

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

EXP – MNF JULY 2016

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

Only individual applicants or nominated responsible persons (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 manufacture explosives and/or security sensitive dangerous substances licence applicants* (catalogue no. SW08296).

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

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 tick ☒ 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.

Assistance – 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.

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. A payment processing fee applies to credit card payments (MasterCard and Visa 0.40%).

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 personal information in a responsible manner and 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.

We are collecting your personal information for the following purposes:

1. For accepting, assessing, determining and verifying an application to apply for or renew a licence to manufacture 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 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, 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) 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) on our website.

Please see the SafeWork NSW Privacy Page (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.

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), 12,13, 14 and 15. If storage is authorised on the licence also complete section 11.

Manufacture licence number

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 APPLICANTS OR NOMINATED RESPONSIBLE PERSON FOR CORPORATION

*Title

*Family/Surname

Date of birth (DD/MM/YYYY)

*Given name

Daytime contact number

Mobile number

*Other names

Email

SECTION 3.2 CORPORATION DETAILS

Registered name

Registered business (trading) name (if applicable)

ABN (for Australian businesses only)

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.

SECTION 3.3. ADDRESS (STREET ADDRESS FOR AN INDIVIDUAL OR REGISTERED BUSINESS ADDRESS FOR A CORPORATION)**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 nominated responsible person (corporation applicants) or the individual applicant must hold a current SC or apply for a 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)

OR

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

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. MOBILE PROCESSING UNIT

SECTION 8.1 WILL YOU BE OPERATING A MOBILE PROCESSING UNIT (MPU)?

Yes. Please complete the following. No

The MPU meets the requirements of AS2187.2(3) and the AEISG code of practice for MPU's.

Yes No

Section 8 continued over...

SECTION 8.2 PROVIDE THE FOLLOWING DETAILS OF EXPLOSIVES AND/OR SSDS TO BE MANUFACTURED IN THE MOBILE PROCESSING UNIT

UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name			
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	Product or common name		
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UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name			
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	Product or common name		
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UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name			
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	Product or common name		
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UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name			
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	Product or common name		
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UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name			
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	Product or common name		
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If space is insufficient please **photocopy this page** and submit with this application form.

SECTION 9. MANUFACTURING PROCESS DETAILS

Details of each stage of the manufacturing process must be provided with this application form. Identify on the site sketch (required as part of the security plan, refer section 12 of this application form) where each process occurs.

I have attached details of the manufacturing process

SECTION 10. EXPLOSIVES AND/OR SECURITY SENSITIVE DANGEROUS SUBSTANCES TO BE MANUFACTURED

Do you wish to store explosives and/or SSDS?

Yes. Please go to section 11.

No. Please complete details below.

SECTION 10.1 SITE DETAILS OF WHERE THE EXPLOSIVES AND/OR SSDS WILL BE MANUFACTURED

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

Suburb

Street name

State

Postcode

SECTION 10.2 EXPLOSIVES AND/OR SSDS TO BE MANUFACTURED

UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name

Product or common name

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

Proper shipping name

Product or common name

UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name

Product or common name

UN number	Class or division	Typical quantity	Unit (L or kg or number)
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Proper shipping name

Product or common name

UN number	Class or division	Typical quantity	Unit (L or kg or number)
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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 11. SITE AND STORAGE DETAILS

SECTION 11.1 SITE DETAILS

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

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)

Nearest cross street

Street name

Nature of the site (choose from the list provided in the *Guide for manufacture explosives and/or security sensitive dangerous substances licence applicants (catalogue no. SW08296)*).

Suburb

ANSZIC Code

Description

State

Postcode

Acknowledgement number for the site (if known)

NDG/

SECTION 11.2 COAL OR MINING WORKPLACE

Complete for new applications and renewals.

Is this a coal workplace or a mining workplace?

Yes

No

SECTION 11.3 SITE STAFFING DETAILS

Is the site staffed?

Yes. Please complete the following.

No. Please go to section 11.4.

Number of staff on site

Hours per day

Days per week

SECTION 11.4 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

Given name

Mobile number

Date of birth (DD/MM/YYYY)

After hours contact number

SECTION 11.5 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 11.6 EXPLOSIVES OR SSDS TO BE STORED ON THE SITE

Complete for new applications and renewals. For more information refer to the *Guide for manufacture explosives and/or security sensitive dangerous substances licence applicants* (catalogue no. SW08296).

Storage facility or
magazine 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

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

Proper shipping name Product or common name

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

Proper shipping name Product or common name

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

Proper shipping name Product or common name

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 12. SECURITY PLAN

Complete for new applications and renewals.

Requirements for the security plan can be found in the SafeWork NSW publication *Security plan for security sensitive ammonium nitrate* (catalogue no. SW08292).

I have attached a security plan.

SECTION 13. SAFETY MANAGEMENT PLAN

Holders of a licence to manufacture must have a safety management plan in place that is current. Safety management plans are not required to be submitted at Australia Post with your licence to manufacture application or renewal. Instead they must be provided upon request.

However, there are some Licence to manufacture holders who already have adequate safety systems as governed under another SafeWork NSW approval, code of practice, or as per Department of Industry NSW requirements. As such, SafeWork NSW has determined that all licence to manufacture holders and applicants require a safety management plan, except those licence holders or applicants who:

- are a Major Hazard Facility as they must have a completed safety case in force
- only operate a mobile processing unit (MPU), as safety risks are addressed as per the Australian Explosives Industry Safety Group (AEISG) Code of Practice for MPUs, or
- are located on a mine site and who have satisfied the current Department of Industry NSW management and/or control plan requirements. Contact Department of Industry NSW for more information on safety requirements on a mine site.

Further information and a safety management plan example template can be found in the *Guide for explosives and SSDS safety management plan* (catalogue no. SW08445) available on the SafeWork NSW website.

DECLARATION

By marking this box:

I confirm a safety management plan covering the minimum requirements as described in the *Guide for explosives and SSDS safety management plan* (catalogue no. SW08445) has been completed and will be provided to the Regulator upon request.

OR

I do not require a safety management plan as I only operate a mobile processing unit(s).

OR

I am a licenced Major Hazard Facility and have a current safety case in force.

OR

I am located on a mine site and a management and/or control plan will be provided to Department of Industry NSW upon request.

SECTION 14. EXPORT AUTHORISATION

Will you be exporting explosives and/or SSDS? Yes No

SECTION 15. 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 the Regulator is notified by security authorities of a change in my security status the licence may be suspended or cancelled.
- I understand it is an offence to give any information that is false or misleading.
- I agree to comply with the NSW Explosives Act and the NSW Explosives Regulation and all conditions of the licence if this application is successful.
- All mobile processing units conform to AS2187.2 section 3 and the AEISG code of practice for MPU's.

Applicant or nominated person's signature

Date (DD/MM/YYYY)

SECTION 16. CHECKLIST

The applicant or nominated responsible person must possess a current SC or have applied for one at the same time as the licence to manufacture explosives and/or 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 responsible person and documenting the person's experience and knowledge in the safe handling of explosives and/or SSDS, the Australian Dangerous Goods Code and Australian Standards AS4326 and AS2187, refer to section 5 of this application form. New applications and change of nominated responsible 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 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 11.1 of this application form. Required for renewals if storage is authorised on the licence.

Submit a security plan refer to section 12 of this application form. Required for new applications and renewals.

Proof of identity documents for the individual applicant or nominated responsible person to the value of at least 100 points must be shown to Australia Post staff when submitting this application.

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