



**Australian Government**

**Australian Radiation Protection and Nuclear Safety Agency**

FACILITY LICENCE APPLICATION

# NUCLEAR INSTALLATION

Use this form to apply for a facility licence for a nuclear installation under section 32 of the *Australian Radiation Protection and Nuclear Safety Act 1998*. Applicants should refer to [Regulatory Guide: How to Apply for a Facility Licence for a Nuclear Installation](#) when completing this form.

REGULATORY SERVICES

REG-LA-FORM-240C v9

May 2016

**SECTION A – APPLICANT INFORMATION**

<b>DEPARTMENT OR COMMONWEALTH BODY:</b>	
<b>PORTFOLIO:</b>	
<b>PERSON MAKING THE APPLICATION: (Department Secretary, CEO or other authorised delegate<sup>1</sup>)</b> NAME: POSITION: BUSINESS ADDRESS: PH: FAX: EMAIL:	
<b>NOMINEE (where applicable):</b> NAME: POSITION: BUSINESS ADDRESS: PH: FAX: EMAIL:	
<b>RADIATION SAFETY OFFICER (or contact person)</b> NAME: POSITION: BUSINESS ADDRESS: PH: FAX: EMAIL:	

**DECLARATION (To be signed by the person making the application)**

I hereby declare that the information provided on this form and in support of this application is, to the best of my knowledge, complete and true in every particular.

Signed:

Date:

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<sup>1</sup>A copy of the instrument of authorisation must accompany the application if it has been signed by an authorised delegate.

## SECTION B – KIND OF NUCLEAR INSTALLATION & TYPE OF AUTHORISATION

Indicate the kind of nuclear installation and type of authorisation for which a licence is sought<sup>2</sup>

ITEM	KIND OF NUCLEAR INSTALLATION AND TYPE OF AUTHORISATION REQUIRED	CHECK
1	Preparing a site for a controlled facility, being a nuclear reactor that is designed: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) to have maximum thermal power of less than 1 megawatt	<input type="checkbox"/>
2	Constructing a controlled facility, being a nuclear reactor that is designed: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) to have maximum thermal power of less than 1 megawatt	<input type="checkbox"/>
3	Possessing or controlling a controlled facility, being a nuclear reactor: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) with maximum thermal power of less than 1 megawatt	<input type="checkbox"/>
4	Operating a controlled facility, being a nuclear reactor: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) with maximum thermal power of less than 1 megawatt	<input type="checkbox"/>
5	De-commissioning, disposing of or abandoning a controlled facility, being a nuclear reactor that: (a) was used for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) had maximum thermal power of less than 1 megawatt	<input type="checkbox"/>
6	Preparing a site for a controlled facility, being a nuclear reactor that is designed: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) to have maximum thermal power of 1 megawatt or more	<input type="checkbox"/>
7	Constructing a controlled facility, being a nuclear reactor that is designed: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) to have maximum thermal power of 1 megawatt or more	<input type="checkbox"/>
8	Possessing or controlling a controlled facility, being a nuclear reactor: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) with maximum thermal power of 1 megawatt or more	<input type="checkbox"/>
9	Operating a controlled facility, being a nuclear reactor: (a) for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) with maximum thermal power of 1 megawatt or more	<input type="checkbox"/>
10	De-commissioning, disposing of or abandoning a controlled facility, being a nuclear reactor that: (a) was used for research or production of nuclear materials for industrial or medical use (including critical and subcritical assemblies); and (b) had maximum thermal power of 1 megawatt or more	<input type="checkbox"/>
11	Preparing a site for a controlled facility, being a plant for preparing or storing fuel for use in a nuclear reactor of a kind mentioned in any of items 1 to 9	<input type="checkbox"/>

<sup>2</sup> Source: Table in clause 1 of Schedule 3A to the Australian Radiation Protection and Nuclear Safety Regulations 1999 (the Regulations)

