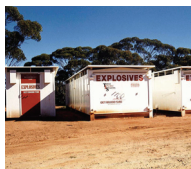




# Application for a **security risk substances (SRS) supply licence**

---

Applying for or amending  
a security risk substances  
supply licence



# Applying for a licence

Resources Safety wants to ensure that people supplying security risk substances (SRS) do so without creating risks to the community. Stringent criteria apply to where and how SRS may be supplied (includes sale) and all supply must be undertaken by a licensed operator. The Dangerous Goods Safety (Security Risk Substances) Regulations 2007 now apply to this activity.

This application form seeks information on the safety and security aspects relating to how your SRS are to be supplied. It is essential that the person completing this application has the knowledge and ability to determine the specific requirements from the SRS and Explosives Regulations, and the Australian Dangerous Goods Code, 7<sup>th</sup> edition (ADG Code). The requirements of the SRS Regulations are in addition to the requirements of all other Western Australian dangerous goods regulations, particularly those affecting security clearances.

The SRS Supply Licence is valid for three years, and authorises the holder to possess and supply SRS to individuals or companies that have a legal authority to possess SRS.

## What are SRS?

For the purposes of the SRS regulations any substance that contains more than 45% ammonium nitrate is an SRS unless -

- it is an explosive; or
- it is an aqueous solution, being a homogeneous mixture of two or more components of the same kind.

In particular, the SRS regulations address the use of ammonium nitrate, mainly for use in explosives manufacture but also as a fertiliser in primary production. The use of ammonium nitrate in non-primary production activities is no longer permitted. Calcium ammonium nitrate (CAN) is also an SRS even though CAN is not a dangerous good.

## What SRS can be sold?

In order for an application to be considered, it is important that the particular details of the products to be supplied or sold are accurately specified. Supply applies to the supply/sale in bulk lots, intermediate bulk containers (IBCs) or in bags.

Each licence is granted for specific types of quantities of SRS and may include any conditions considered necessary by the Chief Officer. Licence holders are not permitted to supply any SRS product not specified on the licence.

## General requirements

Licences may be issued to individuals, body corporates or partnerships that can demonstrate a genuine need to hold one.

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;
- holds a current WA Dangerous Goods Security Card (DGSC);
- can demonstrate an understanding of the security and safety aspects associated with the SRS.

Where the applicant is a body corporate or partnership the application must include, in addition to documentation detailed above and elsewhere, evidence of one individual who is concerned in the management of, or employed by the body or partnership, who holds a current DGSC or mutually recognised security clearance, and is responsible for the safety and security of the SRS covered by the licence.

## Supervised and unsupervised access - what does this mean?

For the purposes of the SRS Regulations an individual is supervised by another person while he or she has access to an SRS 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 SRS is controlled by the other person.

A licence holder may authorise an employee to have in the course of the employee's duties, access to the SRS in the licence holder's possession. If the access is supervised, there is no specific need for the employee to have a security clearance.

If access to the SRS is to be unsupervised the employee must possess a security clearance and be recorded by the licence holder as a secure employee. (refer to the section on security clearances for further information).

All individuals named in an application will be required to answer a number of questions relating to their integrity, and their personal details will be displayed on the licence.

## What quantity of SRS may be stored under a licence?

A licence holder can only store as much as is specified on the licence and this cannot exceed the amount that would be permitted under an SRS Storage Licence. Resources Safety will take account of the activities and nature of the work at the storage site, the storage of any dangerous goods and separation distances to determine the maximum quantities that can be stored at any one time.

### Special provisions for sale of SRS

The granting of a SRS Supply Licence imposes a number of responsibilities on the licence holder, including:

- maintaining records of all sales for a minimum of five years and the ability to identify theft or loss;
  - there are exceptions for the holders of a Shotfiring Licence or an Explosives Manufacture (MPU) Licence who supply SRS to another party in the course of providing a service;
- supply only to authorised persons over 18 years of age where the following documents are provided by the recipient of the SRS:
  - proof of identify in the form of a passport or motor driver's licence (with photo); and
  - evidence that the person is authorised to possess the quantity of SRS either under the Dangerous Goods Safety (Explosives) Regulations 2007 or similar laws of another State or Territory of Australia; and
- not supplying SRS in damaged packaging (where applicable).

