



Government of **Western Australia**  
Department of **Mines and Petroleum**  
Resources Safety

# Application for a security risk substances (SRS) supply licence

***Dangerous Goods Safety Act 2004***

**Dangerous Goods Safety (Security Risk Substances) Regulations 2007**

ABN: 69 410 335 356

## Applying for a licence

Resources Safety wants to ensure that people supplying security risk substances (SRS) do so without creating risks to the community. Stringent criteria apply to where and how SRS may be supplied (includes sale) and all supply must be undertaken by a licensed operator. The Dangerous Goods Safety (Security Risk Substances) Regulations 2007 now apply to this activity.

This application form seeks information on the safety and security aspects relating to how your SRS are to be supplied.

Resources Safety has accredited a number of consultants who are approved to prepare and submit your application. When you have a consultant endorse your application as complying with the regulations, the Resources Safety checking fee does not apply.

Resources Safety officers can also assess applications for a SRS licence. However, its core business is regulation, and resources available for assessment of applications are dependent on workloads generated from core activities. The assessment time for applications submitted to Resources Safety without accredited consultant endorsement is approximately three months and checking fees apply. If your submission is deficient, the processing time may be increased.

The SRS Supply Licence is valid for five years, and authorises the holder to possess and supply SRS to individuals or companies that have a legal authority to possess SRS.

### What are SRS?

For the purposes of the SRS regulations any substance that contains more than 45% ammonium nitrate is an SRS unless -

- it is an explosive; or
- it is an aqueous solution, being a homogeneous mixture of two or more components of the same kind.

In particular, the SRS regulations address the use of ammonium nitrate, mainly for use in explosives manufacture but also as a fertiliser in primary production. The use of ammonium nitrate in non-primary production activities is no longer permitted. Calcium ammonium nitrate (CAN) is also an SRS even though CAN is not a dangerous good.

### What SRS can be sold?

In order for an application to be considered, it is important that the particular details of the products to be supplied or sold are accurately specified. Supply applies to the supply / sale in bulk lots, intermediate bulk containers (IBCs) or in bags.

Each licence is granted for specific types of quantities of SRS and may include any conditions considered necessary by the Chief Officer. Licence holders are not permitted to supply any SRS product not specified on the licence.

### General requirements

Licences may be issued to individuals, body corporates or partnerships that can demonstrate a genuine need to hold one.

Where the application is from an individual, a licence will only be issued if certain eligibility requirements are met and the Chief Officer is satisfied the applicant:

- is 18 years of age or over;
- holds a current WA Dangerous Goods Security Card (DGSC);
- can demonstrate an understanding of the security and safety aspects associated with the SRS.

### Supervised and unsupervised access – what does this mean?

For the purposes of the SRS Regulations an individual is supervised by another person while he or she has access to an SRS if at the time he or she:

- is in the presence of the other person; or
- is in a place where any handling or removal of the SRS is controlled by the other person.

A licence holder may authorise a person to have access to the SRS in the licence holder's possession. If the access is supervised, there is no specific need for the person to have a security clearance.

If access to the SRS is to be unsupervised the person must possess a security clearance and be recorded by the licence holder as a secure nominee.

Individuals will be required to answer a number of questions relating to their integrity, and their personal details will be displayed on the licence.

### Secure nominees

Holders of SRS licences may authorise persons to have unsupervised access to SRS in the course of their duties providing:

- the person has a security clearance; and
- the licence holder is satisfied the person is suitably trained to safely handle any SRS that the person will have unsupervised access to.

Persons authorised are deemed to be 'secure nominees' and the licence holder is required to maintain written records of all secure nominees including when authorisations were granted or cancelled.

Persons who are not secure nominees are not permitted to have unsupervised access to SRS.

### What quantity of SRS may be stored under a licence?

A licence holder can only store as much as is specified on the licence and this cannot exceed the amount that would be permitted under an SRS Storage Licence. Resources Safety will take account of the activities and nature of the work at the storage site, the storage of any dangerous goods and separation distances to determine the maximum quantities that can be stored at any one time.

### Special provisions for sale of SRS

The granting of a SRS Supply Licence imposes a number of responsibilities on the licence holder, including:

- maintaining records of all sales for a minimum of five years and the ability to identify theft or loss;
  - there are exceptions for the holders of a Shotfiring Licence or an Explosives Manufacture (MPU) Licence who supply SRS to another party in the course of providing a service;
- supply only to authorised persons over 18 years of age where the following documents are provided by the recipient of the SRS:
  - proof of identify in the form of a passport or motor driver's licence (with photo); and
  - evidence that the person is authorised to possess the quantity of SRS either under the Dangerous Goods Safety (Explosives) Regulations 2007 or similar laws of another State or Territory of Australia; and
- not supplying SRS in damaged packaging (where applicable).