ITEM	KIND OF NUCLEAR INSTALLATION AND TYPE OF AUTHORISATION REQUIRED	CHECK
12	Constructing a controlled facility, being a plant for preparing or storing fuel for use in a nuclear reactor of a kind mentioned in any of items 1 to 9	<input type="checkbox"/>
13	Possessing or controlling a controlled facility, being a plant for preparing or storing fuel for use in a nuclear reactor of a kind mentioned in any of items 1 to 9	<input type="checkbox"/>
14	Operating a controlled facility, being a plant for preparing or storing fuel for use in a nuclear reactor of a kind mentioned in any of items 1 to 9	<input type="checkbox"/>
15	De-commissioning, disposing of or abandoning a controlled facility, being a plant that was used for preparing or storing fuel for use in a nuclear reactor of a kind mentioned in any of items 1 to 9	<input type="checkbox"/>
16	Preparing a site for a controlled facility, being: (a) a nuclear waste storage facility that is designed to contain controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 7; or (b) a nuclear waste disposal facility that is designed to contain controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 8	<input type="checkbox"/>
17	Constructing a controlled facility, being: (a) a nuclear waste storage facility that is designed to contain controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 7; or (b) a nuclear waste disposal facility that is designed to contain controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 8	<input type="checkbox"/>
18	Possessing or controlling a controlled facility, being: (a) a nuclear waste storage facility that contains controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 7; or (b) a nuclear waste disposal facility that contains controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 8	<input type="checkbox"/>
19	Operating a controlled facility, being: (a) a nuclear waste storage facility that contains controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 7; or (b) a nuclear waste disposal facility that contains controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 8	<input type="checkbox"/>
20	De-commissioning, disposing of or abandoning a controlled facility, being: (a) a nuclear waste storage facility that formerly contained controlled materials with an activity that was greater than the applicable activity level prescribed by regulation 7; or (b) a nuclear waste disposal facility that formerly contained controlled materials with an activity that was greater than the applicable activity level prescribed by regulation 8	<input type="checkbox"/>
21	Preparing a site for a controlled facility, being a facility to produce radioisotopes, that is designed to contain controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 11	<input type="checkbox"/>
22	Constructing a controlled facility, being a facility to produce radioisotopes, that is designed to contain controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 11	<input type="checkbox"/>
23	Possessing or controlling a controlled facility, being a facility producing radioisotopes and containing controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 11	<input type="checkbox"/>
24	Operating a controlled facility, being a facility producing radioisotopes and containing controlled materials with an activity that is greater than the applicable activity level prescribed by regulation 11	<input type="checkbox"/>
25	De-commissioning, disposing of, or abandoning a controlled facility, being a facility that formerly produced radioisotopes and contained controlled materials with an activity that was greater than the applicable activity level prescribed by regulation 11	<input type="checkbox"/>

## SECTION C – FACILITY DETAILS

### ADDRESS OF THE NUCLEAR INSTALLATION

### PURPOSE OF THE NUCLEAR INSTALLATION

### DESCRIPTION OF THE NUCLEAR INSTALLATION AND ITS SITE

### TYPE OF AUTHORISATION *(complete relevant section)*

#### PREPARE A SITE FOR A NUCLEAR INSTALLATION

1. *Provide a detailed site evaluation establishing the suitability of the site*

2. *Describe the characteristics of the site, including the extent to which the site may be affected by natural and man-made events*

3. *Provide information about any environmental impact statement requested or required by a government agency, and the outcome of the environmental assessment*

#### CONSTRUCT A NUCLEAR INSTALLATION

1. *Describe the design of the controlled facility, including ways in which the design deals with the physical and environmental characteristics of the site*

2. *Describe any fundamental difficulties that will need to be resolved before any future authorisation is given*

3. *Describe the construction plan and schedule*

4. *Provide information about the preliminary safety analysis report that demonstrates the adequacy of the design of the facility and identifies structure, components and systems that are safety related items (include copy)*

5. *Describe the arrangements for testing and commissioning safety related items*

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#### POSSESS OR CONTROL A NUCLEAR INSTALLATION

1. *Describe the arrangements for maintaining criticality safety during loading, moving or storing nuclear fuel and other fissile materials at the controlled facility*

2. *Describe the arrangements for safe storage of controlled material and maintaining the controlled facility*

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#### OPERATE A NUCLEAR INSTALLATION

1. *Describe the structures, components, systems and equipment of the controlled facility as they have been constructed*

2. *Provide information about a final safety analysis report that demonstrates the adequacy of the design of the controlled facility, and includes the results of commissioning tests (include copy)*

3. *Describe the operational limits and conditions of the controlled facility*

4. *Describe the arrangements for commissioning the controlled facility*

5. *Describe the arrangements for operating the controlled facility*

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#### DECOMMISSION A NUCLEAR INSTALLATION

1. Describe the decommissioning plan for the controlled facility

2. Describe the schedule for decommissioning the controlled facility

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#### ABANDON (CLOSE) A NUCLEAR INSTALLATION

1. Provide results of decommissioning activities at the controlled facility

2. Provide details of any environmental monitoring program proposed for the site

### SECTION D – PLANS & ARRANGEMENTS

*Describe the plans and arrangements for managing the facility and any associated sources in the space provided AND/OR provide clear references to where this information may be found within accompanying documentation.*

*Identify trusted international standards relevant to the proposed facility and describe how these will be applied or taken into account.*

