



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

Use this form to apply for, amend or transfer a dangerous goods site licence.

Applying for a licence

Sites storing or handling dangerous goods may require licensing under the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (the regulations) and the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007 (the MHF regulations). If ammonium nitrate is being stored or handled at a site, then licensing under the Dangerous Goods Safety (Security Risk Substances) Regulations 2007 may also apply.

For sites storing only combustible liquids (C1) the licensing threshold is 100,000 litres. However, where the C1 storage is associated with flammable liquids storage the licensing threshold is lowered.

If the answer is 'yes' to either of the following questions, then licensing applies if storage is more than 10,000 litres:

- Is the C1 combustible liquid storage in the same banded compound as flammable liquids?
- Is the C1 combustible liquid adjacent to a compartment of flammable liquids in a multiple compartment tank?

Resources Safety has accredited consultants to prepare and submit dangerous goods storage and handling proposals. If a consultant endorses your proposal as complying with the regulations, the checking fee does not apply.

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 checking fees apply. If your submission is deficient, the processing time may be increased.

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 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 13 will help you determine whether your site needs to be licensed.

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

Does my site need to be licensed?

There are numerous factors to be considered in determining if a site requires licensing.

Licence applications must include locations where dangerous goods are manufactured or processed at the site and the quantities involved.

Dangerous Goods Safety Guidance Note – *Licensing and exemptions for storage and handling of dangerous goods* provides some guidance on this issue. Accredited dangerous goods consultants, who are listed in the reference material section may provide assistance.

Major hazard facility (MHF) notification

Licensed dangerous goods sites above certain threshold amounts require assessment to determine if they should be managed as MHFs under the MHF Regulations.

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)

- Australian Dangerous Goods Code, 7th edition

(available from www.canprint.com.au or CanPrint.
Phone: 1300 889 873)

- Dangerous goods safety guidance note – licensing and exemptions for storage and handling
- Dangerous goods safety guidance note – risk assessment for dangerous goods

- Dangerous goods safety information sheet – manifest and site plan requirements for dangerous goods sites
- Code of practice – design, installation and operation of underground petroleum storage systems
- Code of practice – the storage and handling of dangerous goods
- Dangerous goods manifest template
- Dangerous goods sites – emergency planning code
- Operator notification form – Schedule 1 substances (MHF regulations)
- List of consultants approved to examine and endorse dangerous goods storage and handling proposals
- Schedule of fees and charges

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

For information on risk assessments, please send a blank email to ra@dmp.wa.gov.au and you will receive an automated link to the document.

Applicant details

Licences can only be granted to an individual, a body corporate or a partnership.

An application for an individual must include a copy of the applicant's current motor driver's licence for proof of identity.

An application from a body corporate must be in the name as described on the certificate of incorporation, and the original certified 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) an eligible individual person must be nominated to be the applicant.

An application from a partnership must include:

- the original 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:

- the original 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**. If the nominated trustee is a body corporate or partnership, the documents required are the same as advised above for such entities.

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

Amending a licence

Certificates of incorporation and other evidence of the existence or status of the licence holder are **not** required for amendments to storage on a current licence that is **not** under transfer.

Resources Safety can provide a copy of the current licence to the licence holder upon receipt of a written authorisation (on business

letterhead) from the licence holder or the original certified copy of the acknowledgement of accredited consultant's responsibilities.

The following matrix provides an overview of the forms that need to be lodged according to the particular circumstances:

Forms	Activities				
	Adding to product storage	Removal of product storage (and still licensed)	Removal of product storage (and now below manifest)	Total removal of storage and handling system	Corrections to product data on licence
Application for a Dangerous Goods Site Licence	Yes	Yes	Provide business letter only	Provide business letter only	Advise by letter or email
Written confirmation	No	No	Yes	Yes	No
Current Dangerous Goods Site Licence	Marked-up copy to be supplied	Marked-up copy to be supplied	Return licence for surrender	Return licence for surrender	Marked-up copy to be supplied
Copy of current manifest	Yes	Yes	No	No	No
Risk assessment	Yes	No	No	No	No
Licence fees (pro-rata)	May apply	No	No	No	No
Checking fees	May apply	No	No	No	No
Copy of current site plan	Yes	No	No	No	No
FES emergency response guide	Only if greater than 10 times manifest	Only if still greater than 10 times manifest	No	No	No

Calculation of pro-rated licence fees

Should an increase in storage or handling make your licence subject to a higher licence fee, a pro-rata amount of the new fee is payable.