### Supply of SRS without having an SRS Supply Licence

Companies / individuals who supply SRS under any of the following licences do not require an SRS Supply Licence:

- an SRS Import / Export Licence
- an SRS Manufacture Licence
- an SRS Storage Licence
- an SRS Transport Licence

An SRS Supply Licence is not required for persons who work in commercial laboratories and use the SRS for legitimate analytical or research work and the total quantity involved is less than 3 kg.

Similarly, an SRS Supply Licence is not required for persons who work in an educational institution or government organisation and use the SRS for legitimate analytical, educational or research purposes and the quantity involved is less than 3 kg.

### Storage of SRS under a SRS Supply Licence

If more than 10 t of ammonium nitrate is stored, the site must be licensed under the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007. Please refer to the *Dangerous Goods Guidance Note – Licensing and exemptions for storage and handling*; and the Code of Practice – *Safe Storage of Solid Ammonium Nitrate* available on the Resources Safety website.

Furthermore, an SRS Storage Licence will also be required for any quantity of SRS above 3 kg and part of the criteria for this licence is the provision of a documented security plan.

If the storage site is classified by the Chief Officer as a major hazard facility then it will be subject to the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007 with the requirement to produce a safety report.

### Reference material

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007
- Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007

(download of the Act and regulations are available free on the State Law Publisher's website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au))

- Application form for a Dangerous Goods Security Card (forms are available at participating post offices)
- Guidance material on obtaining a security clearance and Dangerous Goods Security Card
- Application form for an SRS Storage Licence
- Application for a Dangerous Goods Site Licence
- Code of practice – Safe storage of solid ammonium nitrate
- Code of practice – Storage and handling of dangerous goods
- Guidance note – Licensing and exemptions for storage and handling
- Schedule of fees and charges
- Council of Australian Governments Agreement on Ammonium Nitrate – COAG meeting dated 25 June 2004

(available from the Resources Safety website at [www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety))

- Australian Dangerous Goods Code, 7th edition

(available from [www.canprint.com.au](http://www.canprint.com.au) or CanPrint. Phone: 1300 889 873)

## Applicant details

Licences can only be granted to an individual, a body corporate or a partnership.

An application for an individual must include a copy of the applicant's current motor driver's licence for proof of identity.

An application from a body corporate must be in the name as described on the certificate of incorporation, and the original certified copy of the certificate is to be provided with the application.

The following are also recognised as corporate bodies:

- Federal or State Government Departments
- Local Government authorities (Cities, Towns, Shires)
- Some semi-government organisations (e.g. Water Corporation, Western Power)

Where an unincorporated body owns / operates / leases premises or a site, or undertakes an activity (and does not wish, or is not eligible, to become incorporated (i.e. small businesses, associations, etc.) an eligible individual must be nominated to be the applicant.

An application from a partnership must include:

- the original certified copy of evidence of the partnership; and
- a statutory declaration from each partner stating:

- the name of the partnership
- the name, home address and contact details of all partners; and
- business in which the partnership is engaged.

The licence will be granted in the name of the partnership.

Applications may be received in respect to premises that are operating under a trust. The licence cannot be granted to a trust, but can be granted to, as an example, '*The trustees of the ABC Trust*'.

Applications from trusts must include:

- the original certified copy of a document which states the name of trust; and
- the name, home address and contact details of **at least one of the trustees**. If the nominated trustee is a body corporate or partnership, the documents required are the same as advised above for such entities.

Licences cannot be granted to business names or trading names.

Please ensure that a contact number is provided in case the Departmental assessor needs to clarify matters or seek additional information. A residential business is mandatory and may be supplemented with a post office address.

## Security clearances

It is a requirement that explosives related licence holders and people with unsupervised access to explosives or security risk substances possess a security clearance (and where necessary be a secure nominee of the licence holder). Key features of the assessment process are identity checks to confirm the status of applicants as well as national criminal history record checks including an ASIO clearance.

As a means of proof of a valid security clearance, individuals will be issued with a photographic security card valid for 5 years, and it will be subject to renewal. The security card will allow portability of the security clearance between employers.

