



Access Canberra.

WORKSAFE ACT

APPLICATION FOR A LICENCE TO CARRY SECURITY SENSITIVE SUBSTANCES BY ROAD 2015/2016

Made under the Dangerous Substances Act 2004 and Dangerous Substances (General) Regulation 2004

Application Queries

For further information, please contact Access Canberra WorkSafe ACT during business hours quoting the following details, 'Carrying Security Sensitive Substances Licence/Application for a Licence to Carry Security Sensitive Substances by Road':

Access Canberra
255 Canberra Avenue,
FYSHWICK ACT 2609

Telephone: (02) 6207 3000
E-mail: dangeroussubstances@act.gov.au

The fee for this application is \$.00 (GST exempt)

The WorkSafe ACT ABN is: 98 636 852 025

Please note:

Please nominate the period you require the licence for by selecting box for 1, 2 or 3 years.
Note: the fee per year is \$1,206.00 and is to be multiplied by the number of years selected.
EG: 1year = \$1,206.00, 2 years = \$2,412.00, 3 years = \$3,618.00.

1 Year 2 Years 3 Years
\$1,206.00 \$2,412.00 \$3,618.00

Proposed Licensee's Name:

Option 1: In Person

Access Canberra
255 Canberra Avenue
FYSHWICK ACT 2609

Option 2: Mail

WorkSafe ACT
Dangerous Substances
GPO Box 158
CANBERRA ACT 2601

Option 3: Fax

WorkSafe ACT
(02) 6205 0336

Option 4: Email *

Payment cannot be accepted via email.
Remove and submit this page for payment
through Option 1, 2 or 3.
Submit remainder of application to:
dangeroussubstances@act.gov.au

Provide a mailing address:

Note: if option 2 or 3 is the method of payment, provide a mailing address to post tax invoice.

Confirmation of Application Submission (Complete for Option 4 only - Application submitted by Email)

I confirm that the Application has been emailed to Dangerous Substances.

Contact Person's Name

Contact Person's Signature

Date

Payment by Cheque or Money Order (Not applicable for Option 3 - payment via fax)

Please make payment payable to 'Access Canberra'.

Credit Card Payment Authority

Please charge payment to my MasterCard Visa Card

MM / Yyr

Card no.

Expiry date

CCV (last 3 digits on the back of the card above the signature block)

Card Holders Authorisation

I consent to the Access Canberra debiting the following amount from my credit card to the value of: \$.00

Cardholders full name:

Contact Number:

Signature:

Dated:

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Made under the *Dangerous Substances Act 2004* and *Dangerous Substances (General) Regulation 2004*

General Information and Instructions

What must be included in the application?

The application must include all of the relevant information required from the *Dangerous Substances (General) Regulation 2004*, and any other information required by this application form.

Note the following information:

1. This application, and any licence issued as a result of the application, is for the purpose of carrying security sensitive substances by road.
2. Where a licence is issued as a result of the application, it will include a condition prohibiting the sale and supply of security sensitive substances and explosives under the authority of the licence.
3. This licence will be valid only in the Australian Capital Territory and will not be transferable.
4. This application, and any licence issued as a result of the application does not specifically or by implication authorise the registration, manufacture, import, storage or supply of security sensitive substances or explosives.
5. If any information or document provided with this application is false or misleading, then the Director General may take disciplinary action under Part 4.4 of the *Dangerous Substances Act 2004*.

Collection and Use of Personal Information:

Access Canberra WorkSafe ACT is collecting the information on this form to process your application request to carry security sensitive substances under section 427 of the *Dangerous Substances (General) Regulation 2004*. The information provided will assist in making decisions as to the suitability of the proposed licensee to hold a licence in accordance with the Regulation.

Other information may be disclosed to Commonwealth, State and Territory government agencies with responsibility for decisions that involve, or are impacted on by, the carrying of security sensitive substances. Access Canberra WorkSafe ACT may also disclose personal information to any person who is authorised by law to obtain it.

Australian Federal Police (AFP) and Australian Security Intelligence Organisation Security Assessment (ASIO) Checks:

It is a requirement of this application that a combined AFP and ASIO security assessment specifying the handling of security sensitive substances ('Check') be lodged through the AFP by the proposed licensee and any responsible person to be named on the licence. This Check applies to the proposed licensee where the application is lodged as an 'Individual' and any person who is to be a responsible person for the security sensitive substance. If this application is lodged by a 'Corporation', a combined AFP and ASIO security assessment specifying the handling of security sensitive substance ('Check') be lodged by the responsible person(s) for the 'Corporation', and also lodge and provide a copy of an AFP name check for the Corporation'.

In addition, the Director General reserves the right to require the proposed licensee to provide a recent Check on any close associates of the proposed licensee if the proposed licensee is a business.

Should the proposed licensee or any responsible person to be named on the licence lodge a standard AFP Police Name check, the result cannot be accepted by WorkSafe ACT and shall require a re-lodge for the appropriate Check. This would result in a delay to the licence application process.

