



# Application for a dangerous goods site licence

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Applying for, amending or  
transferring a dangerous  
goods site licence



# Applying for a licence

## Introduction

Resources Safety administers the legislation for safe storage and handling of dangerous goods in Western Australia.

Under the Dangerous Goods Safety Act 2004, sites storing or handling dangerous goods may require licensing and compliance with the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 and the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007, if applicable. If ammonium nitrate is being stored or handled at a site, then compliance with the Dangerous Goods Safety (Security Risk Substances) Regulations 2007 may also apply.

The development and preparation of proposals to store dangerous goods is a complex undertaking. It requires compliance with the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 and a wide range of laws and standards. While Resources Safety does not provide technical advice to people wishing to store dangerous goods, it has prepared guidance material on the requirements for licensing of a dangerous goods site.

Resources Safety has accredited a number of consultants who are approved to prepare and submit dangerous goods storage and handling proposals. When you have a consultant endorse your proposal as complying with the regulations, the Resources Safety examination fee is waived. Most submissions are received in this way.

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

Dangerous goods site licences are issued on a three yearly basis and may be renewed.

## Does my site need to be licensed?

There are numerous factors to be considered depending on type of product being stored and handled, method of storage (ground level, underground, packages, manufacture or process, etc.) containment, quantity and location.

Of particular note, is the need for licence applications to include locations where dangerous goods may be manufactured or processed at the site and the quantities involved.

To answer these questions please refer to Dangerous Goods Safety Guidance Note S01/09 – licensing and exemptions for storage and handling of dangerous goods or alternatively contact an accredited dangerous goods consultant, both of which are listed in the reference material section below.

Many people storing or handling licensable quantities of dangerous goods prior to 1/3/2008 may have let their licence lapse. After 1/3/2008, dangerous goods sites that were **not the subject of a valid licence** (i.e. paid up) are no longer considered licensed and do not comply with the regulations. Site operators need to determine if their dangerous goods storage is either:

- below manifest levels in which case the site does not need to be licensed, but certain safety provisions must be maintained; or
- above manifest levels in which case a new application for licence must be submitted. Please contact an accredited dangerous goods consultant for further assistance.

The regulations require that where licensing of dangerous goods sites is required, then storage and handling of dangerous goods is not to take place until such time as the licence has been issued by Resources Safety. It is essential that matters relating to design, construction, location and associated items comply with the regulations and approved codes of practice e.g. relevant Australian Standards.

The flowchart on page 12 will help you determine whether your site needs to be licensed.

## Major hazard facility (MHF) notification

Licensed dangerous goods sites above certain thresholds are subject to assessment to determine if they are to be managed as MHFs under the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007.

Typically, all applications for dangerous goods sites where dangerous goods may be present above a critical quantity of 10% of the major hazard facility threshold are considered by the Chief Officer to determine if the site should be declared as a MHF. Some critical quantities at which notification is required for dangerous goods sites as potential MHFs are given below.

Proper shipping name	UN no.	Critical quantity (tonnes)
Ammonia, anhydrous	1005	20
Ammonium nitrate	1942	250
Ammonium nitrate based fertiliser	2067	500
Ammonium nitrate emulsion	3375	20
Chlorine	1017	2.5
LP gas	1075	20
Petrol	1203	5000
Sodium cyanide	1689	2

Further information on the notification process is available on the Resources Safety website.

## Native title matters

The United Nations Declaration on the Rights of Indigenous Peoples published March 2008, and supported by the Australian Federal Government, contains the following article which is for the attention of all applicants:

### Article 29(2)

'States shall take effective measures to ensure that no storage or disposal of hazardous materials shall take place in the lands or territories of indigenous peoples without their free, prior and informed consent.'

