUSTRALIA POST USE ONLY

Document type	Date of issue	State of issue	Documentation number	Expiry date	Point value
Point total					

Name of Australia Post Checking Officer

Name of Post Office/Agency

Signature

Date (DD/MM/YYYY)

### Australia Post disclaimer

- Australia Post is acting as an agent for SafeWork NSW to identify you under the requirements set out by the NSW Explosives Act.
- Your application will be forwarded to SafeWork NSW who will determine whether a licence will be granted.
- SafeWork NSW is required, under the NSW Explosives Act, to provide licensees with certain information. This information will be sent to you when and if your application is approved.

**POSTAL ADDRESS** Same as street addressUnit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Suburb

Street name

State

Postcode

**SECTION 3.2 CORPORATION DETAILS**

Registered name

Registered business (trading) name (if applicable)

ABN

**STREET ADDRESS** (MUST NOT BE A PO BOX)Unit number/Street number/Property number  
(include Lot or DP number if applicable)**POSTAL ADDRESS**

Same as street address

Unit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Street name

Suburb

Suburb

State

Postcode

State

Postcode

**SECTION 4. SECURITY CLEARANCE**

The individual applicant or the nominated responsible person (corporation applicants) must hold a current SC or apply for a SC at the same time as the application for a licence to use SSDS.

Provide the current SC (previously UHL) number and expiry date.

Licence number

Expiry date (DD/MM/YYYY)

OR

I have attached an application for a SC.

## SECTION 5. EXPERIENCE AND KNOWLEDGE (CORPORATION APPLICANTS ONLY)

Individual applicants are not required to demonstrate experience. Safe use and handling will be assessed during the SafeWork NSW site visit. Corporation applicants must provide a statement outlining the experience of their nominated person.

The statement must cover:

- Experience in the safe storage, handling and transport of SSDS
- Australian Dangerous Goods Code and Australian Standard AS4326

The statement must also indicate the management position held by the nominated person.

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

## SECTION 6. OTHER EXPLOSIVES LICENCES

Does the applicant or nominated responsible person hold explosives licences issued by another state or territory?

Yes. Please provide details.

No. Please go to section 7.

Type of licence	Licence number	Expiry date (DD/MM/YYYY)	State/territory of issue
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## SECTION 7. FURTHER INFORMATION

Has the individual applicant or the nominated person been convicted of an offence under the *Work Health and Safety Act 2011* and/or the *Work Health and Safety Regulation 2011* and/or the NSW Explosives Act and/or the NSW Explosives Regulation and/or the *Construction Safety Act 1912* and/or the *Dangerous Goods Act 1975* and/or the *Firearms Act 1996* or any other equivalent legislation in Australia or elsewhere in the last 10 years?

Yes. Please provide details of the date of conviction, offence and the result and/or penalty.

No. Please go to section 8.

## SECTION 8. REASON FOR REQUESTING LICENCE

It is a requirement for any licence relating to the handling of security sensitive dangerous substances, that the applicant must have a legitimate reason for obtaining the licence.

Please tick at least one box to describe your reason for obtaining the licence and/or provide details below.

The commercial manufacture of fertiliser or explosives

Education, research or analysis

Transporting or supplying security sensitive dangerous substances for any purpose listed above

Other – must provide details below:

## SECTION 9. SECURITY SENSITIVE DANGEROUS SUBSTANCES TO BE USED

1. UN number      2. Class or division      3. Typical quantity      4. Unit (L or kg or number)

5. Proper shipping name

6. Product or common name

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1. UN number      2. Class or division      3. Typical quantity      4. Unit (L or kg or number)

5. Proper shipping name

6. Product or common name

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1. UN number      2. Class or division      3. Typical quantity      4. Unit (L or kg or number)

5. Proper shipping name

6. Product or common name

If space is insufficient please photocopy this page and submit with this application form.

## SECTION 10. SITE AND STORAGE DETAILS

### SECTION 10.1 SITE DETAILS

Submit a photocopy of a street directory map or other map showing the locality of the site with an X. Required for new applications only.

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

#### STREET ADDRESS (MUST NOT BE A PO BOX)

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

Nature of the site (choose from the list provided in the *Guide for use security sensitive dangerous substances licence applicants* (catalogue no. SW08294)).