Form Completion Note: At 'Section iv - specify position/entitlement' of the 'National Police Check application form', the proposed licensee and any responsible person to be named on the licence must specify 'Handling of security sensitive substances' and render the correct fee, to generate the required Check.

Copies of the AFP 'National Police Check application form' can be obtained from WorkSafe ACT.

APPLICATION FOR A LICENCE TO CARRY SECURITY SENSITIVE SUBSTANCES BY ROAD 2015/2016

Made under the *Dangerous Substances Act 2004* and *Dangerous Substances (General) Regulation 2004*

Note: this application must be submitted at least **56 days** prior to requirement.

Before signing and submitting this application, please read all information on Pages 1 to 3 of this application. Unsigned or incomplete applications or applications not accompanied by the required documentation or fee, where applicable, shall be returned to the proposed licensee for rectification.		OFFICE USE ONLY Checklist complete? Y / N Fee paid? Y / N Receipt No? _____ Receipt date: --- / --- / ---
1. Application Checklist The Director General need not consider an application that is incomplete or does not provide all of the required information. To assist in ensuring that all relevant information is provided, please complete the following checklist.		
<input type="checkbox"/> <u>Application Payment</u> (Mandatory) - please provide payment details as outlined on the first page of the Application. <input type="checkbox"/> <u>Application Form</u> (Mandatory) - completed and signed. If submitting electronically (disc or email), the Application must be signed with an electronic signature or a signed hard copy of the appropriate Application page must be provided.		
Attachments/Other Documents <input type="checkbox"/> <u>AFP & ASIO Check</u> (Mandatory) - refer to ' <i>General Information and Instructions</i> '. <input type="checkbox"/> <u>Identification Papers</u> (Mandatory) - a document (or documents) that show, for the proposed licensee and each responsible person to be named on the Licence, their age and residential address. Refer to ' <i>Section 3.1 or Section 3.2</i> ' for further information. <input type="checkbox"/> <u>Responsible Person</u> (if applicable) - details of additional responsible persons attached to the Application. Refer to ' <i>Section 3.1 or Section 3.2</i> ' for further information. <input type="checkbox"/> <u>Vehicle Details</u> (Mandatory) - refer to ' <i>Section 6</i> ' for further information. <input type="checkbox"/> <u>Security Plan</u> (Mandatory) - refer to ' <i>Section 7</i> ' for further information. <input type="checkbox"/> <u>Additional information</u> - where there is insufficient space on the Application Form, reference the question number to the attachment (Example: 'Attachment references 12a').		
2. Statement of Application (declaration and consent): To the Director General		
The Statement of Application is to be signed by, where the proposed licensee is an Individual, the proposed licensee. Where the proposed licensee is a Corporation it is to be signed by a director of the entity.		
I declare that all relevant details provided by me in this application are true and correct and have been provided with the knowledge and belief that it is an offence to provide false or misleading information in the application for the licence. I give consent to the collection and use of personal information by Access Canberra WorkSafe ACT for the purposes outlined in the section headed ' <i>Collection and Use of Personal Information</i> ' in this form.		OFFICE USE ONLY Statement complete? Y / N Date application received? --- / --- / ---
Signature:	Name of the Corporation, if applicable:	
Name of signatory in capitals:	Trading Name, if applicable:	
Date application signed:		

3. Interstate Security Sensitive Substance Carry Licence

3a) Do you currently hold a security sensitive substance carry licence in any other state or territory:

Yes - [if yes complete section 4 only](#)

No - [if no complete section 5 to 10 inclusive](#)

Note: if completing section 4, indicate below whether the licensee is an Individual or a Corporation.

Individual - [complete 4.1 only](#)

Corporation - [complete 4.2 only](#)

4.1 Details of Licensee - as an Individual

Full name:

Gender: M F

Date of birth:

Telephone No: ()

Facsimile No: ()

Mobile No:

Email address:

Residential address (include postcode):

Postal address (include postcode):

Provide copies of identification papers for the Individual licensee:
Note: a document (or documents) that shows the proposed licensee's name, age and residential address.

Attached:

Contact Person (in relation to this application):

OFFICE USE ONLY
DS(Gen)Reg2004
s.427 (a)
Proposed Licensee type?
* Individual
or
* Business
Section complete?
Y / N / N/A

4.1 For the Individual Licensee - Details of Any Other Responsible Person to be Named on the Licence

Any person identified as a 'responsible person' is to be named on the licence. As prescribed in the *Dangerous Substances Act 2004*, "a person is a responsible person for a dangerous substance if the person is a person in control of the handling of the substance; or a person in control of premises where the substance is handled; or a person in control of plant or a system for handling the substance. To remove any doubt, more than 1 person may be a responsible person for a duty under this Act". In addition, and as prescribed in the *Dangerous Substances (General) Regulation 2004*, a person is deemed to have "unsupervised access to a security sensitive substance if the person has access to the substance when not under the supervision of a person who holds a licence under Chapter 4 of this regulation or a security cleared responsible person named in the licence"

Note: where there is more than one *Responsible Person* to be listed, photocopy this section, complete in full and attach to the application.