### Supply of SRS without having an SRS Supply Licence

Companies/individuals who supply SRS under any of the following licences do not require an SRS Supply Licence:

- an SRS Import/Export Licence
- an SRS Manufacture Licence
- an SRS Storage Licence
- an SRS Transport Licence

An SRS Supply Licence is not required for persons who work in commercial laboratories and use the SRS for legitimate analytical or research work and the total quantity involved is less than 3kg.

Similarly, an SRS Supply Licence is not required for persons who work in an educational institution or government organisation and use the SRS for legitimate analytical, educational or research purposes and the quantity involved is less than 3kg.

### Storage of SRS under an SRS Supply Licence

If more than 10t of ammonium nitrate is stored, the site must be licensed under the Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007. Please refer to the Dangerous Goods Information Sheet - storage and handling of dangerous goods - licensing and exemptions; and the Code of Practice on

the Safe Storage of Solid Ammonium Nitrate, both of which are available on the Resources Safety website. Furthermore, an SRS Storage Licence will also be required for any quantity of SRS above 3kg and part of the criteria for this licence is the provision of a documented security plan.

If the storage site is classified by the Chief Officer as a Major Hazards Facility then it will be subject to the Dangerous Goods Safety (Major Hazards Facilities) Regulations 2007 with the requirement to produce a safety report.

### Reference material

- *Dangerous Goods Safety Act 2004*
  - Dangerous Goods Safety (Explosives) Regulations 2007
  - Dangerous Goods Safety (Security Risk Substances) Regulations 2007
  - Dangerous Goods Safety (Major Hazards Facilities) Regulations 2007
- (available free on the State Law Publisher's website at [www.slp.wa.gov.au/statutes](http://www.slp.wa.gov.au/statutes))
- Application form 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 form for an SRS Storage Licence
  - Application for a Dangerous Goods Site Licence
  - Code of Practice - Safe Storage of Solid Ammonium Nitrate
  - Code of Practice - Storage and Handling of Dangerous Goods
  - Dangerous Goods Information Sheet - storage and handling of dangerous goods - licensing and exemptions
  - Schedule of prescribed fees and charges for dangerous goods
  - Council of Australian Governments Agreement on Ammonium Nitrate - COAG meeting dated 25 June 2004

(available from the Resources Safety website at [www.dmp.wa.gov.au/ResourcesSafety](http://www.dmp.wa.gov.au/ResourcesSafety))

- Australian Dangerous Goods Code, 7<sup>th</sup> edition
- (available from [www.canprint.com.au](http://www.canprint.com.au) or Can Print. Phone: 1300 889 873)

# Security clearances

Access to explosives and security risk substances (SRS), such as some formulations of ammonium nitrate, is now strictly controlled in Western Australia. The new Dangerous Goods Safety (Explosives) Regulations 2007 are more rigorous across all aspects of explosives storage, handling and transport and in particular incorporate many of the security provisions negotiated under the Council of Australian Governments (COAG) agreement of 25 June 2004 on counter-terrorism measures.

It is now a requirement that licence holders and people with unsupervised access to explosives or SRS possess a security clearance. Key features of the assessment process are high level identity checks to confirm the status of applicants as well as national criminal history record checks including a national probity clearance.

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 security clearance between employers.

Accordingly, **persons who wish to apply for an SRS Supply Licence must first make separate application for a Dangerous Goods Security Card.** Applications from an incorporated body or a partnership must specify one individual who is concerned in the management of, or employed by, the body or partnership who will be responsible for the safety and security of any SRS possessed by the body or partnership under an licence issued to it. This person **must hold** a current WA Dangerous Goods Security Card and their details will also appear on the licence. Alternatively, the nominated person may possess a mutually recognised security clearance from another State of Australia as specified under the Dangerous Goods Safety (Explosives) Regulations 2007.

More specific details relating to security clearances are available on the Resources Safety's website and application forms can be obtained from and lodged at participating Post Offices around Western Australia.

Your application for an SRS Supply Licence cannot be processed unless the security clearance aspects have been addressed.

