



Access  
Canberra.

WORKSAFE ACT

## APPLICATION FOR A LICENCE TO SUPPLY SECURITY SENSITIVE SUBSTANCES 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, 'Supplying Security Sensitive Substances Licence/Application for a Licence to Supply Security Sensitive Substances':

Access Canberra  
255 Canberra Avenue,  
FYSHWICK ACT 2609

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

<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years	<input type="checkbox"/> 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](mailto: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

Card no.

Expiry date

MM / Yyr

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: \_\_\_\_\_

## APPLICATION FOR A LICENCE TO SUPPLY SECURITY SENSITIVE SUBSTANCES 2015/2016

**Note:** A person is authorised to supply a security sensitive substance if the person holds a supply licence for the substance – *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 supplying security sensitive substances.
2. Where a licence is issued as a result of the application, it will include a condition prohibiting the sale or supply of 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, use, carriage or storage of security sensitive substances.
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 supply security sensitive substances under section 443 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 supply 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, regardless if the application is lodged as an 'Individual' or a '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.

Contact AFP Criminal Records, through the following websites, to confirm the current fee for a combined AFP and ASIO security assessment involving the handling of security sensitive substances. Should the proposed licensee or any responsible person to be named on the licence lodge a standard AFP Police Name check, the result can not be accepted by Access Canberra 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 Access Canberra WorkSafe ACT.

## APPLICATION FOR A LICENCE TO SUPPLY SECURITY SENSITIVES SUBSTANCES 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.

<p>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.</p>		<p>OFFICE USE ONLY</p> <p>Checklist complete?</p> <p style="text-align: center;">Y / N</p> <p>Fee paid?</p> <p style="text-align: center;">Y / N</p> <p>Receipt No?</p> <p style="text-align: center;">_____</p> <p>Receipt date:</p> <p style="text-align: center;">---/---/---</p>
<h3>1. Application Checklist</h3> <p>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.</p>		
<p><input type="checkbox"/> <u>Application Payment</u> (Mandatory) - please provide payment details as outlined on the first page of the Application.</p> <p><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.</p> <p><b>Attachments/Other Documents</b></p> <p><input type="checkbox"/> <u>AFP &amp; ASIO Check</u> (Mandatory) - refer to '<i>General Information and Instructions</i>' .</p> <p><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.</p> <p><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.</p> <p><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 4a').</p>		
<h3>2. Statement of Application (declaration and consent): To the Director General</h3>		
<p>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 or Partnership, it is to be signed by a partner or director of the entity.</p>		
<p>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.</p> <p>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.</p>		<p>OFFICE USE ONLY</p> <p>Statement complete?</p> <p style="text-align: center;">Y / N</p> <p>Date application received?</p> <p style="text-align: center;">---/---/---</p>
Signature:	Name of the Corporation, if applicable:	
Name of signatory in capitals:	Trading Name, if applicable:	
Date application signed:		

### 3. Details of Proposed Licensee

The proposed licensee is the name of the Individual or Corporation that the licence will be issued to. Where the proposed licensee is identified as an individual, the licence will be issued to the individual named at Section 3.1 - for example, 'John Smith'. Where the proposed licensee is identified as a Corporation, the licence will be issued to the Corporation named at Section 3.2 - for example, 'Smith and Sons Pty Ltd'.

#### 3.1 Details of Licensee - as an Individual

Full name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	OFFICE USE ONLY DS(Gen)Reg2004 s.443 (a) Proposed Licensee type? * Individual or * Business Section complete? Y / N
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: <input type="checkbox"/>	
Contact Person (in relation to this application):			

#### 3.1 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 <i>Responsible Person</i> :			OFFICE USE ONLY DS(Gen)Reg2004 s.443 (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> : Note: a document (or documents) that shows the <i>Responsible Person's</i> name, age and residential address.		Attached: <input type="checkbox"/>	

#### 4. Close Associates

4a) Provide the names of all 'Close Associates' of the Corporation, or applicant if an Individual, as prescribed in section 48 of the *Dangerous Substances Act 2004*:

OFFICE USE ONLY  
 DSAct2004  
 s.48  
 Section complete?  
 Y / N

#### 5. Determination of Proposed Licensee as a Suitable Person

Provide the following information as prescribed in section 49 of the *Dangerous Substances Act 2004* that the Director General needs to consider when determining if the proposed licensee is a suitable person for the purposes of the Application.

OFFICE USE ONLY  
 DSAct2004  
 s.49  
 Section complete?  
 Y / N

5a) Has the proposed licensee, or a close associate of the proposed licensee, or a corporation of which the proposed licensee was at the relevant time an executive officer, supplied information or a document that was false or misleading in a material particular in relation to the *Dangerous Substances Act 2004*?