Provide the following details of the *Responsible Person*:

Full name:

Gender: M F

Date of birth:

Telephone No: ()

Facsimile No: ()

Mobile No:

Email address:

Residential address (include postcode):

Postal address (include postcode):

Provide copies of identification papers for the *Responsible Person*:
Note: a document (or documents) that shows the *Responsible Person's* name, age and residential address.

Attached:

OFFICE USE ONLY
DS(Gen)Reg2004
s.427 (a)
Section complete?
Y / N / N/A

4.2 Details of Licensee - as a Corporation		OFFICE USE ONLY DS(Gen)Reg2004 s.427 (a) & (b) Section complete? Y / N / N/A
Registered Name of Corporation: <i>Note: write 'Not Applicable' if an individual/natural person</i>		
Registered Business Name/Trading Name: <i>Note: If trading is carried out under a different name to the Corporation name</i>		
Australian Company Number (A.C.N.): Australian Business Number (A.B.N.):		
Telephone No: ()	Facsimile No: ()	
Mobile No:		
Email address:		
Registered Office address (include postcode):	Postal address (include postcode):	
Contact Person (in relation to this application):		

4.2 For the Corporation Licensee - Details of Any Other Responsible Person to be Named on the Licence

Any person identified as a 'responsible person' is to be named on the licence. As prescribed in the *Dangerous Substances Act 2004*, "a person is a responsible person for a dangerous substance if the person is a person in control of the handling of the substance; or a person in control of premises where the substance is handled; or a person in control of plant or a system for handling the substance. To remove any doubt, more than 1 person may be a responsible person for a duty under this Act". In addition, and as prescribed in the *Dangerous Substances (General) Regulation 2004*, a person is deemed to have "unsupervised access to a security sensitive substance if the person has access to the substance when not under the supervision of a person who holds a licence under Chapter 4 of this regulation or a security cleared responsible person named in the licence"

Note: where there is more than one Responsible Person to be listed, photocopy this section, complete in full and attach to the application.

Provide the following details of the <i>Responsible Person</i> :		OFFICE USE ONLY DS(Gen)Reg2004 s.427 (a) Section complete? Y / N / N/A
Full name:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Date of birth:		
Telephone No: ()	Facsimile No: ()	
Mobile No:		
Email address:		
Residential address (include postcode):	Postal address (include postcode):	
Provide copies of identification papers for the <i>Responsible Person</i> : <i>Note: a document (or documents) that shows the Responsible Person's name, age and residential address.</i>	Attached: <input type="checkbox"/>	

5. Purpose of Carry

5a) Provide the purpose for the carrying of the security sensitive substance:

OFFICE USE ONLY
DS(Gen)Reg2004
s.427 (c)
Section complete?
Y / N

6. Vehicle Details

Where insufficient space has been provided to list all vehicles for registration, photocopy 'Section 9', complete in full and attach to the Application.

Section 6 - Vehicle

6a) Provide the following details of the vehicle to be used for carrying the security sensitive substance:

OFFICE USE ONLY
DS(Gen)Reg2004
s.427 (d)
Section complete?
Y / N

Make of the Vehicle:

Model of the Vehicle:

Year of manufacture:

Registration number, including State or Territory:

Engine number:

Carrying capacity:

Type of fuel:

Section 6 - Vehicle

6a) Provide the following details of the vehicle to be used for carrying the security sensitive substance:

OFFICE USE ONLY
DS(Gen)Reg2004
s.427 (d)
Section complete?
Y / N / N/A

Make of the Vehicle:

Model of the Vehicle:

Year of manufacture:

Registration number, including State or Territory:

Engine number:

Carrying capacity:

Type of fuel:

Section 6 - Vehicle

6a) Provide the following details of the vehicle to be used for carrying the security sensitive substance:

OFFICE USE ONLY
DS(Gen)Reg2004
s.427 (d)
Section complete?
Y / N / N/A

Make of the Vehicle:

Model of the Vehicle:

Year of manufacture:

Registration number, including State or Territory:

Engine number:

Carrying capacity:

Type of fuel:

7. Security Plan

7a) Attach a Security Plan prepared in accordance with section 428 (Carrying licence application - security plans) of the *Dangerous Substances (General) Regulation 2004*:

Attached:

OFFICE USE ONLY

DS(Gen)Reg2004
s.427 (e)
and
s. 428

Section complete?

Y / N / N/A

A Security Plan for carrying a security sensitive substance must be based on a security risk assessment. The Security Plan must include the following:

- details of the precautions to be taken to ensure the security sensitive substance is secure for the duration of the entire journey;
- procedures for working out routes for the transport of the security sensitive substance;
- recording and reconciliation protocols; and
- procedures for reporting any loss, theft or attempted theft of the security sensitive substance.

END OF APPLICATION