Street name

ANSZIC Code

Description

Suburb

State

Postcode

Nearest cross street

Acknowledgement number for the site (if known)

NDG/

### SECTION 10.2 COAL OR MINING WORKPLACE (COMPLETE FOR NEW APPLICATIONS AND RENEWALS)

Is this a coal workplace or a mining workplace? Yes No

### SECTION 10.3 SITE STAFFING DETAILS

Is the site staffed? Yes. Please complete the following. No. Please go to section 10.4.

Number of staff on site Hours per day Days per week

### SECTION 10.4 EMERGENCY AFTER HOURS PERSON'S CONTACT DETAILS

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

Title Daytime contact number

Family/Surname Mobile number

Given name After hours contact number

### SECTION 10.5 EMERGENCY PLAN

I have/will store more than 50 kg NEQ of explosives, and/or more than 50 tonnes of security sensitive dangerous substances and have ensured adequate arrangements are in place for dealing with an emergency, including providing a copy of the emergency plan, and any changes to the plan, to the Commissioner of Fire and Rescue NSW and/or the NSW Rural Fire Service (as appropriate).

Yes OR Not applicable

Section 10 continued over...

**SECTION 10.6 SSDS TO BE STORED AT THE SITE (COMPLETE FOR NEW APPLICATIONS AND RENEWALS)**

For more information refer to the *Guide for use security sensitive dangerous substances licence applicants* (catalogue no. SW08294).

Storage facility or  
magazine identifier

Type of storage facility

Class or division

Maximum storage capacity

Unit (L or kg or number)

List the SSDS to be stored within the storage facility above

1. UN number

2. Class or division

3. Typical quantity

4. Unit (L or kg or number)

5. Proper shipping name

6. Product or common name

1. UN number

2. Class or division

3. Typical quantity

4. Unit (L or kg or number)

5. Proper shipping name

6. Product or common name

1. UN number

2. Class or division

3. Typical quantity

4. Unit (L or kg or number)

5. Proper shipping name

6. Product or common name

If space is insufficient or for multiple storage facilities please photocopy this page and submit with this application form.



## SECTION 11. SECURITY PLAN

Please complete for new applications and renewals.

Requirements for the security plan can be found in the SafeWork NSW publication *Security plan for storage and handling of explosives and security sensitive dangerous substances* (catalogue no. SW08292).

I have attached a security plan.

## SECTION 12. SELF TRANSPORTING

Will you be self-transporting up to five tonne of SSDS per journey?      Yes      No  
If you have answered yes, please include secure self transport of SSDS in the security plan.

## SECTION 13. DECLARATION

I declare and acknowledge that:

- I am 18 years of age or over.
- I am involved in the management of the corporation and am authorised to complete this application on behalf of the corporation (corporation applicants only).
- The information contained in this application form is true and correct in every particular.
- I consent to the making of enquiries and the exchange of information with the authorities in other states and territories regarding any matter relevant to this application.
- I am aware that if SafeWork NSW is notified by security authorities of a change in my security status the licence may be suspended or cancelled.
- 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 any licence issued based on false or misleading information may be suspended or cancelled.
- I agree to comply with the NSW Explosives Act, the NSW Explosives Regulation and all conditions of the licence if this application is successful.

Applicant or nominated responsible person's signature

Date (DD/MM/YYYY)

## SECTION 14. CHECKLIST

The individual applicant or nominated person must possess a current SC or have applied for one at the same time as the licence to use SSDS but the latter will not be processed until the SC is approved, refer to section 4 of this application form.

Submit a letter from the corporation stating the management position of the nominated person and documenting their knowledge and experience in the safe handling of SSDS, the Australian Dangerous Goods Code and Australian Standards AS4326, refer to section 5 of this application form. New applications only.

Submit a photocopy of a street directory map or other map showing the locality of the site with an X only required if the licence is to be endorsed with storage of SSDS, refer to section 10.1 of this application form. Required for renewals if storage is endorsed on the licence.

Submit a security plan, refer to section 11 of this application. Required for new applications and renewals.

Proof of identity to the value of at least 100 points must be shown to Australia Post staff when submitting this application.

The fee must be paid when submitting this application form to Australia Post. If you are also submitting a SC application, the SC fee is also payable.