



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Application for a security sensitive ammonium nitrate (SSAN) storage licence

Dangerous Goods Safety Act 2004

Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007

ABN: 69 410 335 356

Use this form to apply for or amend a security sensitive ammonium nitrate (SSAN) storage licence.

Applying for a licence

The Department wants to ensure that security sensitive ammonium nitrate (SSAN) are kept securely. Under the Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007 (SSAN Regulations) a security sensitive ammonium nitrate is any substance containing more than 45% ammonium nitrate, unless it is an explosive or an aqueous solution.

This application seeks information on a number of important matters relating to security. It is essential that the person completing this application has an understanding on how to secure the storage of SSAN from unauthorised access.

The Department 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 Department checking fee does not apply.

The Department officers can also assess applications for a SSAN 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 the Department without accredited consultant endorsement is approximately three months and checking fees apply. If your submission is deficient, the processing time may be increased.

The various guidance notes and codes of practice on ammonium nitrate and dangerous goods storage that are listed under reference material at the end of this section should be read in conjunction with the information provided in this application form.

Who needs a licence?

Any person who stores a quantity of a SSAN at a place, in bulk or packages, must hold at least one of the following licences that relates to the SSAN and authorises the storage of that quantity at that site:

- an SSAN Storage Licence; or
- an SSAN Manufacture Licence.

The SSAN Regulations do provide for a number of situations where an SSAN Storage Licence is not required because of the type of place where storage occurs; other relevant dangerous goods licences are already held; or the quantity of SSAN involved is small:

- A licence is not required if the person already holds:
 - a Shotfiring Licence that relates to the SSAN and stores not more than 100 kg of the SSAN for use by the person at the site; or
 - an Explosives Storage Licence and stores the SSAN in accordance with that licence as if the SSAN were an explosive; or
 - an SSAN Fertiliser Licence that relates to the SSAN and the product is stored for use by the person.
- A licence is not required if:
 - the person controls and manages a commercial laboratory; and
 - the person stores the SSAN in a laboratory for analytical or research purposes that do not involve the manufacture of an illegal product; and
 - there is not more than 3 kg of any SSAN in the laboratory.
- A licence is not required if:
 - the person is an educational institution or government organisation, or employed by one; and
 - the person stores the SSAN at the premises of the institution or organisation for analytical, educational or research purposes that do not involve the manufacture of an illegal product; and
 - there is not more than 3 kg of any SSAN at the premises.
- A licence is not required if:
 - the person holds an SSAN Transport Licence; and
 - the person stores the SSAN at the site while it is in transit; and
 - the person stores the SSAN at the site in containers that are not opened at the site; and
 - SSAN is not used at the site.

General requirements

The SSAN Storage Licence is issued for 5 years.

Licences can only be granted to an individual, body corporate or a partnership. 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; and
- holds a current WA Dangerous Goods Security Card (DGSC).

Supervised and unsupervised access – what does this mean?

For the purposes of these regulations an individual is **supervised** by another person while he or she has access to a SSAN 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 SSAN is controlled by the other person.

A licence holder may authorise a person to have access to the SSAN 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 SSAN is to be unsupervised the person must possess a security clearance and be recorded by the licence holder as a secure nominee.

Secure nominees

Holders of SSAN licences may authorise persons to have unsupervised access to SSAN 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 SSAN 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 SSAN.

Approved activities with SSAN

In order to obtain a SSAN Storage Licence a legitimate purpose must be demonstrated. This includes the use for manufacture of commercial explosives and non-SSAN products such as nitrous oxide; use in laboratories for research, teaching and testing; and fertiliser use by primary producers.

Non-approved uses – ammonium nitrate products

Licences will not be issued for products containing more than 45% ammonium nitrate in solid form where the purpose

is for household use or the fertilisation of recreational grounds such as sports grounds, parks and gardens.

Furthermore, the sale of cold packs containing ammonium nitrate for first aid and camping uses is not permitted.