#### EFFECTIVE CONTROL ARRANGEMENTS

#### SAFETY MANAGEMENT PLAN

#### RADIATION PROTECTION PLAN

#### RADIOACTIVE WASTE MANAGEMENT PLAN

#### SECURITY PLAN

#### EMERGENCY PLAN

## ENVIRONMENT PROTECTION PLAN

## SECTION E – ASSOCIATED SOURCES

*Is there controlled material and/or controlled apparatus used in connection with the facility?*

*NO - proceed to Section G*

*YES - describe in the space below.*

*If Yes: identify codes and standards relevant to the source(s) and describe how compliance with the requirements of the code and/or standard will be achieved.*

## SECTION F – SOURCE DETAILS

*Complete the Excel Spreadsheet known as the Source Inventory Workbook (SIW) for any sources used in connection with the facility* [Click here for template](#)

Note: For sealed sources, a copy of any source certificate or special form certificate should accompany the application as per item 5(d) of Part 2 of the Regulations.

## SECTION G – MATTERS TO BE TAKEN INTO ACCOUNT BY THE CEO

### INTERNATIONAL BEST PRACTICE IN RADIATION PROTECTION AND NUCLEAR SAFETY

*Describe how international best practice in radiation protection and nuclear safety will be considered with respect to the facility.*

### INFORMATION ASKED FOR BY THE CEO

*Confirm that all information asked for by the CEO has been provided.*

### UNDUE RISK

*Provide information to show that there is no undue risk from radiation associated with the facility.*

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<sup>3</sup> Under regulation 42 of the Australian Radiation Protection and Nuclear Safety Regulations 1999, the CEO will also take into account the content of any submissions made by members of the public about the application, pursuant to a notice issued under regulation 40.



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**NET BENEFIT**

*Provide information that demonstrates a net benefit from the proposed conduct.*

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**ALARA**

*Provide information in relation to the proposed conduct to show that the magnitude of individual doses, the number of people exposed, and the likelihood that exposure will happen, are as low as reasonably achievable, having regard to economic and social factors.*

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**CAPACITY TO COMPLY**

*Provide information to show that the applicant has the capacity to comply with the Regulations and any licence conditions that may be imposed.*

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**AUTHORISED SIGNATORY**

*Confirm that the application has been signed by an office holder of the applicant or a person authorised by an office holder of the applicant.*

## CHECKLIST

ITEM	Check	N/A
1. Completed and signed Section A – Applicant information	<input type="checkbox"/>	<input type="checkbox"/>
2. Instrument of authorisation for authorised person	<input type="checkbox"/>	<input type="checkbox"/>
3. Organisational chart showing nominee	<input type="checkbox"/>	<input type="checkbox"/>
4. Completed Section B – Kind of facility & type of authorisation	<input type="checkbox"/>	<input type="checkbox"/>
5. Completed Section C – Facility Details	<input type="checkbox"/>	<input type="checkbox"/>
6. Documents to support Section C	<input type="checkbox"/>	<input type="checkbox"/>
7. Completed Section D – Plans and Arrangements (including relevant TIS)	<input type="checkbox"/>	<input type="checkbox"/>
8. Documents to support Section D	<input type="checkbox"/>	<input type="checkbox"/>
9. Completed Section E – Associated Sources (including relevant codes and standards)	<input type="checkbox"/>	<input type="checkbox"/>
10. Documents to support Section E	<input type="checkbox"/>	<input type="checkbox"/>
11. Completed Section F – SIW (on CD-ROM or email attachment)	<input type="checkbox"/>	<input type="checkbox"/>
12. A copy of any Sealed Source or Special Form Certificates	<input type="checkbox"/>	<input type="checkbox"/>
13. Completed Section G – Matters to be considered by the CEO	<input type="checkbox"/>	<input type="checkbox"/>
14. Documents to support Section G	<input type="checkbox"/>	<input type="checkbox"/>
15. CD-ROM of entire application including Section G (SIW) and all supporting documentation	<input type="checkbox"/>	<input type="checkbox"/>
16. CD-ROM of application suitable for public review <i>NOTE: The applicant must include alternative format of all documents (besides pdf) to satisfy <a href="#">Australian Government Web Accessibility guidelines</a></i>	<input type="checkbox"/>	<input type="checkbox"/>
17. Appropriate application fee	<input type="checkbox"/>	<input type="checkbox"/>

## SUBMITTING THE APPLICATION

This application form, all accompanying documentation, any CDs, and the appropriate application fee should be sent to:

The CEO of ARPANSA  
PO Box 655  
MIRANDA NSW 1490

OR

[licenceadmin@arpansa.gov.au](mailto:licenceadmin@arpansa.gov.au)

Note: If the email option is chosen, prior arrangements must be made for payment of the application fee either by cheque or electronic funds transfer before the application can be accepted. Arrangements should also be made for delivery of CDs.