



SOURCE LICENCE APPLICATION

This form is to be used by Commonwealth entities or Commonwealth contractors to apply for a source licence section 33 of the *Australian Radiation Protection and Nuclear Safety Act 1998* OR for licence holders to apply for an amendment to an existing source licence under section 36 of the Act. Applicants should refer to the [Regulatory Guide: Applying for a Source Licence](#).

INDICATE TYPE OF APPLICATION:

A. New Licence

B. Amendment to Source Licence S

SECTION A – APPLICANT INFORMATION

DEPARTMENT OR COMMONWEALTH BODY:	
PORTFOLIO:	
PERSON MAKING THIS APPLICATION: Department Secretary or CEO or other authorised delegate ¹ Name: Position: Business address: Ph: Fax: Email:	
NOMINEE (Where Applicable): Name: Position: Business address: Ph: Fax: Email:	
RADIATION SAFETY OFFICER OR CONTACT PERSON: Name: Position: Business address: Ph: Fax: Email:	

DECLARATION (To be signed by the person making the application or other authorised person)

I hereby declare that the information provided on this form and in support of this application is to the best of my knowledge complete and true in every particular.

_____ Date: _____

¹A copy of the instrument of authorisation must accompany the application.
OS-LA-FORM-240A v7 Feb 2012

SECTION B – PROPOSED DEALING

1. Purpose of the licence

Indicate the proposed dealing in the table below.

GROUP	ITEM	KIND OF CONTROLLED MATERIAL OR CONTROLLED APPARATUS	Check
1	1	Sealed source for calibration purposes of activity of 40 MBq or less	<input type="checkbox"/>
	2	Sealed source in a fully enclosed analytical device	<input type="checkbox"/>
	3	Sealed source with activity of 400 MBq or less in a fixed gauge	<input type="checkbox"/>
	4	Sealed source in a blood irradiator	<input type="checkbox"/>
	5	Sealed source in a bone densitometer	<input type="checkbox"/>
	6	Sealed source that: (a) is in storage and awaiting disposal; and (b) has a nuclide with a maximum activity of not more than 10^9 times the amount mentioned in column 4 of Part 2 of Schedule 2 for that kind of nuclide	<input type="checkbox"/>
	7	Unsealed source, or sources, in a laboratory or premises, having nuclides amount mentioned in column 4 of Part 2 of Schedule 2 for that kind of nuclide	<input type="checkbox"/>
	8	Unsealed source, or sources, in a laboratory or premises, having nuclides such that when the maximum activity of each nuclide in the source, or sources, is divided by the amount mentioned in column 4 of Part 2 of Schedule 2 for that kind of nuclide, the total of the results for all nuclides in the source, or sources, is not more than 100	<input type="checkbox"/>
	9	Mammographic x-ray unit	<input type="checkbox"/>
	10	Conventional dental x-ray unit	<input type="checkbox"/>
	11	X-ray unit used for bone densitometry	<input type="checkbox"/>
	12	X-ray unit used for veterinary radiography	<input type="checkbox"/>
	13	Fully enclosed x-ray analysis unit	<input type="checkbox"/>
	14	Baggage inspection x-ray unit	<input type="checkbox"/>
	15	Mobile or portable medical x-ray unit	<input type="checkbox"/>
	16	Magnetic field non-destructive testing device	<input type="checkbox"/>
	17	Induction heater or induction furnace	<input type="checkbox"/>
	18	Industrial radiofrequency heater or welder	<input type="checkbox"/>
	19	Radiofrequency plasma tube	<input type="checkbox"/>
	20	Microwave or radiofrequency diathermy equipment	<input type="checkbox"/>
	21	Industrial microwave or radiofrequency processing system	<input type="checkbox"/>
	22	Optical source, other than a laser product, emitting ultraviolet radiation, infra-red or visible light.	<input type="checkbox"/>
	23	A laser product with an accessible emission level more than the accessible emission limit of a Class 3R laser product as set out AS/NZS 2211.1:2004 <i>Safety of Laser Products – Equipment Classification, Requirements and User's Guide</i>	<input type="checkbox"/>