**An SRS Storage Licence is only valid while the security clearance of the individual or authorised person named in the licence, remains current.**

## Mutually recognised security clearances

Western Australian explosives regulations have mutually recognised various 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 2005
Queensland	Explosives Act 1999
South Australia	Explosives (Security Sensitive Substances) Regulations 2006
Tasmania	Security Sensitive Dangerous Substances Act 2005
Victoria	Dangerous Goods (Explosives) Regulations 2000 Dangerous Goods (HCDG) Regulations 2005
Northern Territory	None applicable
Australian Capital Territory	None applicable

Applicants from interstate, who do not possess a mutually recognised security clearance will be required to obtain a WA Dangerous Goods Security Card in order for this application for licence to proceed.

## Applicant details

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 person 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. Registered business address is mandatory and may be supplemented with a post office address.

## Integrity information

The regulations require that all individuals who apply for any type of SRS 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 information must be provided in the application to enable the precise location of the premises (at which the SRS are to be stored prior to supply as sale) to be recorded on the Resources Safety database for inspection

purposes. If the site is located in a remote area, please provide directions to enable a Dangerous Goods Officer to visit the site.

The space provided for specific land title information must be completed.

# Application form

Complete the application section, including the checklist and attach all the required information.

**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.**

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

## 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



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

# Application for a security risk substances (SRS) supply licence

*Dangerous Goods Safety Act 2004*  
**Dangerous Goods Safety (Security Risk Substances) Regulations 2007**

ABN: 69 410 335 356

Application no. *(office use only)*

SSU



## 1. What are you applying for? (please tick one)

New licence       Additions or amendments (A)

For (A) applications, please indicate the licence number

SSU

## 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. Authorised person** (mandatory if applicant is body corporate or partnership)

Applicant must nominate a person who is responsible for the safety and security of the explosives to be covered by the licence.

Position held

Family name	Given names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Motor driver's licence no.

Expiry date // State where issued

**Street address**

Unit no.  Street no.  Lot no.  Street

Town/suburb  State  Postcode

Phone  Facsimile

Email  Mobile

**4. Integrity information**

The following questions must be answered by:

- the applicant if an individual; or
- the authorised person nominated at part 3 above

Family name	Given names
<input type="text"/>	<input type="text"/>

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.

Signature  Date signed //

## 5. Security clearance details

Completion of this section is mandatory for either an individual applicant or the person named in part 3.

WA Dangerous Goods Security Card number  Expiry date / /

**Or**

The name of the mutually 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.

## 6. Location of SRS storage

Will the supply of SRS involve the storage of SRS?  Yes  No

If 'No', move directly to Part 7. If 'Yes', where will the SRS be stored? (please tick one box)

at principal business address; or  at another place

**For the location where SRS are to be stored.** (please tick one box)

SRS Storage Licence not required

SRS Storage Licence held

Application for SRS Storage Licence lodged with Resources Safety but licence not issued

Application for SRS Storage Licence has not been lodged with Resources Safety

Please complete the following details in relation to the site where SRS are to be stored.

Property trading name  
(if applicable)

### Storage address

Unit no.  Street no.  Lot no.  Street

Town/suburb  Postcode

Site phone  Site fax

Site email

### Land title information

Certificate of title (CT) number

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

**Building details (where SRS are stored)**

Briefly describe the building where the SRS will be stored

Describe the receptacle where the SRS will be stored

Describe security arrangements

Has the local Fire Authority been notified of the location, type and quantity of SRS to be stored at these premises?  Yes  No

What is the separation distance to the closest flammable liquid storage or source of fire?  m

Is there at least one 60 B dry chemical powder fire extinguisher provided in a readily accessible location to the proposed SRS storage?  Yes  No

**7. Product details**

Details of SRS being stored and sold (e.g. fertilisers with greater than 45% ammonium nitrate)	Storage medium (loose bulk, packages, bulka bags, IBCs, containers, tanks)	Classification Code	UN No.	Maximum quantity stored (at any time)

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

Name

Phone  Facsimile

Email

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

**I certify that the above details are true and correct.**

Name  Position

Signature of applicant  Date / /

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

- Completed and signed application form
- A certified copy of certificate of incorporation (if applicable)
- 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
- A legible copy of both sides of a current motor drivers licence issued anywhere in Australia (for any individual named in the application)
- If applicable, a separate sheet briefly describing details of any offences resulting in convictions, and/or charges pending (as per part 4)
- A certified copy of an interstate mutually recognised security clearance (if applicable as per part 5)
- Licence fees due (refer Schedule of fees on website)

**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 require complex internal assessment is 20 business days.**

**11. 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)*

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

**Security risk substances supply 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  /  /