## Reference material

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007
- Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007

(downloads 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))

- Dangerous Goods Safety Guidance Note S01/09 - Licensing and exemptions for storage and handling of dangerous goods
- Code of practice for the design, installation and operation of underground storage systems
- Code of practice for the storage and handling of dangerous goods
- Dangerous goods sites - emergency planning code
- Operator notification form - Schedule 1 substances - MHF regulations
- List of companies and consultants approved to examine and endorse dangerous goods storage and handling proposals
- Schedule of prescribed fees and charges for dangerous goods licences

(available from [www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety))

# Application type

(refer to part 1 of application form)

So that your application may be processed, the type of application being submitted must be clearly identified, e.g.:

- Application for a new licence (N)
- Application for additional storage to an existing licence (A)
- Application for a reduction in storage to an existing licence (R)
- Transfer of a current licence to another party (T)

## Amendments to existing storage and handling licence

If you are reducing dangerous goods quantities on an existing licence, you can lodge the application directly with Resources Safety, without going through a consultant. If the storage or handling system is being completely removed, including all product, containers and tanks, then advice to that effect can be provided, on business letterhead, and signed by a senior manager.

However, where products are being added, a submission must be prepared for Resources Safety and it is recommended you contact a dangerous goods consultant to prepare a submission if required. It is not necessary for

an application form to be lodged on all occasions that dangerous goods storage is increased.

On the application form only include the additional products. Resources Safety will add them to the licence (either as single line entries or amendments to an aggregated figure) and forward a revised licence. Should your increase in storage or handling make your licence subject to a higher licence fee, a pro-rated portion of the new fee is payable. An example of how to perform the calculation is as follows:

'ABC Petroleum Pty Ltd applies to increase storage at their site which necessitates the payment of a higher licence fee. Some details of the licence are:

- current licence expiry date – 4/5/2011
- date of amendment application – 3/10/2009
- 3 year licence period (5/5/2008 – 4/5/2011) = 1095 days
- Licence period at lesser fee of \$540 – (Amount A) – 5/5/2008 to 2/10/2009
- Licence period at higher fee of \$1800 – (Amount B) – 3/10/2009 to 4/5/2011

**Step 1**

Calculate amount that should have been paid at the lesser rate:

Amount A

=  $\frac{\text{number of days in first part}}{\text{total number of days in 3 yrs licence period}} \times \text{prescribed licence fee}$

=  $\frac{516}{1095} \times \$540$

= \$254.47

**Step 2**

Calculate amount that should have been paid at the higher rate:

Amount B

=  $\frac{\text{number of days in second part}}{\text{total number of days in 3 yrs licence period}} \times \text{prescribed licence fee}$

=  $\frac{579}{1095} \times \$1800$

= \$951.78

**Step 3**

Calculate total amount payable over the 3 year licence period:

= Amount A + Amount B

= \$254.47 + \$951.78

= \$1,206.25

= \$1,206 (rounded **down** to nearest dollar)

**Step 4**

Calculate pro rata amount to be paid.

= (total amount payable over 3 yrs) less (monies already paid)

= \$1,206 - \$540

= **\$666**

**Transfer of licence**

The regulations allow for licences to be transferred from one party to another, and such matters are normally addressed as part of property settlement action. It is the responsibility of the new owner/occupier of the site storing or handling dangerous goods to lodge an application form with Resources Safety. A letter from a settlement agency advising of a change of ownership **will not be** accepted as sole evidence of the transfer.

Refer to the table below to determine your particular circumstances and the documentation that must be provided:

	Circumstances of transfer		
	With no changes in products stored / handled	With changes in products stored / handled	Where licence has expired
<b>Documentation</b>			
• Application form	Yes	Yes	Yes
• Action box to be ticked on application form	<b>T</b>	<b>A and T</b>	<b>N</b>
• Accredited consultant endorsement	No	Yes	Yes
• Licence fees	Not during the current licence period	Additional fees may be required (refer to section above on amendments to storage)	Treat as new licence and full 3 year fees payable
• Examination fees	No	Yes, if application not endorsed by accredited consultant	Yes, if application not endorsed by accredited consultant
• Transfer fees	No	No	N/A
• Copy of existing licence (obtained from previous licensee)	Yes	Yes	Provide copy of expired licence
• Written report on safe operation of site including risk assessment	Yes	Yes	Yes
• Copy of current manifest	Yes	Yes	Yes
• Copy of current site plan	Yes	Yes	Yes
• Emergency plans	Only if above 10 times manifest	Only if above 10 times manifest	Only if above 10 times manifest

If the licence in question is not current then transfer is not permitted. In these situations an application by the new owner/occupier will be dealt with in the same manner as any other new application (i.e. endorsed by an accredited dangerous goods consultant or appropriate examination fees lodged).

