

SECURITY CLEARANCE – APPLICATION

EXP – UHL FEBRUARY 2022

This form is to be used to apply for a new or the renewal of a security clearance (SC), previously called Unsupervised Handling Licence (UHL), under the NSW Explosives Regulation.

Only individual applicants who are 18 years of age or over may apply.

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

More information about applying for a SC is contained in the *Guide for applying for a security clearance* (catalogue no. SW08133).

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.

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 or call 13 10 50.

Credit card payments are available using MasterCard or Visa.

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

SECTION 1. APPLICATION TYPE

- 1.1 New application. Please complete section 2 onwards.
- 1.2 Renewal. Please provide your licence details below and complete all sections. For a renewal where no details have changed complete sections 1, 2 that are marked with an asterisk (*); 4, 5, 6 and 7.

SC licence number (renewals only)

Expiry date (DD/MM/YYYY)

Name on the licence

SECTION 2. APPLICATION DETAILS

*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

Section 2 continued over...

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

Signature

Date (DD/MM/YYYY)

Name of Post Office/Agency

POSTAL ADDRESS Same as street address on previous pageUnit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Suburb

Street name

State

Postcode

SECTION 3. REASON FOR REQUESTING THE LICENCE

Employee (such as – driver for an explosives transport business). Please provide your employer details.

Seeking employment.

Nominated person (such as – for a corporation licence holder). Please provide your employer details.

Individual applying for another explosive licence.

Employer name

ABN (for Australian businesses only)

Phone number

Employer registered business addressUnit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Suburb

Street name

State

Postcode

SECTION 4. FURTHER INFORMATION

Have you 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 any state or territory in Australia or elsewhere in the last 10 years?

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

No. Please go to section 5.

SECTION 5. NATIONAL CRIMINAL HISTORY RECORD CHECK

For new and renewal applications, upon receipt of your application, SafeWork NSW will email you a link to the NSW Police online portal where you must complete your Application for National Criminal History Record Check.

SECTION 6. PASSPORT SIZE AND QUALITY PHOTOGRAPHS

Complete for new applications and renewals. A passport size and quality photograph must be submitted. Please write the applicant's/licence holder's name and date of birth on the back of the photograph. I have attached passport size and quality photographs.

I have attached one passport size and quality photograph.

SECTION 7. APPLICANT'S DECLARATION

<p>I, declare that:</p> <ul style="list-style-type: none"> • 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 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 revoked (cancelled). <p>Applicant's signature</p>	<p>(print name)</p> <ul style="list-style-type: none"> • 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. • I agree to comply with the NSW Explosives Act, the NSW Explosives Regulation and all conditions of the licence if this <u>application is successful</u>. <p>Date (DD/MM/YYYY)</p>
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SECTION 8. CHECKLIST

Submit one passport sized and quality photograph, with the applicant's/licence holder's name and date of birth on the back of the photographs, refer section 6 of this application form.

Privacy compliance statement

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by SafeWork NSW and Service NSW will collect and hold personal information on behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For determining an application to apply for a new or the renewal of a security clearance in accordance with the Explosives Act and Explosives Regulation.
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.

The consequence of not providing it is that 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 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 purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our Privacy Statement¹ describes when this may occur. You can find this information and our Privacy Management Plan² on our website.

Please see <https://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 brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy

1. <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-nsw-privacy-statement>

2. <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-privacy-management-plan>