

Application to Vary a User Licence to use regulated material in NSW (radioactive substances, radiation apparatus and sealed source devices)



ABN 43 692 285 758

Approved under s.9(2) Radiation Control Act 1990

Tax Invoice

for Financial Year 2016–17 (valid for applications to 30 June 2017)

- (1) This form is to be used by individuals who, when renewing their user licence, wish to vary their licence by adding a new activity or to modify an existing condition on their user licence.
- (2) This form is **not** to be used to apply for a new licence or to notify changes to your details such as name and address. For these changes, access the appropriate radiation user licence form from www.epa.nsw.gov.au/radiation/formdownload.htm.
- (3) Qualifications and experience pre-requisites apply to all licences to use regulated material. To find out if you meet the pre-requisites for the variations you are requesting, see www.epa.nsw.gov.au/radiation/licensing/licensingcriteria.htm.
- (4) An application fee must accompany this form.
- (5) Information on a licence to use is available at www.epa.nsw.gov.au/radiation/licensing/licenceuse.htm or by contacting the EPA on (02) 9995 5959.

1. Current user licence details

Please print clearly

Licence no.	Date of expiry	/	/	
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2. Requested changes to user licence

Please tick if you are upgrading from SPP (Supervised Practice Program) to a full licence.	<input type="checkbox"/>
Details of other requested variation(s) to licence	

3. Qualifications and experience

Where an applicant meets the qualification criteria (see the 'Radiation user licence – criteria' webpage) and supplies all relevant documentation, their user licence application will be considered a 'simple' application.

Details of additional qualifications, knowledge and experience that support your application (Attach copies of qualifications certified by one of the following: Justice of the Peace, Notary public, Commissioner of the Court or a Solicitor with a current practising certificate)

4. Ionising radiation apparatus

Details of all additional apparatus to be added to your current licence including maximum current (mA) and voltage (kVp). If space is insufficient, attach a separate list. Write N/A if no radiation apparatus is to be added to your licence.

Description of the equipment (e.g. cabinet x-ray equipment, mobile dental x-ray, CT scanner)	Maximum mA	Maximum kVp

5. Radioactive substances

Provide details of the radioactive substances to be added to your current licence stating all maximum activities in becquerels (Bq) or multiples thereof, e.g. kilo (k), mega (M), giga (G), tera (T). If space is insufficient, attach a separate list. For certain activities you do not need to provide details of radionuclides. These are marked with * on the 'Radiation user licence- criteria' webpage. Write N/A if no radioactive substances are to be added to your licence.

UNSEALED radioactive substances			SEALED radioactive substances		
Radionuclide	Max. activity (Bq)	Radionuclide	Max. activity (Bq)	Radionuclide	Max. activity (Bq)
Description of proposed use:					

6. Fit and proper persons

Please answer the following questions 'Yes' or 'No'

Yes	No	Has the licensee ever:
<input type="checkbox"/>	<input type="checkbox"/>	Contravened relevant legislation or held a licence, accreditation or other authority that has been suspended or cancelled under relevant legislation? ¹
<input type="checkbox"/>	<input type="checkbox"/>	In the previous 10 years been convicted of an offence involving fraud or dishonesty or been subject to a finding of professional misconduct or unsatisfactory professional conduct by a body that regulates or investigates complaints about health practitioners?
<input type="checkbox"/>	<input type="checkbox"/>	In the previous three years been an undischarged bankrupt or applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with his or her creditors or made an assignment of his or her remuneration for their benefit?
<input type="checkbox"/>	<input type="checkbox"/>	In the previous three years been subject of a winding up order or had a controller or administrator appointed, or been the director of a corporation that has been subject of a winding up order or had a controller or administrator has been appointed?
<p>If you answered 'Yes' to any of the above questions, you must attach a statement setting out the specific circumstances and why those circumstances should not prevent the licensee from holding a licence. In determining whether a person is a fit and proper person, the EPA may take into consideration any or all of the factors listed in section 5(1) of the <i>Radiation Control Act 1990</i>.</p> <p>¹ Relevant legislation means:</p> <p>(1) the <i>Radiation Control Act 1990</i> and Regulations (2) legislation of any other Australian jurisdiction relating to radiation control or protection, and (3) legislation (including legislation that has been repealed or legislation of another jurisdiction) prescribed by the regulations</p>		

7. Declaration (must be completed and signed by the licensee)

I declare that the information I have supplied in this application is not false or misleading in a material particular.

Name (please print)	Signature
Position	Date

Please note:

- The application fee (GST exempt) must accompany this form.

Variation of user licence fees 2016–17

Application fee – simple variation*	or	Application fee – application referred to RAC for variation
\$108		\$323

* A simple variation is where all the required information is supplied to the EPA and the applicant has met all the relevant criteria for the user licence sought.

- Send only certified copies of qualifications and credentials. **Do not send originals.**
- If the application is approved, a user licence with the variation will be sent to you.
- Your 'personal information' is collected and held by the EPA, 59 Goulburn Street, Sydney NSW 2000. The information is collected in order to process and consider your application. If you fail to supply all the information requested your application cannot be processed. The information may be used for other purposes relating to the administration and enforcement of the *Radiation Control Act 1990*. You have a right to access or correct your 'personal information' in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

***** INCOMPLETE APPLICATIONS CANNOT BE PROCESSED *****

Payment details

Payment can be made by credit card, cheque or money order. Cheques and money orders should be made payable to the NSW Environment Protection Authority in Australian currency.

Please note: a credit card payment fee of 0.4% applies.

Visa Mastercard Cheque Money order

Card Number: ____ / ____ / ____ / ____

Expiry: __ / __

Cardholder's name:

Amount: \$ _____

Cardholder's signature: _____

Telephone: ()

Checklist for applicants

Before sending your application, please ensure that:

- The applicable fee is attached.
- All relevant information has been supplied.
- Certified copies of required qualifications are attached.
- The form has been signed.

Send completed form to:

Licensing Team
Hazardous Materials, Chemicals and Radiation
Section
NSW Environment Protection Authority
PO Box A290
Sydney South NSW 1232
Tel: 131 555
Fax: 02 9995 6603
Email: radiation@epa.nsw.gov.au
Web: www.epa.nsw.gov.au/radiation