## Applicant details

(refer to part 2 of application form)

Licences can only be granted to an individual, a body corporate or a partnership. An application from a body corporate must be in the name as described on the certificate of incorporation, and a 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:

- 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
- 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:

- a 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**.

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 matter or seek additional information. A residential business address is mandatory and may be supplemented with a post office address.

## Location of storage and handling facility

(refer to part 3 of application form)

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 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).

This data is also used for dangerous goods emergency management purposes in cases of accidents and incidents and therefore it is important that there is no confusion between lot numbers and street numbers.

# Details of proposed storage and handling

Part 4 of the application form requires details of products stored and handled and a suggested approach to completing the table is as follows:

## Step 1 - from the details on your manifest extract and enter individual line entries for:

- Packing group I substances over 50 L or kg
- Division 2.1 products
- Division 2.3 products
- Underground tank storages (regardless of product)
- Security risk substances (e.g. ammonium nitrate)
- Goods too dangerous to transport

For all entries made under this step, proper shipping names will be described in the manner of petrol, LP gas, ammonium nitrate, chlorine etc.

## Step 2 - from the manifest, extract and enter all other dangerous goods in storage or processing for:

- Packing group II and III dangerous goods where quantities of the same class or division may be aggregated, regardless of whether in storage or process (i.e. one line entry for Class 3 Flammable liquids)
- C1 Combustible liquids
- Dangerous goods of Division 2.2 (except aerosols)

Where there are aggregated entries of the same class or division please use the following generic descriptions:

Class or division	Description
2.2	Non flammable non toxic gas
3	Flammable liquid
4.1	Flammable solid
4.2	Spontaneously combustible
4.3	Dangerous when wet

Class or division	Description
5.1	Oxidising agent
5	Organic peroxide
6.1	Toxic
8	Corrosive
9	Miscellaneous DG
C1	Combustible liquid

### 1. Column 1 - tank or place identifier

This information is mandatory for underground tanks but optional for all other storage.

### 2. Column 2 - location of place

This information is optional and relates to where the dangerous goods are located within the site boundaries.

### 3. Column 3 - depot type

This information is mandatory for all underground tank storage.

#### Package (drum or cylinder) stores

PDA - depot in the open air

PDB - depot within a building

PDC - fully enclosed room within another building

#### Tank stores

UTD - underground tank

GTD - tank situated normally at ground level

ETD - elevated tank (bottom of tank at least 2 m above ground level)

GTS - self banded ground tank

**IBCs depots**

IDA - storage of IBCs outside a building

IDB - storage of IBCs within a building

**Other depots**

BSS - loose storage of solids in bulk

PP - process or manufacturing plant

**4. Column 4 - maximum quantity**

Expressed in kilolitres (kL) for liquids or gases, and tonnes (t) for solids. For gases, please ensure that the amount stated is the total water capacity for all cylinders / tanks in storage.

**5. Column 5 - installation type**

To indicate what type of installation or change is taking place, one of the following indicators must be inserted for each line of product shown in this part of the form:

- N - for new installations not previously licensed;
- A - for additional installations on existing licences;
- E - for existing installations (for use on licence transfers);
- R - for existing installations where storage is reduced or removed.

**6. Columns 6 to 10 - technical information**

Technical information such as United Nations (UN) no., dangerous goods Class or Division, subsidiary risk, packing group, proper shipping name, etc. may be sourced from the manufacturer/supplier, MSDS, or the Australian Dangerous Goods Code (ADG), 7<sup>th</sup> edition. Combustible liquids do not have UN numbers.

The following examples may assist you when completing this section of the application form.

**Example 1**

Service station with 5 underground tanks at 20 kL each (3 x petrol UN 1203 and 2 x diesel C1 Combustible liquids) plus 1 x 7.5 kL aboveground tank of LP gas (UN 1075).

