



RADIATION SAFETY ACT
FIRST APPLICATION FOR REGISTRATION
RADIOACTIVE SUBSTANCES

An application form is enclosed for the registration of premises and radioactive substances.

Registration applies to the premises where radiation is to be used as well as the types, form and quantities of the radioactive substances that are to be used or kept on those premises or at field sites. The applicant must provide an inventory on the supplementary form of all radioactive substances, as well as the names, qualifications and relevant training of persons who will be using the substances.

Radiation Safety Officer (RSO):

The applicant must provide full details of the qualifications, training and experience of the person nominated to hold this position. The nominee may be required to attend an appropriate radiation safety training course, pass an examination in radiation safety, and may be required to hold a licence as the person responsible for the use of radiation on the premises. ***If the nomination is approved by the Radiological Council, the Registrant is required to inform the RSO of this appointment in writing.***

If further assistance is required, please telephone (08) 9388 4999.



RADIATION SAFETY ACT 1975
RADIOACTIVE SUBSTANCES
REGISTRATION FEES

The Tax Invoice table below should be completed and returned with your registration application. A copy should also be kept for your records.

Fee Exemption: The fee is **NOT** payable if you are a State Government organisation recognised by *Treasury* as 'non-chargeable' or you are applying for, or renewing, an Exemption from Registration. Hospitals are chargeable organisations.

Payment to the Radiological Council should accompany the application and can be made by cheque, money order or credit card using the payment form provided with this application.

- Cash and EFTPOS payments are accepted **ONLY** if paying in person.
- Purchase orders **cannot** be accepted.

FEE SCHEDULE

Radioactive Substances (Maximum Activity on premises)	1 year fee	3 year fee
40 Gigabecquerels	\$ 138	\$ 277
400 Gigabecquerels	\$ 277	\$ 553
4 Terabecquerels	\$ 553	\$1106
> 4 Terabecquerels	\$ 830	\$1659

NOTE If your application concerns one or more of the following only, the applicable fee is — \$138 for 1 year or \$277 for 3 years.

- Sales and/or Service* You are only registering premises where devices containing radioactive substances are sold or serviced and their presence on the premises is temporary
- Exploration or Mining and Milling of Radioactive Ores* You are registering premises used solely for the mining and milling of radioactive substances. If other radioactive substances are also used, stored, or dealt with on the premises, determine the fee from the Fee Schedule above based on the total activity of those substances. That fee is then the sole fee payable.
- Transport of Radioactive Substances (Storage)* You are registering premises where radioactive substances are stored temporarily during transport. Registration is **NOT** required for storage of less than 24 hours provided a licensed person is responsible.

TAX INVOICE
FEES ARE GST FREE

Total Maximum Activity	1 year registration	3 year registration	GST	TOTAL
	\$	\$	N/A	\$

Please return the application form WITH the payment. For continuity, a renewal application MUST be received BEFORE the expiry date (section 37(2) of the Radiation Safety Act)



PAYMENT FORM

Name of applicant	Address	Postcode

Provide relevant information for which payment is being made	Licence/registration number (renewal applications only)	Fee paid
Licence – irradiating apparatus and/or electronic products	LX	\$
Licence – radioactive substances	LS	\$
Registration – irradiating apparatus and/or electronic products	RX	\$
Registration – radioactive substances	RS	\$
Total amount remitted		\$



Cheque enclosed Make cheques payable to the *Radiological Council*

Financial Institution / Bank: _____

Cheque number: _____

OR

Charge my credit card Please ensure the details provided are correct to avoid payment being delayed or denied due to insufficient funds in which case a surcharge may apply and the issue of your licence and or registration will be suspended.

Cardholder's name:
(Name on card) _____

Cardholder's signature:
(Signature on card) _____

Card Expiry Date: _____ CVV / CVC *:

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* CVV / CVC is the three digit number appearing on the back of your credit card

Credit card number:

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RETURN THIS FORM WITH YOUR APPLICATION EITHER BY MAIL OR FAX

Complete this form and submit **with your application** to:

Fax: +61 8 9382 0701

Mail: The Secretary, Radiological Council
 Locked Bag 2006 Nedlands WA 6009

Do not email credit card details.

Should you need further assistance with the above please call +61 8 9388 4999.