**Individuals who wish to apply for a SRS Supply Licence must first obtain a WA Dangerous Goods Security Card.** Details are available on the Resources Safety website and application forms can be obtained from and lodged at participating post offices in Australia.

**A SRS Supply Licence held by an individual is only valid while the security clearance of the individual remains current.**

### Recognised security clearances

Western Australian explosives regulations recognise current explosives and Security Sensitive Ammonium Nitrate (SSAN) licences / permits issued by another State / Territory of Australia as being valid security clearances in this State. This does not apply for permanent residents of WA with more than 3 months residency. These are detailed in the following table:

State / Territory	Legislation
New South Wales	Explosives Regulations 2013
Queensland	<i>Explosives Act 1999</i>
South Australia	Explosives (Security Sensitive Substances) Regulations 2006
Tasmania	<i>Security Sensitive Dangerous Substances Act 2005</i>
Victoria	Dangerous Goods (Explosives) Regulations 2011 Dangerous Goods (HCDG) Regulations 2005
Northern Territory	None applicable
Australian Capital Territory	None applicable

Applicants from interstate, who do not possess a recognised security clearance will be required to obtain a WA Dangerous Goods Security Card in order for the application for licence to proceed.

## Relevant offence

The regulations require that all individuals who apply for any type of SRS licence must disclose to the Chief Officer:

- details of any relevant offence of which the person has been convicted; and
- details of any charge of a relevant offence against the person that is pending.

The term 'relevant offence' means any of the following:

- an offence against the *Dangerous Goods Safety Act 2004* and regulations;

- an offence against a law of another place that substantially corresponds to the *Dangerous Goods Safety Act 2004* and regulations; or
- an offence against a law of this State or another place, an element of which is the handling, storage or transport of explosives.

Two questions on this matter are contained in the application form and answers in the affirmative to either question must be supported by a separate sheet briefly describing details of the offence and/or charge including places, dates and penalties.

## Location of storage

Adequate information must be provided in the application to enable the precise location of the premises (at which the SRS are to be stored prior to supply as sale) to be recorded on the Resources Safety database for inspection purposes. If the site is located in a

remote area, please provide directions to enable a Dangerous Goods Officer to visit the site.

The space provided for specific land title information must be completed.

## Application lodgement

If you intend to apply for a licence, it is recommended that you contact an accredited dangerous goods consultant and work with them to have your submission developed. The processing time for compliant applications that do not need complex internal assessment is 20 business days.

Your consultant will normally complete the application form on your behalf, however the intended licensee must actually sign the application. The licensee is responsible for all matters associated with the day-to-day storage and handling of the dangerous goods, and will be held accountable for any breaches of the Regulations.

### Information for dangerous goods consultants

The following information will assist accredited dangerous goods consultants when lodging applications for licences.

### Lodgements by email

- Applies to applications for new licences.
- All emails are to be sent to [rsdcustomerservices@dmp.wa.gov.au](mailto:rsdcustomerservices@dmp.wa.gov.au) and not to individual DMP staff members. Any correspondence sent to this email address should only be submitted once and it will be actioned in a timely manner. This process ensures all applications can be tracked from time of lodgement.
- The original hardcopy application must still be forwarded by mail so that certified copies of supporting documents can be verified.
- The email should include a list detailing the names of all attachments.

Consultants are requested to utilise appropriate naming conventions for all attachments sent electronically so that DMP staff can easily identify the contents and make it easy for electronic document storage and retrieval.

### Licence fees

Please refer to the schedule of fees and charges on the Resources Safety website for the current fee applicable to this application for licence.

Only the licence fee for the first year of the licence is to be lodged with the application. Licence fees for subsequent years will be billed annually.

### Contact details

Tel: (08) 9358 8001  
 Email: [rsdcustomerservices@dmp.wa.gov.au](mailto:rsdcustomerservices@dmp.wa.gov.au)  
 Website: [www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety) for fees, forms, FAQs, guidance material and publications.

### Checking fees

These are only payable if the application has not been lodged through an accredited dangerous goods consultant. Checking fees are equal to the licence fee payable with the application.