Tank or depot ID (optional except UTDs)	Location of depot (optional)	Depot type (all UTDs)	Maximum quantity stored or handled on site (kL or t)	Installation type N- new A - additional E - existing R - reduction	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
1		UTD	20 kL	N	1203	3		II	Petrol
2		UTD	20 kL	N	1203	3		II	Petrol
3		UTD	20 kL	N	1203	3		II	Petrol
4		UTD	20 kL	N	-	C1			Diesel fuel
5		UTD	20 kL	N	-	C1			Diesel fuel
6		UTD	7.5 kL	N	1075	2.1			LP gas

## Example 2

Warehouseing site with indoor and outside storages of:

- Package store, Class 3, PG II/III – 500 kL
- Package store, Division 4.1, PG II/III – 200t
- Isopropylamine UN 1221, Class 3 sub risk 8, PG I – 40 kL (package stores)
- Hydrogen peroxide UN 2015, Division 5.1, PG I – 1000 kL (50 x 20 kL ISO tanks)
- Chlorine (300 x 1 t drums) UN 1017, Division 2.3 – 240 kL (1t drum = 0.8kL)

Tank or depot ID (optional except UTDs)	Location of depot (optional)	Depot type (all UTDs)	Maximum quantity stored or handled on site (kL or t)	Installation type N- new A - additional E - existing R - reduction	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
			500 kL	N	-	3			Flammable liquids
			200 t	N	-	4.1			Flammable solids
			40 kL	N	1221	8		I	Isopropylamine
			1000 kL	N	2015				Hydrogen peroxide stabilized
			240 kL	N	1017	5.1/8		I	Chlorine

## Example 3

Minesites that stores and handles:

- Cyanide solution in storage and process plant, 100 kL in storage + 350 kL in process (UN 1935, Div 6.1, PG I)
- ANE Emulsion tanks 150 kL in 3 tanks (UN 3375, Div 5.1, PG III)
- Ammonium nitrate prill – 600 tonnes (UN 1942, Div 5.1, PG II)
- Potassium amyl xanthate – 200 tonnes Div 4.2, PG II
- Sulphuric acid 5 x 100 kL tanks, Class 8, PG II
- Diesel tanks – 2 x 110 kL GTS for refuelling
- Sodium hydroxide solution in tanks – 1 ML in storage tank and 5 ML in process plant (UN 1824, Class 8, PG II)
- Liquid oxygen tank – Div 2.2, 15 kL tank
- 2 x 7.5 kL LP Gas tank for heating UN 1075, Div 2.1
- 6 x 55 L cylinders chlorine, Div 2.3 = 330 L

Tank or depot ID (optional except UTDs)	Location of depot (optional)	Depot type (all UTDs)	Maximum quantity stored or handled on site (kL or t)	Installation type N- new A - additional E - existing R - reduction	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
			6500 kL	N		8			Corrosive substances
			15 kL	N		2.2			Non-flammable, non-toxic gas
			200 t	N		4.2		II	Spontaneously combustible substances
			200 kL	N		C1			Diesel fuel
			450 kL	N	1935	6.1		I	Cynaide solution, N.O.S.
			150 kL	N	3375	5.1		II	Ammonium nitrate emulsion
			600 t	N	1942	5.1		III	Ammonium nitrate
			15 kL	N	1075	2.1			LP gas
			0.33 kL	N	1017	2.3	5.1/8		Chlorine

## Description of business operations

This information is sought to enable effective inspection activities and to allow for a better understanding of the types of businesses and operations that are involved in the storage and handling of dangerous goods. The

allocation of your site to particular types, groups and industry also assists Resources Safety to quickly identify and contact affected groups with safety alerts, or to relate specific changes to regulations.

## Site plans and manifest

The need for detailed location and site plans is essential to enable Dangerous Goods Officers to make an accurate assessment of the application.

A draft copy of the manifest detailing all the dangerous goods stored and handled at the site must also be submitted with the application.