GROUP	ITEM	KIND OF CONTROLLED MATERIAL OR CONTROLLED APPARATUS	Check
	24	An optical fibre communication system exceeding Hazard Level 3R as defined by AS/NZS 2211.2:2006 <i>Safety of Laser Products – Safety of Optical Fibre Communications Systems (OFCS)</i>	<input type="checkbox"/>
2	25	Sealed source for calibration purposes of activity of more than 40 MBq	<input type="checkbox"/>
	26	Sealed source in a partially enclosed analytical device	<input type="checkbox"/>
	27	Sealed source of activity of more than 400 MBq in a fixed gauge	<input type="checkbox"/>
	28	Sealed source in a mobile gauge	<input type="checkbox"/>
	29	Sealed source for medical or veterinary diagnostic nuclear medicine use	<input type="checkbox"/>
	30	Unsealed source, or sources, in a laboratory or premises, having nuclides of 1 kind only with a maximum activity of more than 100, but not more than 10 000, times the amount mentioned in column 4 of Part 2 of Schedule 2 for that kind of nuclide	<input type="checkbox"/>
	31	Unsealed source, or sources, in a laboratory or premises, having nuclides such that when the maximum activity of each nuclide in the source, or sources, is divided by the amount mentioned in column 4 of Part 2 of Schedule 2 for that kind of nuclide, the total of the results for all nuclides in the source, or sources, is more than 100 but not more than 10 000	<input type="checkbox"/>
	32	Unsealed sources used for tracer studies	<input type="checkbox"/>
	33	Industrial radiography x-ray unit	<input type="checkbox"/>
	34	Fixed medical x-ray unit, including a unit used for fluoroscopy, tomography and chiropractic radiography	<input type="checkbox"/>
	35	Partially enclosed x-ray analysis unit	<input type="checkbox"/>
3	36	Medical therapy simulator	<input type="checkbox"/>
	37	CT scanner	<input type="checkbox"/>
	38	Sealed source for industrial radiography	<input type="checkbox"/>
	39	Sealed source for medical and veterinary radiotherapy	<input type="checkbox"/>
	40	Sealed source in a bore hole logger	<input type="checkbox"/>
	41	Sealed source of controlled material not mentioned in another item of Schedule 3C of the ARPANS Regulations 1999	<input type="checkbox"/>
	42	Unsealed source, or sources, in a laboratory or premises, having nuclides of 1 kind only with a maximum activity of more than 10 000, but not more than 1 000 000, times the amount mentioned in column 4 of Part 2 of Schedule 2 for that kind of nuclide	<input type="checkbox"/>
	43	Unsealed source, or sources, in a laboratory or premises, having nuclides such that when the maximum activity of each nuclide in the source, or sources, is divided by the amount mentioned in column 4 of Part 2 of Schedule 2 for that kind of nuclide, the total of the results for all nuclides in the source, or sources, is more than 10 000 but not more than 1 000 000	<input type="checkbox"/>
44	Veterinary or medical radiotherapy unit	<input type="checkbox"/>	
45	Controlled apparatus that produces ionising radiation not mentioned in another item of Schedule 3C of the ARPANS Regulations 1999	<input type="checkbox"/>	

[See next page for additional items](#)

GROUP	ITEM	OTHER CONTROLLED MATERIAL OR CONTROLLED APPARATUS	Check
2	a	Mobile backscatter x-ray security inspection system	<input type="checkbox"/>
1	b	Fully enclosed x-ray unit (radiography for special purposes)	<input type="checkbox"/>
1	c	Portable handheld dental x-ray apparatus	<input type="checkbox"/>
2	d	Mobile fluoroscopic x-ray apparatus	<input type="checkbox"/>
1	e	Optical source, other than a laser product, emitting ultraviolet radiation, infrared or visible light – solar tower array	<input type="checkbox"/>
1	f	Optical source, other than a laser product, emitting ultraviolet radiation, infrared or visible light – solar trough	<input type="checkbox"/>
1	g	Sealed source for training and education purposes of activity 40 MBq or less	<input type="checkbox"/>
2	h	Sealed source for training and education purposes of activity more than 40 MBq	<input type="checkbox"/>
2	i	CT scanner (for radiography of inanimate objects)	<input type="checkbox"/>
1	j	Ion beam etching unit	<input type="checkbox"/>
2	k	Fixed medical x-ray unit used for research purposes, including a unit designed for fluoroscopy, tomography, mammography and chiropractic radiography	<input type="checkbox"/>
2	l	Personnel security screening system using backscatter x-rays	<input type="checkbox"/>
1	m	CT scanner (for inspection of baggage/freight etc.)	<input type="checkbox"/>
2	n	Orthopantomogram (OPG), dental x-ray unit	<input type="checkbox"/>
2	o	Fully enclosed x-ray biological irradiator	<input type="checkbox"/>
1	p	Klystron amplifier for radio communication or radar	<input type="checkbox"/>
1	q	Fully enclosed x-ray biological irradiator (low power)	<input type="checkbox"/>
1	r	Thorium alloy in aircraft components	<input type="checkbox"/>
1	s	CT, SPECT/CT or PET/CT scanner for imaging of small animals	<input type="checkbox"/>
1	t	Klystron amplifier for radio communication or radar	<input type="checkbox"/>
2	u	Personnel anti-smuggling screening system using transmission x-rays	<input type="checkbox"/>
<i>For an item not listed above, check 'Other' and provide a brief description Contact ARPANSA for further advice</i>			
OTHER	OTHER		<input type="checkbox"/>

