Facility licence application

Prescribed radiation facility

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| Use this form to apply for a facility licence for a prescribed radiation facility under section 32 of the *Australian Radiation Protection and Nuclear Safety Act 1998*. Applicant should refer to [Regulatory Guide: Applying for a facility licence for a prescribed radiation facility](https://www.arpansa.gov.au/regulation-and-licensing/licensing/information-for-licence-holders/regulatory-guides) when completing this form. |

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| Section A: Applicant information | | | |
| Department or Commonwealth body: | | | |
| portfolio: | | | |
| **Person making the application: (Department Secretary, CEO or other authorised delegate[[1]](#footnote-1))** | | | |
| Name |  | | |
| Position |  | | |
| Business Address |  | | |
| Phone |  | Fax |  |
| Email |  | | |
| **Nominee (where applicable):** | | | |
| Name |  | | |
| Position |  | | |
| Business Address |  | | |
| Phone |  | Fax |  |
| Email |  | | |
| **Radiation Safety Officer (or contact person):** | | | |
| Name |  | | |
| Position |  | | |
| Business Address |  | | |
| Phone |  | Fax |  |
| Email |  | | |

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| Declaration (to be signed by the person making the application) | | |
| 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. | | |
| Print Name: | Sign: | Date: |

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| Section B: Kind of prescribed radiation facility | | |
| *Indicate of prescribed radiation facility for which a licence is sought[[2]](#footnote-2)* | | |
| **Item** | **Kind of prescribed radiation facility** | **Check** |
| PRF-1 | Particle accelerator that either:   1. has or is capable of having a beam energy greater than 1 MeV 2. can produce neutrons |  |
| PRF-2 | Irradiator containing more than 1015 Bq of a controlled material |  |
| PRF-3 | Irradiator:   1. containing more than 1013 Bq of a controlled material; and 2. either: 3. not including shielding as an integral part of its construction; or 4. including as an integral part of its construction shielding that does not prevent a person from being exposed to the source or does not shield a source during the operation of the irradiator |  |
| PRF-4 | Facility for the production, processing, use, storage, management or disposal of either:   1. unsealed sources for which the result of the activity division steps is greater than 106 2. sealed sources for which the result of the activity division steps is greater than 109 |  |

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| Section C: Type of authorisation |  |
| *Indicate the type of authorisation sought* | |
| **Type of authorisation sought** | **Check** |
| Prepare a site for a Prescribed Radiation Facility |  |
| Construct a Prescribed Radiation Facility |  |
| Possess or control a Prescribed Radiation Facility |  |
| Operate a Prescribed Radiation Facility |  |
| Decommission a Prescribed Radiation Facility |  |
| Abandon a Prescribed Radiation Facility |  |

