

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 2020–2021 (valid for applications to 30 June 2021)

- (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 Radiation forms (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 Radiation user licence – criteria (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 Radiation user licence (www.epa.nsw.gov.au/radiation/licensing/licenceuse.htm) or by contacting the EPA on 02 9995 5700

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. Enclose copies of supporting documents with your application

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. 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:					

Radioactive substances that exceed the [Radiation Advisory Council activity threshold](#) for certain licences will be referred to the Radiation Advisory Council for consideration.

6. 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:

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

Variation of user licence fees 2020–2021

Application fee – simple variation*	\$119

* 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.

Applications referred to the Radiation Advisory Council attract an additional fee of \$237. Please contact the EPA, prior to paying you application fee, if you think your application needs to be referred to the Radiation Advisory Council.

2. Send only copies of qualifications and credentials. **Do not send originals.**
3. If the application is approved, a user licence with the variation will be sent to you.
4. Your 'personal information' is collected and held by the EPA, 4 Parramatta Square, 12 Darcy Street Parramatta 2150. 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*.

Payment

Payment can be made by credit/debit card or by Electronic Funds Transfer. Payment must be in Australian Dollars

Amount: _____

Payment method:

Mastercard Visa EFT

Please note a merchant processing fee of 0.4% applies to all card payments.

Card number:

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Expiry date:

Cardholder's name and contact phone number: _____

Cardholder's signature: _____

Date: _____

Electronic Funds Transfer (EFT) Payments

Payment by EFT must be deposited to the following account:

Account Name: **EPA Operating Account**

BSB: **032 001**

Account No: **170 737**

Reference **Please quote your name**

If you make payments by EFT you must provide the remittance advice details to the EPA on the day the payment is made by email to dgrp.licensing@epa.nsw.gov.au. Failure to send the remittance advice may result in the EPA being unable to process your licence renewal application.

NB: The fee on this application is exempt from the GST by the Commonwealth Treasurer's determination under Division 81 of *A New Tax System (Goods and Services Tax) Act 1999*.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

Before sending your application, please ensure that:

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

Send completed form to:

Regulatory and Compliance Support Unit
NSW Environment Protection Authority
Locked Bag 5022
Parramatta NSW 2124
Tel: 9995 5700

Email: dgrp.licensing@epa.nsw.gov.au
Web: www.epa.nsw.gov.au/radiation

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