The Dangerous Goods Safety Guidance Note S01/09 - Licensing and exemptions for storage and handling of dangerous goods, includes a complete list of the essential items that must be included in each plan.

Both the site plans and manifest must comply with Schedule 3 of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007.

## Emergency plans and site operation reports

### Emergency plans

The operator of a dangerous goods site must ensure that a written emergency plan for dealing with any dangerous situation associated with the storage and handling of dangerous goods at the site is prepared in accordance with the Dangerous Goods Sites - Emergency Planning Code. Copies of the code can be downloaded from the Resources Safety website.

The emergency plan applies where the quantities stored at the site exceed the relevant quantities specified in the 'Manifest Quantity' in Schedule 1 of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007.

If dangerous goods are stored or handled at the site in quantities that are 10 times greater than the manifest quantities, the operator must send to the Chief Officer, in

an electronic format approved by the Chief Officer, a copy of any part of the plan specified in the code.

A copy of the emergency plan must be located at the dangerous goods site and be made available to a Dangerous Goods Officer, the Chief Officer or FESA upon request.

### Site operation reports

It is a requirement that the applicant, or an accredited dangerous goods consultant, must prepare and submit a written report demonstrating that the dangerous goods site detailed in the application can be operated in accordance with Division 1 of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007, and in any event with minimal risk to people, property and the environment.

The report mentioned above must include a risk assessment.

## Consultation with other agencies

Other agencies administer legislation covering land development and use near sensitive water resources including proclaimed public drinking water sources, managed waterways, conservation valued wetlands, flood plains and sites where the ground water may contact underground chemical storage systems, to ensure these waters are protected from contamination.

The following agencies should be consulted about this application and may impose additional assessment and approval processes.

### Department of Water (DoW)

Proposals for the storage and handling of dangerous goods near sensitive waters described above (apart from wetlands and the Swan-Canning estuary) should be referred to the nearest regional office of the DoW for assessment and advice which may include recommended constraints.

DoW's regional officers can advise on the location of sensitive water resources or alternatively you may phone their head office in Perth on 6364 7600. The DoW website ([www.water.wa.gov.au](http://www.water.wa.gov.au)) can provide the following relevant information:

- Select *Contact Us* for location details of DoW offices.
- Select *Maps, data and atlases > Geographic data atlas*, expand *Environment* for maps depicting sensitive areas, use plan and scrolling tools to view regulated water resources.
- Select *Water Quality > Publications* for copies of published source protection plans and water quality protection notes.

### Swan River Trust (the Trust)

For dangerous goods installations that are close to the Swan and Canning River systems, notification to the Trust is required prior to lodgement with Resources Safety. Discharge direct into these river systems, or via

the associated drainage networks, can have significant health and environment implications. With prior knowledge of where dangerous goods are to be stored and handled the Trust is able to prepare emergency response plans to handle any incident that may arise.

The installation of underground fuel storage tanks within the Swan River Trust Development Control Area is considered development and requires approval of the Minister under the *Swan and Canning Rivers Management Act 2006*. The Trust can provide applicants with specific information on the process for obtaining such approval.

#### Contact details:

Swan River Trust  
Level 1, Hyatt Business Centre  
20 Terrace Road  
EAST PERTH WA 6004  
Tel: (08) 9278 0900  
[www.swanrivertrust.wa.gov.au](http://www.swanrivertrust.wa.gov.au)

### Department of Environment and Conservation (DEC)

The incorrect storage and handling of dangerous goods or incidents involving the spillage of such products can have serious consequences for the environment, including contamination of aquatic ecosystems e.g. conservation wetlands. For this reason, all applications for new licences or amendments to existing licences will be brought to the attention of DEC by Resources Safety.

#### Contact details:

Manager, Works Approval and Licensing Section  
Environmental Regulation Division  
Department of Environment and Conservation  
Locked Bag 104  
BENTLEY DC WA 6983

## Local Authority details

The Local Authority for the area covering your dangerous goods site will be provided with a copy of your application at the time your licence is issued. This action is to ensure that Local Authorities are aware of

what dangerous goods are being stored and handled within their area of jurisdiction and to assist with land use planning issues.