The elements of the calculation are as follows:

- current licence expiry date
- date of amendment application
- licence period = 365 or 366 days (1 year)
- licence period at lesser fee
- licence period at higher fee.

Transfer of licence

The new owner/operator of the site must lodge an Application for a Dangerous Goods Site Licence and tick the appropriate box(s) in section 1. Documentation is required to verify the identity of the applicant if an individual, a body corporate, a partnership, or a trust. Refer to the section 'Applicant details'.

An application for the transfer of a Dangerous Goods Site Licence cannot be processed if the licence is not current. In these situations, the application must be for a new licence and be endorsed by an accredited dangerous goods consultant, otherwise a checking fee will apply. The following table provides an indication of the documents that need to accompany the application.

Documents	Transfer of licence	Transfer of licence and removal of storage	Transfer of licence and addition to storage
Copy of current Dangerous Goods Site Licence	Yes	Yes (mark-up where storage has altered)	Yes (mark-up where storage has altered)
Verification of entity documentation	Yes	Yes	Yes
Risk assessment	No (must be available if requested to submit a copy)	No	Yes
Checking fees	No	No	Yes. If not endorsed by an accredited dangerous goods consultant
Copy of current manifest	No (must be available if requested to submit a copy)	Yes	Yes
Licence fees (pro-rata)	No	No	If applicable
Copy of current site plan	No (must be available if requested to submit a copy)	No	Yes
Emergency plan	No (must be available if requested to submit a copy)	No	Yes
FES emergency response guide	Only if greater than 10 times manifest	No	Only if greater than 10 times manifest

Location of storage and handling facility

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. This is particularly important for sites located in remote areas of the State. 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 facility

Part 5 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 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 gases
3	Flammable liquids
4.1	Flammable solids
4.2	Spontaneously combustible
4.3	Dangerous when wet

Class or Division	Description
5.1	Oxidising agents
5.2	Organic peroxides
6.1	Toxic substances
8	Corrosive substances
9	Miscellaneous DG
C1	Combustible liquids

1. Column 1 - tank or depot identifier

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

2. Column 2 - location of depot

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-bunded ground tank

IBCs (Intermediate bulk containers) depots

IDA	storage of IBCs outside a building
IDB	storage of IBCs within a building

Other depots

BSS	loose storage of solids in bulk
PTP	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 the type of installation or change taking place, select one of the following indicators for each line of product shown at this part of the form.

- N (new) – against each new line of product.
- A (additional) – against each line of existing product that is being increased in quantity.
- D (decrease) – against each line of existing product that is being decreased in quantity (but the total quantity is still above manifest).
- R (removal) – against each line of product that is to be 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, 7th 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 20.0 kL each (3 x petrol UN 1203 and 2 x diesel fuel 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 (see item 5 on page 5)	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
1		UTD	20.0 kL	N	1203	3		II	Petrol
2		UTD	20.0 kL	N	1203	3		II	Petrol
3		UTD	20.0 kL	N	1203	3		II	Petrol
4		UTD	20.0 kL	N	-	C1			Diesel fuel
5		UTD	20.0 kL	N	-	C1			Diesel fuel
			7.5 kL	N	1075	2.1			LP gas

Example 2

Warehousing site with indoor and outside storages of:

