

## LICENCE TO STORE EXPLOSIVES AND/OR SECURITY SENSITIVE DANGEROUS SUBSTANCES – APPLICATION

EXP – STR JUNE 2016

This form is to be used to apply for a new or the renewal of a licence to store explosives and/or 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 store explosives and/or security sensitive dangerous substances licence applicants* (catalogue no. SW08166).

SafeWork NSW may verify the details of your application prior to granting you a licence, which may include onsite verification of the security plan and confirmation of knowledge and experience detailed in this application.

### Fees

A fee is payable on lodgement of this application with Australia Post. Refer to the SafeWork NSW fees schedule.

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.

### 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**

### Lodgement instructions

At any Australia Post Bank@Post outlet.

### 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

### 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 for or renew a licence to store explosives and/or 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 APPLICATION

New application. Please complete section 2 onwards.

Renewal. Please provide your licence details and complete the following. For a renewal where details have not changed complete sections 1, 3 that are marked with an asterisk 4, 8, 9 and 10.

Store licence number (renewals only)

Expiry date (DD/MM/YYYY)

Name on the licence

Are you changing storage?

Yes

No

## SECTION 2. APPLICANT TYPE

Individual

Corporation

## SECTION 3. APPLICANT DETAILS

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

Title Family/Surname

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

Unit number/Street number/Property number

Given name

Street name

Other names

Suburb

Date of birth (DD/MM/YYYY)

State

Postcode

Daytime contact number

Mobile number

Email

## 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 address for individual or nominated responsible person for corporation, or provide details.

Unit 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 corporation name

Registered business (trading) name (if applicable)

ABN

**REGISTERED BUSINESS ADDRESS**

(MUST NOT BE A PO BOX)

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

**POSTAL ADDRESS**

Same as registered business 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 nominated responsible person (corporation applicants) or the individual applicant must hold a current SC or apply for an SC at the same time as the licence to store explosives and/or SSDS.

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

Licence number

Expiry date (DD/MM/YYYY)

I have attached an application for a SC.

## SECTION 5. EXPERIENCE AND KNOWLEDGE

Individual applicants must provide a statement outlining their experience and knowledge. Corporation applicants must provide a statement outlining the experience of their nominated responsible person. Required for new applications or for renewal when change of nominated responsible person required. 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 AS2187 (explosives) and/or AS4326 (SSDS).
- Training or qualifications (if applicable).

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

I have attached a statement of experience and knowledge for the applicant (individual applicants) or nominated responsible person (corporation applicants).

## SECTION 6. OTHER EXPLOSIVES LICENCE

Does the applicant or nominated 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

### SECTION 7.1 OFFENCES

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 2017* 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 any state or territory 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

### SECTION 7.2 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 mark at least one box to describe your reason for obtaining the licence and/or provide details below:

Use in commercial production processes, mining, quarrying, agricultural blasting, construction, civil engineering, seismic work or tunnelling.

The commercial manufacture of fertiliser or explosives.

Education, research or analysis.

Other – must provide details below:

## SECTION 8. SITE AND STORAGE DETAILS

### SECTION 8.1 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.

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

Suburb

Street name

State

Postcode

Nearest cross street

Nature of the site (choose from the list in the *Guide for store explosives and/or security sensitive dangerous substances licence applicants* (catalogue no. SW08166).

ANSZIC Code

Acknowledgement number for the site (if known)

NDG/

Description

### SECTION 8.2 COAL OR MINING WORKPLACE (COMPLETE FOR NEW APPLICATIONS AND RENEWALS)

Is the site on a coal workplace or a mining workplace?

Yes

No

### SECTION 8.3 SITE STAFFING DETAILS

Is the site staffed?

Yes. Please complete the following.

No. Please go to section 8.4.

Number of staff on site

Hours per day

Days per week

### SECTION 8.4 EMERGENCY AFTER HOURS PERSON'S CONTACT DETAILS

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

Title

Family/Surname

Daytime contact number

Mobile number

Given name

After hours contact number

### SECTION 8.5 EMERGENCY PLAN

I have/will store more than 50kg 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 8.6 EXPLOSIVES OR SSDS TO BE STORED ON THE SITE****Complete for new applications and renewals**

For more information refer to the SafeWork publication *Guide for store explosives and/or security sensitive dangerous substances licence applicants* (catalogue no. SW08166).

Storage facility  
identifier

Type of storage facility

Class or division

Maximum storage capacity

Unit (L or kg or number)

**List the explosives or SSDS to be stored within the storage facility above**

UN number

Class or division

Typical quantity

Unit (L or kg or number)

Proper shipping name

Product or common name

Storage facility  
identifier

Type of storage facility

Class or division

Maximum storage capacity

Unit (L or kg or number)

**List the explosives or SSDS to be stored within the storage facility above**

UN number

Class or division

Typical quantity

Unit (L or kg or number)

Proper shipping name

Product or common name

Storage facility  
identifier

Type of storage facility

Class or division

Maximum storage capacity

Unit (L or kg or number)

**List the explosives or SSDS to be stored within the storage facility above**

UN number

Class or division

Typical quantity

Unit (L or kg or number)

Proper shipping name

Product or common name

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

## SECTION 9. SECURITY PLAN

### 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 10. 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 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 person's signature

Date (DD/MM/YYYY)

## SECTION 11. CHECKLIST

The applicant or nominated person must possess a current SC or have applied for one at the same time as the store explosives and/or SSDS licence 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 the nominated person's experience and knowledge in the safe handling of explosives and/or SSDS, the Australian Dangerous Goods Code and Australian Standards AS4326 and/or AS2187, refer to section 5 of this application form. New applications and change of nominated persons only.

Submit a statement of experience documenting the individual applicant's experience and knowledge of the safe handling of explosives and/or SSDS, the Australian Dangerous Goods Code and Australian Standards AS4326 and/or AS2187, 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 authorised with storage of explosives and/or SSDS), refer to section 8.1 of this application form. New applications only.

Submit a security plan, refer to section 9 of this application form. Required for new applications and renewals.

Proof of identity documents for the individual applicant or nominated person 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 an SC application, the SC fee is also payable.