# Application form

If you wish to apply for a Dangerous Goods Site Licence, it is recommended that you contact an approved 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.

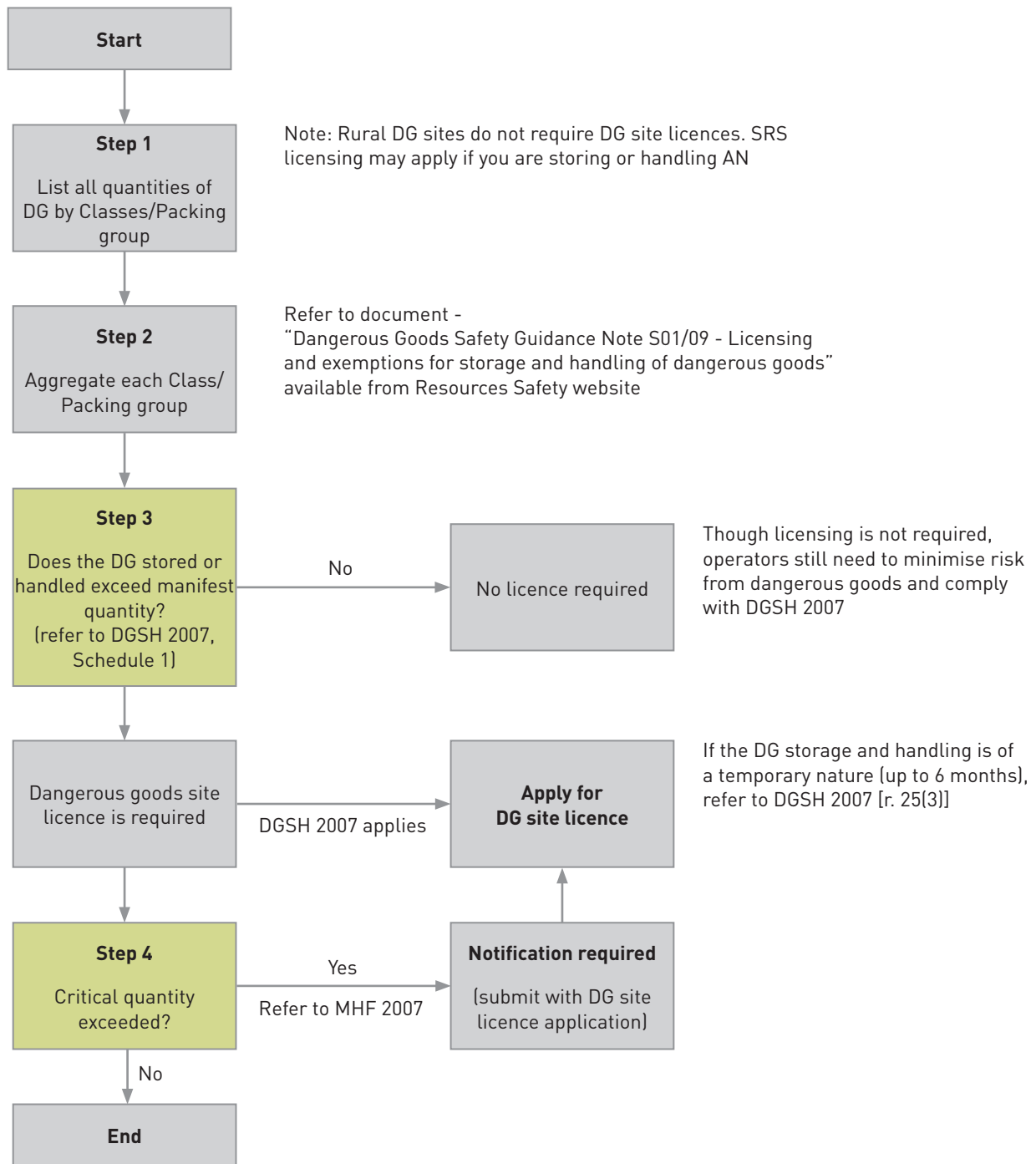
Your consultant will normally complete the application form on your behalf, however the intended licensee must actually sign the application at section 12. The licensee is responsible for all matters associated with the day-to-day storage and handling of the dangerous goods, and will be held accountable for any breaches of the regulations. Lodgement of an incomplete application may increase the time it takes to issue you with a licence and deficient applications may be returned to the applicant.

