

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

This information is collected by SafeWork NSW (the Regulator) for the purposes of undertaking an evaluation, assessment and processing of an application for a licence to store explosives and/or SSDS as required under the NSW Explosives Act and NSW Explosives Regulation.

This information will also be used by the Regulator for the purposes of confirming applicant details, to establish and maintain an internal and external database and to assist the Regulator and its inspectorate with its work generally. It may also be provided to other state and territory agencies including Industry 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 the Regulator to access and correct any information about yourself if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.



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)

Street name

Suburb

State Postcode

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

Suburb

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 an 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.