Obligations of the licence holder

Licence holders have an obligation to:

- must take all reasonable measures to ensure that an unauthorised person does not have unsupervised access to the SSAN;
- must ensure the SSAN is stored in a way that enables any loss or removal to be identified quickly;
- for packaged SSAN must keep an inventory for the place where stored and perform a stocktake at least once a month; and
- must inspect the place at least once a month.

Reference materials

Further information:

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007
- Dangerous Goods Safety (Explosives) Regulations 2007
- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007

(downloads of the Act and regulations are available free on the Department of Justice website at www.legislation.wa.gov.au)

- Application 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 for a Dangerous Goods Site Licence
- Application for a SSAN Fertiliser Licence
- Application for a SSAN Manufacture Licence
- Code of practice – Safe storage of solid ammonium nitrate
- Code of practice – Storage and handling of dangerous goods
- Council of Australian Governments (COAG) agreement of 25 June 2004 on counter terrorism measures
- Dangerous goods safety bulletins
- Dangerous goods safety guidance note – Storage of explosives
- Guidance Note – Licensing and exemptions for storage and handling
- List of companies and consultants approved to examine and endorse dangerous goods storage proposals
- National Ammonium Nitrate Guidance Notes No. 1–4
- Template for a Security Risk Assessment and Security Plan – SSAN Storage
- Schedule of fees and charges

(available from the Department website at www.dmirs.wa.gov.au)

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

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 SSAN Storage Licence must first obtain a WA Dangerous Goods Security Card.

Details are available on the Department website and application forms can be obtained from and lodged at participating post offices in Australia.

A SSAN Storage 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 SSAN 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 land title information must be provided to enable the precise location of the site or compound for pre-licence assessment and for future inspection purposes. Applicants must wherever possible provide Global Positioning System (GPS) coordinates that may be specified as:

- longitude / latitude (geographic) coordinates using the Geocentric Datum of Australia 1994 (GDA94); or
- eastings / northings (projected) coordinates which should be in Map Grid of Australia (MGA94) metres east (X) and metres north (Y) and specify the zone.

For example, GPS coordinates for ABC Explosives Storage Site - Geographic: 121°29'28"E, 30°44'24"S (or in decimal degrees 121.4913°E, 30.7399°S).

Projected: 355574.17, 6598246.30, zone 51

Complimentary site information can include Certificate of Title (CT) number, mine site tenement number, Reserve number/name (e.g. 38575/Baldivis, 3540/Kalgoorlie).

Site plans

Two plans must be submitted:

- One is to show the whole premises (e.g. a mine site, explosives reserve, farming property). This plan is to incorporate the location of all explosives and SSAN sites or compounds regardless of ownership and the relationship of the SSAN storage to surrounding roads, buildings, plant, dangerous goods storages, etc.
- The other plan is to show the individual site or compound that is the subject of this application and the relationship of the SSAN storage to all other facilities and storages within the site.

Both plans are to be to scale, indicate true north and show distances in metres.

Security plans

A security plan that describes how the applicant will meet minimum requirements must be prepared and lodged with the application form. The content of a security plan is referred to in regulation 31 of the Dangerous Goods Safety (Security Sensitive Ammonium Nitrate) Regulations 2007. In essence, a security plan will address:

- security risk assessment;
- personnel management;
- site security; and
- procedures.

The format of a security plan is not prescribed and applicants have flexibility in this area providing that all necessary elements of the plan are addressed.

The licence holder and the person representing the company as the person responsible for implementing the security plan are both required to implement and comply with the security plan.

The security plan has been declared a 'safety management document' for the purposes of sections 3 and 10 of the *Dangerous Goods Safety Act 2004* and this gives Dangerous Goods Officers the power to order improvements and updates to security plans, as well as allowing the Chief Officer to order third-party audits of the plans, paid by the licence holder.

SSAN storage facilities, fire protection and security

The SSAN to be stored:

- in approved receptacles or in an approved manner at the principal business address; or
- in registered explosives magazines or other facilities at another approved location, such as an explosives reserve.