## Contact details

Tel: (08) 9358 8001  
Fax: (08) 9358 8000  
Email: [rsdclientservices@dmp.wa.gov.au](mailto:rsdclientservices@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.

**NOTE: Please refer to the schedule of fees on the Resources Safety website for the current fee applicable to this licence application.**

# Dangerous goods site licensing flowchart for new and amendment applications



**Legend**

- DGS 2007 - Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007
- MHF 2007 - Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007
- SRS - Security risk substance
- AN - Ammonium nitrate
- DG - Dangerous goods



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

# Application for a dangerous goods site licence

**Dangerous Goods Safety Act 2004**  
**Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007**

ABN: 69 410 335 356

Application no. *(office use only)*

DGS



## 1. Application type *(you must tick one of the boxes)*

New licence (N)     Additions (A)     Transfer only (T)     Reduction (R)

For A, T or R licence applications please indicate the licence number

Do you want a common expiry date?  Yes  No

If you want this licence to be aligned with your common expiry date, please provide your existing licence expiry date  /  /

## 2. 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 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

Town/suburb  State  Postcode

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

Unit no.  Street no.  Lot no.  Street

PO box no.  Town/suburb  State  Postcode

**3. Site to be licensed**

Property trading name (if applicable)

**Address**

Unit no.  Street no.  Lot no.  Street

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** (as appropriate to site being endorsed)

Certificate of title (CT) number

Minesite tenement number

Major supplier(s) of dangerous goods to this site

Is the site a potential Major Hazards Facility? (if applicable)  Yes  No

Is the site a potential Mining Operation? (if applicable)  Yes  No

Does this site handle, store or process more than 1000 litres of hazardous wastes that are dangerous goods?  Yes  No



## 5. Description of business operations

### Which of the following best describes your business type? (tick one or more)

- Bulk dangerous goods distributor
- Gas cylinder distributors
- Chemical manufacturer — dangerous goods
- Major hazard facility
- Chemical repacker
- Laboratory
- Co-operative
- Educational (e.g. school, university)
- Chemical manufacturer — non-dangerous goods
- Commercial (non-retail)
- Engineering fabricator
- Farm
- Hospitality/entertainment
- Marine refuelling facilities
- Medical facilities
- Mine site
- Ports
- Private
- Public or school swimming pool
- Retail trader
- Rural supplier
- Self-service station
- Service stations (attendant)
- Unsupervised self-service station
- Warehouse
- Waste dangerous goods
- Water treatment
- Other (please describe) \_\_\_\_\_

### How are dangerous goods used at your site? (tick one or more)

- Blending
- Bulk filling
- Cylinder filling
- High temperature storage
- Liquid withdrawal (e.g. filling cars)
- Low temperature storage
- Package filling
- Reacting — high pressure
- Reacting — normal pressure
- Recirculating
- Static storage
- Vapour withdrawal (e.g. LP gas for cooking)
- Other (please describe) \_\_\_\_\_

### What type of industry is it? (tick one or more)

- AGSAFE
- Oil
- Government
- Electroplater
- Pool chemical
- Fuel agent
- Gas agent
- Transport
- Mining
- Explosives
- Gas
- Other (please describe) \_\_\_\_\_