Retain a copy of this page for your own records

RADIATION SAFETY ACT 1975

INITIAL APPLICATION FOR REGISTRATION¹ OF PREMISES
in which
RADIOACTIVE SUBSTANCES
are to be used, stored or manufactured

Complete **BOTH** this application and the supplementary form. Return forms with the fee (see Note (c)).
Where space is insufficient for any item, attach additional signed sheets.

1. **Name and Mailing Address of the Applicant.** (See Note (a)). *Renewal notices will be sent to this address*

Tel

Fax

e-mail

2. **Location of the Premises Subject to Registration**

3. **Occupation, nature of business, etc.**

4. **Name, qualifications and experience of the person nominated to be the Radiation Safety Officer** *(This person's duties and responsibilities are given in Regulations 18 and 19 of the Radiation Safety (General) Regulations). Please give the nominee's title, first name, next initial, last name and date of birth.* *This information helps in correctly identifying records.*

5. **Names, qualifications and experience of persons licensed or otherwise authorised to deal with the radioactive substances.** *Please complete the details on the attached SUPPLEMENTARY form.*

6. **Purpose(s) for which the radioactive substances are to be used or manufactured.**
Please complete the details on the attached SUPPLEMENTARY form.

7. **Particulars of the radioactive substances to be used, stored or manufactured on the premises.**
Please complete the details on the attached SUPPLEMENTARY form.

Please provide answers to Items 8 - 12 on a separate signed sheet

8. For radioactive substances obtained regularly, state the quantity in each shipment and the frequency of supply.
9. What radiation monitoring instruments are available on the premises and what arrangements have been made for radiation monitoring of personnel?
10. State the nature and proposed method of disposal of radioactive waste or of sealed sources which are no longer required.
11. What protective equipment is available and what handling techniques are proposed for the radioactive substances?
12. What is the location of the storage facility and of what is it constructed? Is it used for any other purpose?

NOTES:

- a) The 'owner' of the premises (the applicant) is defined in the Act to include the hirer, lessee, borrower, bailee, mortgagee in possession and any attorney, agent, manager, foreman, supervisor, or other person in charge or having control or management thereof, and any person acting or representing himself to be acting for the owner.
b) A **SCALE PLAN** of the premises must be provided with the application showing the location where the radioactive substances are to be used, manufactured or stored. The plan must show the purpose of all adjacent areas and the nature of the construction materials. For unsealed substances, additional information on waste lines, laboratory facilities, surface finishes and ventilation is also required.
c) The fee schedule is attached. (Exemptions from Registration are exempt from fees).

ENQUIRIES: Phone 08 9388 4999 or email radiation.health@health.wa.gov.au

Return the signed form, supplementary documents and fee to:

Mail Radiological Council, Locked Mail Bag 2006, P O Nedlands WA 6009
In person Grace Vaughan House, 227 Stubbs Terrace, Shenton Park
Email radiation.health@health.wa.gov.au (do not email credit card details)
Fax 08 9382 0701

This application cannot be processed without being signed by the person in whose name the premises are to be registered. The responsibilities of that person (and the RSO) are set out in the Act and the regulations.

NAME of Applicant _____

POSITION of Applicant _____

SIGNATURE of Applicant _____

Date _____

Office use: Fee Paid Receipt No Period Date

¹ and/or Exemption from Registration

Copy this form if space is insufficient, or provide a separate list

NAMES of PERSONS LICENSED to handle or otherwise deal with the radioactive substances

Please complete this section

LAST NAME	FIRST NAME(s)	TITLE	POSITION HELD	LICENCE NUMBER

RADIOACTIVE SUBSTANCES

Complete this section **ONLY** if an inventory has **NOT** been provided with the renewal application **OR** that inventory is **INCOMPLETE**

NUCLIDE (eg ⁶⁰ Co)	SOURCE SERIAL No. ^a	FORM	MAXIMUM ACTIVITY on PREMISES or activity in each device listed	PURPOSE or USE	LOCATION on PREMISES	DEVICES OR EQUIPMENT WHICH CONTAIN THE RADIOACTIVE SUBSTANCES (where applicable)			
						MANUFACTURER	MODEL	SERIAL No.	URANIUM (kg) ^b

^asealed sources

^bwhere depleted uranium is used as radiation shielding