For storage that is at the principal business address, the following details are to be provided:

- A detailed and scaled site plan covering the location of the building to all other buildings and boundaries on the site, as well as buildings and roads external to the site to a distance of 50 metres;
- The location and description of any dangerous goods stored on site; and

- The internal layout of the building being used indicating all openings, fire protection (extinguishers, alarms, etc.), security arrangements and places that are accessible to the public.

As a minimum, there must be a 60B dry chemical powder fire extinguisher in a readily accessible location to the proposed SSAN storage.

For storage that is in magazines or other facilities at another location, the following information is to be provided:

- Confirmation that magazines are constructed to Australian Standard AS 2187.1-1998, or an approved equivalent and registered with the Department;
- A scaled site plan showing the location of all magazines, separation distances to other buildings and boundaries; and
- Security arrangements that are or will be in place.

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 approximately 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 cso@dmirs.wa.gov.au and not to individual DMIRS 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 DMIRS 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 Department website for the current fee applicable to this application for licence.

Contact details

Tel: (08) 6251 2300
 Email: cso@dmirs.wa.gov.au
 Website: www.dmirs.wa.gov.au for fees, forms, FAQs, guidance material and publications.

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.

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, Industry Regulation and Safety is to be mailed to:

Department of Mines, Industry Regulation and Safety
 Dangerous Goods Licensing
 Locked Bag 100
 East Perth WA 6892

or handed in person at:

Level 1, 303 Sevenoaks Street
 Cannington WA 6107

Business 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 Department website for the current fee applicable to this application for licence.*

3. Relevant offence

The following questions must be answered by the applicant if 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.

4. 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.

5. Location of SSAN site

Trading name (if different from applicant name)

Address

Unit no. Street no. Lot no. Street Type

Town/suburb Postcode

Site phone Site fax

Site email

Additional location information (if there is no valid street address)

Global positioning system (GPS) coordinates (if available)

Geographic (GDA94): Latitude Longitude **AND/OR**

Projected (MGA94): Easting Northing Zone

Land title information

Certificate of Title (CT) number

Mine site tenement number

Reserve name or number (e.g. Baldivis or Kalgoorlie)

6. Product details

Proper shipping name	Maximum quantity (stored at any one time)	Packaging type (loose bulk, packaged bulka bags)	Classification code	UN number

7. Site plans

Two site plans are to be submitted.

- A plan covering the whole property and its relationship to adjoining properties, roads, buildings, etc.
- A plan covering the actual site / compound the subject of this application.

Both plans are to be to scale, indicate true north and show distances in metres.

8. 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 / /

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

- Completed and signed original application form
- The original certified copy of certificate of incorporation (if applicable)
- 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 3)
- The original certified colour copy of an interstate recognised security clearance (if applicable as per part 4)
- A copy of the security plan for the storage of SSAN
- A plan of the whole property showing relative location of SSAN to adjacent properties, roads and dangerous goods storages (as per part 7)
- A plan of the actual SSAN storage site the subject of this application (as per part 7)
- 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 need a complex assessment is approximately 20 business days.

10. Payment

Payment must be made by Visa or Mastercard credit cards. You will be contacted by telephone for payment on the telephone number provided in your application.

If a person other than yourself is to pay for this application, please provide relevant contact details below. **Incomplete information may delay the processing of your application.**

Payment contact details

Payer name *(must be completed even if a company is paying)*

Payer company *(if a third party company is paying)*

Payer daytime phone number

Payer mobile number

Payer email address

11. Enquiry contact details**Business address**

Department of Mines, Industry Regulation and Safety
Dangerous Goods Licensing
Level 1, 303 Sevenoaks Street (entrance on Grose Avenue)
Cannington WA 6107

Business hours: 8.30 am to 4.30 pm

Phone: (08) 6251 2300

Email: cso@dmirs.wa.gov.au

Postal address

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