2. Purpose of the proposed source licence

Provide a description of the purpose of the proposed source licence

3. Description of the proposed dealing

Provide a detailed description of the dealing that is to be authorised by the source licence

4. Location of the proposed dealing

Provide the physical address of the proposed dealing

SECTION C – SOURCE DETAILS

Section C is an Excel spreadsheet known as the Source Inventory Workbook (SIW)
[Click here for template](#)

Details of all controlled apparatus and/or controlled material to be dealt with under the licence must be provided in this format. The completed SIW must be submitted in electronic form either on CD-ROM or emailed to licenceadmin@arpansa.gov.au. An explanation of terms and required information appears in the first worksheet of the template.

Note: A copy of any sealed source certificate or special form certificate should be provided.

SECTION D – PLANS & ARRANGEMENTS

Describe the plans and arrangements for managing the controlled apparatus and/or controlled material.

1. Effective control arrangements

2. Safety management plan

3. Radiation protection plan

4. Radioactive waste management plan

5. Ultimate disposal or transfer plan

6. Security plan

7. Emergency plan

8. Environment protection plan

SECTION E - OTHER MATTERS

1. International Best Practice in Radiation Protection and Nuclear Safety

Describe how international best practice in radiation protection and nuclear safety will be considered with respect to the facility.

2. Undue Risk

Provide information to show that there is no undue risk from radiation associated with the facility.

3. Net Benefit

Provide information that shows there is a net benefit from the proposed conduct.

4. ALARA

Provide information in relation to the proposed conduct to show that the magnitude of individual doses, the number of people exposed, and the likelihood that exposure will happen, are as low as reasonably achievable, having regard to economic and social factors.

5. Capacity to Comply

Provide information to show that the applicant has the capacity to comply with the Regulations and any licence conditions that may be imposed.

CHECKLIST

ITEM	Check	N/A
1. Completed and signed Section A – Applicant Information	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of Instrument of Authorisation for authorised person	<input type="checkbox"/>	<input type="checkbox"/>
3. Organisational chart showing nominee	<input type="checkbox"/>	<input type="checkbox"/>
4. Completed Section B – Proposed Dealing	<input type="checkbox"/>	<input type="checkbox"/>
5. Documents to support Section B	<input type="checkbox"/>	<input type="checkbox"/>
6. Completed Section C – SIW (CD-ROM or email attachment)	<input type="checkbox"/>	<input type="checkbox"/>
7. Copy of sealed source or special form certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>
8. Completed Section D – Plans and Arrangements	<input type="checkbox"/>	<input type="checkbox"/>
9. Documents to support Section D	<input type="checkbox"/>	<input type="checkbox"/>
10. Completed Section E – Other Matters	<input type="checkbox"/>	<input type="checkbox"/>
11. Documents to support Section E	<input type="checkbox"/>	<input type="checkbox"/>
12. Prescribed application fee	<input type="checkbox"/>	<input type="checkbox"/>

The completed application form, all supporting documentation and application fee should be sent to:

**The Head
Operations Services
ARPANSA
PO Box 655
MIRANDA NSW 1490**

OR

licenceadmin@arpansa.gov.au

If the email option is chosen, arrangements must be made for payment of application fee either by cheque or electronic funds transfer.