Yes:   
 No:

Note: if yes, the proposed licensee must provide full and accurate details including any action taken as a result of the provision of false or misleading information by the regulator or other agency.

5b) Is the proposed licensee, or a close associate of the proposed licensee, or a corporation of which the proposed licensee was an executive officer, disqualified under the *Dangerous Substances Act 2004* or a corresponding law, from holding a licence?

Yes:   
 No:

Note: if yes, the proposed licensee must provide full and accurate details, including type of licence, date declared disqualified and the reasons given for disqualification.

5c) Has the proposed licensee, or a close associate of the proposed licensee, or a corporation of which the proposed licensee was at the relevant time an executive officer, contravened the *Dangerous Substances Act 2004* or a corresponding law?

Yes:   
 No:

Note: if yes, the proposed licensee must provide full and accurate details of the contravention, including any results of the contravention, such as dangerous occurrence or injury, and any action taken to correct the contravention, including action taken by the regulator or other agency.

5d) Has the proposed licensee, or a close associate of the proposed licensee, or a corporation of which the proposed licensee was at the relevant time an executive officer, failed to comply with a condition of a licence or other authority under the *Dangerous Substances Act 2004*, or a corresponding law (whether or not this failure to comply resulted in a conviction or finding of guilt for the failure to comply)?

Yes:   
 No:

Note: if yes, the proposed licensee must supply full and accurate details of the breach of conditions, including the condition breach, how the breach occurred, the results of any breach, such as a dangerous occurrence or injury, and any action taken to correct the breach, including action taken by the regulator or other agency.

## 5. Determination of Proposed Licensee as a Suitable Person (Continuation)

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5e) Has the proposed licensee, or a close associate of the proposed licensee, had action taken against them under Part 4.4 (Disciplinary action) of the *Dangerous Substances Act 2004*?

Yes:

No:

DSAct2004  
s.49

Section complete?

Y / N

Note: if yes, the proposed licensee must supply full and accurate details of the action taken and the reasons the action was taken.

5f) Has the proposed licensee, or a close associate of the proposed licensee, or a corporation of which the proposed licensee was at the relevant time an executive officer, been convicted or found guilty in the ACT or elsewhere, within the five years prior to this application, of an offence involving a dangerous substance?

Yes:

No:

Note: if yes, the proposed licensee must provide full and accurate details, including any penalty and/or sentence imposed. Refer to the note about the Spent Conviction Scheme for further information.

5g) Has the proposed licensee, or a close associate of the proposed licensee, been convicted or found guilty in the ACT or elsewhere, within the five years prior to the application, of an offence involving:

- a firearm?
- actual or threatened violence?
- fraud of dishonesty?

Yes:  No:

Yes:  No:

Yes:  No:

Note: if yes, the proposed licensee must provide full and accurate details, including any penalty and/or sentence imposed. Refer to the note about the Spent Conviction Scheme for further information.

5h) Has the proposed licensee, or a close associate of the proposed licensee, within the five year period prior to this application, been subject to a protection order or corresponding protection order (other than an order that has been revoked or for which an appeal against the making of the order has been made)?

Yes:

No:

Note: if yes, the proposed licensee must supply full and accurate information about the protection order or corresponding protection order, including the conditions of the order, the date the order was issued, and the time period of the order.

<b>6. Supply and Storage Details</b>	
6a) Provide the purpose of the supply of the security sensitive substance:	OFFICE USE ONLY  DS(Gen)Reg2004 s.443 (c)  Section complete?  Y / N
6b) Provide details of any licence authorising the storage of the security sensitive substance at the premises in the ACT from which the substance is to be supplied: <i>Note: A 'Storing Security Sensitive Substances Licence' (SXL) is the only recognised licence for the purposes of this section.</i>	OFFICE USE ONLY  DS(Gen)Reg2004 s.443 (d)  Section complete?
Full name:	Y / N
<i>'Storing Security Sensitive Substances Licence'</i> (SXL) number:	
<i>'Storing Security Sensitive Substances Licence'</i> (SXL) expiry date:	
6c) Provide details of procedures to ensure that the security sensitive substance is only supplied to a person authorised to receive the substance e.g. a security sensitive substance licence to import, use, store or carry: <i>Note: refer to section 445 of the <a href="#">Dangerous Substances (General) Regulation 2004</a> for compliance requirements.</i>	OFFICE USE ONLY  DS(Gen)Reg2004 s.443 (e)  Section complete?  Y / N

**END OF APPLICATION**