## 6. Site plans and supporting information (only required for N and A type applications)

### Review and tick if 'yes', or leave blank if 'not applicable'

- Have you attached detailed site plans (including location, ground plans and population details for service station LP Gas proposals)?
- Are all dangerous goods storage depots clearly identified on the plan(s)?
- Are packages of flammable liquids opened in the store?
- Are construction details of the proposed storage and handling system included? (steel frame with metal cladding or masonry walls with sheetmetal roof, floor details, double-wall underground tank)
- Are fire resistance levels (FRL) of firewalls and doors shown (if appropriate)?
- Are ventilation details provided (e.g. vent sizes, locations, fan capacity, elevation plan of building to show vent locations)?
- Are spill containment (bunding) details shown (e.g. design details, capacity — with calculations, tank to bund distances, material of construction, drainage, others)?
- Has segregation of incompatible goods been addressed?
- Are separation distances shown to other DG depots, ignition sources, on-site facilities, off-site protected works, boundaries and fences?
- Are fire protection details provided?
- Has an emergency plan been prepared (and submitted for dangerous goods storage and handling which is more than 10 times the manifest quantity)?
- Have other significant features of the site been included in the submission (e.g. open drains from gas storages, steeply sloping sites, proximity to water bodies, stormwater drains, schools, hospitals and other sensitive areas)?

**7. Emergency plans and site operation reports**

**Review and tick if 'yes', or leave blank if 'not applicable'**

- Does the quantity of dangerous goods being stored at the site exceed 10 times the manifest levels detailed in Schedule 1 of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007?
- Has a copy of the emergency plan addressing those parts of the emergency plan as required under the Dangerous Goods Sites - Emergency Planning Code been sent electronically to Resources Safety?
- Has a copy of the written report (including a risk assessment) demonstrating that the site can be operated in accordance with the regulations and in any event with minimal risk to people, property and the environment, been attached to this application?

**8. Shire or local authority in which the site is located**

**9. Accredited dangerous goods consultants (only required for N and A type applications)**

Name of responsible officer or consultant

Accreditation number  Date of assessment   /   /

**10. Who can we contact with any queries regarding the application?**

Name <input style="width: 95%; border: 1px solid black;" type="text"/>	Name <input style="width: 95%; border: 1px solid black;" type="text"/>
Phone <input style="width: 95%; border: 1px solid black;" type="text"/>	Phone <input style="width: 95%; border: 1px solid black;" type="text"/>
Email <input style="width: 95%; border: 1px solid black;" type="text"/>	Email <input style="width: 95%; border: 1px solid black;" type="text"/>

**11. Applicant's declaration (must be signed by intended licensee)**

**I certify that the details contained in this application are true and correct and I have enclosed the necessary documentation and fees.**

Name  Position

Signature of applicant  Date   /   /

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

- Application form completed and signed
- A certified copy of certificate of incorporation (if a body corporate)
- If a partnership, the following:
  - A 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, a certified copy of a document which states the name of the trust. Also the full name, home address and contact details of at least one of the trustees
- Detailed location plan provided
- Detailed site plans of the site to be licensed
- Where dangerous goods storage and handling is greater than 10 times manifest quantities, a copy of an emergency plan (sent electronically to Resources Safety)
- A draft copy of the manifest detailing all dangerous goods to be stored or handled at the site
- Where the application relates to the transfer of a licence, a copy of the current or most recent dangerous goods site licence is to be provided
- A written report prepared by the applicant or an accredited dangerous goods consultant (as per part 7)
- If applicable, the lodgement of separate applications for appropriate SRS licences (e.g. SRS storage, SRS manufacture etc.)
- If applicable, the lodgement of an operator notification form as required by the MHF Regulations
- Payment of fees including:
  - licence fees for new applications
  - prorata licence fees (if applicable due to increased storage)
  - examination fees (if applicable)

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

### 13. Examination and licence fees

**Examination fees**

These are only payable if the application requires a Resources Safety assessment (i.e. not a consultant endorsed application).

**Licence fees**

These are payable for all N type applications regardless of how they are submitted. Where the licence is being transferred please check on the expiry date of the licence as it may be due for renewal and licence fees will need to be paid.

Where an application is to increase quantity stored and results in a move to a higher fee level, please refer to section on amending storage to calculate the additional amount payable.

NOTE: Please refer to the schedule of fees on the Resources Safety website ([www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety)) for the current fee applicable to this application.

### 14. 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)*

DGS

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

**Dangerous Goods Site Licence**

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

Card number

Expiry date   /

Card type *(please tick)*    Master Card    Visa

Cardholder's name

Amount

Signature

Phone number of card holder

Date signed   /   /