### Lodgement

The completed application form, together with relevant documents and the relevant fee payable to the Department of Mines and Petroleum is to be mailed to:

Resources Safety  
 Department of Mines and Petroleum  
 100 Plain Street  
 East Perth WA 6004

or handed in person at:

Resources Safety  
 1 Adelaide Terrace  
 East Perth WA 6004

Office hours: 8.30 am to 4.30 pm

### Notes:

- **Licences cannot be issued over the counter.**
- **Please refer to the schedule of fees and charges on the Resources Safety website for the current fee applicable to this application for licence.**





Government of **Western Australia**  
Department of **Mines and Petroleum**  
Resources Safety

Application no. (office use only)

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***Dangerous Goods Safety Act 2004***

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ABN: 69 410 335 356

## 1. Applicant details

Please tick one of the following boxes and complete the relevant sections below:

Body corporate       Partnership       Individual       Trust

Body corporate (name as shown on certificate of incorporation)

ACN

- Individuals
- Partnerships (names of all partners)
- Trusts (name of at least one trustee)

Family name	Given names

(if insufficient space please attach a separate sheet)

An application from an individual must include a copy of their current motor driver's licence for proof of identity

An application from a partnership must include:

- a certified copy of evidence of the partnership; and
- a statutory declaration from each partner stating:
  - the name of the partnership
  - the name, home address and contact details of all partners; and
  - the business in which the partnership is engaged

An application from a trust must include a certified copy of a document which states the name of the trust

Name of the registered business or firm, partnership or trust

**Contact details** (all applicants)

Phone  Facsimile

Mobile  Email

ABN

**Business street address** (mandatory)

Unit no.  Street no.  Lot no.  Street  Type

Town / suburb  State  Postcode

**Postal address** (complete if different from above)

Unit no.  Street no.  Lot no.  Street  Type

PO box no.  Town / suburb  State  Postcode

**2. Relevant offence**

**The following questions must be answered if the applicant is an individual.**

Have you been convicted of any relevant offence?  Yes  No

Do you have a charge of a relevant offence pending against you?  Yes  No

If you answered 'yes' to either of the above questions please attach a separate sheet with details of your full name, date of birth, description of offence and/or charge, places, dates, penalties etc.

**3. Security clearance details**

**Completion of this section is mandatory where the applicant is an individual.**

WA Dangerous Goods Security Card number  Expiry date  /  /

**Or**

Recognised security clearance from another State / Territory of Australia

Licence / Permit description

Licence / Permit number

Expiry date  /  /  State issued

A certified copy of the licence / permit must be attached to the application.

**4. Location of SRS storage**

Will the supply of SRS involve the storage of SRS?  Yes  No

If 'No', move directly to part 5. If 'Yes', complete the following:

What is the licence number for the storage site?



### 5. Product details

Proper shipping name	Storage medium (loose bulk, packages, bulka bags, IBCs, containers, tanks)	Classification Code	UN no.	Maximum quantity stored (at any time)

### 6. Applicant's declaration (where the intended licence holder is not an individual, this declaration must be signed by a person within the business / firm who has authority to sign)

**I declare the information provided in this application and the documents provided in support of it, are true and correct. I understand that providing false or misleading information in an application is an offence.**

Name  Position

Signature of applicant  Date  /  /

### 7. Checklist (please tick the boxes to ensure your submission is complete)

- Completed and signed application form
- If a body corporate, the original certified copy of certificate of incorporation
- If a partnership, the following:
  - the original certified copy of evidence of the partnership
  - a statutory declaration from **each** partner stating (the name of the partnership; the name, home address and contact details of all partners; the business in which the partnership is engaged)
- If a trust, the following:
  - the original certified copy of a document which states the name of the trust
  - full name, home address and contact details of at least one of the trustees
  - if the nominated trustee is a body corporate or partnership, the documents required are the same as advised for such entities
- If an individual, a colour copy of the applicant's current motor driver's licence
- If applicable, a separate sheet briefly describing details of any relevant offence resulting in convictions, and/or charges pending (as per part 2)
- The original certified colour copy of an interstate recognised security clearance (if applicable as per part 3)
- Payment of the licence fee

**Incomplete applications cannot be processed and will be returned.**

**Licences cannot be issued over the counter. The processing time for compliant applications that do not require complex internal assessment is 20 business days.**

### 8. Payment details

Please forward your application and remittance by mail to:

Resources Safety — Department of Mines and Petroleum  
100 Plain Street, EAST PERTH WA 6004

Application no. (*office use only*)

SSU

Cheques and money orders should be made payable to: Department of Mines and Petroleum

#### Security risk substances supply licence

#### Complete this section if paying by credit card

Card number

Expiry date   /

Card type (*please tick*)  Mastercard  Visa

Cardholder's name

Amount  Signature of cardholder

Phone number of cardholder  Date   /   /