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| Section D: Facility details |
| Address of the prescribed radiation facility |
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| Detailed description of the purpose of the prescribed radiation facility |
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| Detailed description of the prescribed radiation facility and its site |
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| Type of authorisation *(complete relevant section below)* |
| **1. Prepare a site for a PRF** |
| 1. Provide a detailed site evaluation establishing the suitability of the site for the facility. |
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| 1. Describe the characteristics of the site, including the extent to which the site may be affected by natural and human events. |
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| 1. Provide information about any environmental impact statement (however described) requested or required by a Commonwealth, State, Territory or local government agency in relation to the site or the facility, and the outcome of the environmental assessment. |
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| **2. Construct a PRF** |
| 1. Describe the design of the facility, including ways in which the design deals with the physical and environmental characteristics of the site |
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| 1. Describe any fundamental difficulties that will need to be resolved before any future authorisation is given |
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| 1. Describe the construction plan and schedule |
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| 1. Provide information about a preliminary safety analysis report that demonstrates the adequacy of the design of the facility and identifies structure, components and systems that are safety related items (include copy of PSAR) |
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| 1. Describe the arrangements for testing and commissioning safety related items |
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| **3. Possess or control a prescribed radiation facility** |
| 1. Describe the arrangements for maintaining criticality safety during loading, moving or storing nuclear fuel and other fissile materials at the facility |
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| 1. Describe the arrangements for safe storage of controlled material and maintaining the facility |
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| **4. Operate a prescribed radiation facility** |
| 1. Describe the structures, components, systems and equipment of the facility as they have been constructed |
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| 1. Provide information about a final safety analysis report that demonstrates the adequacy of the design of the facility, and includes the results of commissioning tests (include copy of FSAR) |
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| 1. Describe the operational limits and conditions of the facility |
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| 1. Describe the arrangements for commissioning the facility |
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| 1. Describe the arrangements for operating the facility |
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| **5. Decommission a prescribed radiation facility** |
| 1. Describe the decommissioning plan for the facility |
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| 1. Describe the schedule for decommissioning the facility |
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| **6. Abandon a prescribed radiation facility** |
| 1. Describe the results of decommissioning activities at the facility |
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| 1. Provide details of any environmental monitoring program proposed for the site of the facility |
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| Section E: Plans & arrangements |
| Describe the plans and arrangements for managing the facility and any associated sources in the space provided and/or provide clear references to where this information can be found within accompanying documents  Identify trusted international standards relevant to the proposed facility and describe how these will be applied or taken into account |
| **1. Effective control arrangements** |
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| **2. Safety management plan** |
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| **3. Radiation protection plan** |
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| **4. Radioactive waste management plan** |
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| **5. Security plan** |
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| **6. Emergency plan** |
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| **7. Environment protection plan** |
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| **Section F: Associated sources** |
| 1. Is there controlled material and/or controlled apparatus used in connection with the facility? |
| Yes. Proceed to question 2. |
| No. Proceed to Section H. |
| 2. Identify the codes and standards relevant to the source(s) and describe how compliance will be achieved. |
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| **Section G: Source details** |
| Complete the Excel spreadsheet known as the Source Inventory Workbook (SIW) for any sources used in connection with the facility. [Click here for template](https://www.arpansa.gov.au/sites/g/files/net3086/f/legacy/pubs/regulatory/applications/SourceInventoryWorkbook.xlsx). |
| Note: For sealed sources, a copy of any source certificate or special form certificate should accompany the application as per item 1(d) of the table in subsection 47(2) of the Regulations. |

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| **Section H: Matters to be taken into account** |
| 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 source |
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| Information asked for by the CEO |
| Confirm that all information asked for by the CEO has been provided |
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| Undue risk |
| Provide information to show that there is no undue risk from radiation associated with the proposed dealing |
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| Net benefit |
| Provide information that demonstrates a net benefit from the proposed conduct |
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| 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 |
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| Capacity to comply |
| Provide information to show that the applicant has the capacity to comply with the Act & Regulations |
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| Authorised signatory |
| Confirm that the application has been signed by an office holder of the applicant or a person authorised by an office holder of the applicant |
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# Checklist

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| Item | Check | N/A |
| 1. Completed and signed Section A – Applicant information |  |  |
| 1. Instrument of authorisation for authorised person |  |  |
| 1. Organisational chart showing nominee |  |  |
| 1. Completed Section B – Kind of PRF |  |  |
| 1. Completed Section C – Type of authorisation |  |  |
| 1. Completed Section D – Facility details |  |  |
| 1. Documents to support Section D |  |  |
| 1. Completed Section E – Plans and arrangements |  |  |
| 1. Documents to support Section E |  |  |
| 1. Completed Section F – Associated sources |  |  |
| 1. Completed Section G – SIW (as appropriate) |  |  |
| 1. Copy of any sealed source or special form certificate |  |  |
| 1. Completed Section H – Other matters |  |  |
| 1. Documents to support Section H |  |  |
| 1. Appropriate application fee |  |  |

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| **Submitting the application** |

Send application form and all supporting documents to [licenceadmin@arpansa.gov.au](mailto:licenceadmin@arpansa.gov.au).

## Application fee

Applicants should refer to Part 5 Division 4 of the Regulations to determine the appropriate application fee. The fee should be paid by cheque or EFT and must be received before the application can be assessed.

1. A copy of the instrument of authorisation must accompany the application if it has been signed by an authorised delegate [↑](#footnote-ref-1)
2. Source: Section 50 of the Australian Radiation Protection and Nuclear Safety Regulations 2018 (the Regulations) [↑](#footnote-ref-2)