- Package store, Class 3, PG II/III – 500.0 kL
- Package store, Division 4.1, PG II/III – 200.0 t
- Isopropylamine UN 1221, Class 3 sub risk 8, PG I – 40.0 kL (package store)
- Hydrogen peroxide UN 2015, Division 5.1, PG I – 1000.0 kL (50 x 20.0 kL ISO tanks)
- Chlorine (300 x 1.0 t drums) UN 1017, Division 2.3 – 240.0 kL (1t drum = 0.8 kL)

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 (see item 5 on page 5)	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
			500.0 kL	N	-	3			Flammable liquids
			200.0 t	N	-	4.1			Flammable solids
			40.0 kL	N	1221	3	8	I	Isopropylamine
			1000.0 kL	N	2015	5.1			Hydrogen peroxide stabilised
			240.0 kL	N	1017	2.3	5.1/8	I	Chlorine

Example 3

Minesite that stores and handles:

- Cyanide solution in storage and process plant, 100.0 kL in storage + 350.0 kL in process (UN 1935, Div 6.1, PG I)
- ANE Emulsion tanks 150.0 kL in 3 tanks (UN 3375, Div 5.1, PG II)
- Ammonium nitrate prill – 600.0 tonnes (UN 1942, Div 5.1, PG III)
- Potassium amyl xanthate – 200.0 tonnes Div 4.2, PG II
- Sulphuric acid 5 x 100.0 kL tanks, Class 8, PG II
- Diesel fuel tanks – 2 x 110.0 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, sub risk 5.1, 15.0 kL tank
- 2 x 7.5 kL LP Gas tanks for heating UN 1075, Div 2.1
- 6 x 55.0 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 (see item 5 on page 5)	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
			6500.0 kL	N		8			Corrosive substances
			15.0 kL	N		2.2			Non-flammable, non-toxic gas
			200.0 t	N		4.2			Spontaneously combustible substances
			220.0 kL	N		C1			Diesel fuel
			450.0 kL	N	1935	6.1		I	Cyanide solution, N.O.S.
			150.0 kL	N	3375	5.1		II	Ammonium nitrate emulsion
			600.0 t	N	1942	5.1		III	Ammonium nitrate
			15.0 kL	N	1075	2.1			LP gas
			0.33 kL	N	1017	2.3	5.1/8		Chlorine

Example 4

Service station site that has been redeveloped.

Details shown on existing licence prior to changes.

- 3 x 20.0 kL underground tanks of petrol (UN 1203)
- 1 x 55.0 kL underground tank of petrol (UN 1203)
- 1 x 7.5 kL underground tank of LP Gas (UN 1075)
- 2 x 20.0 kL underground tanks of diesel

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)	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
1		UTD	20.0 kL	1203	3		II	Petrol
2		UTD	20.0 kL	1203	3		II	Petrol
3		UTD	20.0 kL	1203	3		II	Petrol
4		UTD	20.0 kL	-	C1			Diesel fuel
5		UTD	20.0 kL	-	C1			Diesel fuel
6		UTD	55.0 kL	1203	3		II	Petrol
7		UTD	7.5 kL	1075	2.1			LP gas

Amendments that have occurred to the licence example shown above are as follows:

- Removal of 1 x 20.0 kL underground tank of petrol (UN 1203) (tank ID no. 3)
- Addition of 1 x 55.0 kL underground tank of petrol (UN 1203) (tank ID no. 8)
- Addition of 1 x 7.5 kL underground tank of LP gas (UN 1075) (tank ID no. 9)

Part 5 of the application form would be completed as below:

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 (see item 5 on page 5)	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
3		UTD	20.0 kL	D	1203	3		II	Petrol
8		UTD	55.0 kL	N	1203	3		II	Petrol
9		UTD	7.5 kL	N	1075	2.1			LP gas

Example 5

An existing dangerous goods site where storage has been redeveloped.

Details shown on existing licence prior to changes.

- Package store, 200.0 kL , Class 3, PG II/III
- 2 x 20.0 kL underground tanks, petrol, UN 1203, Class 3, PG II
- 1 X 10.0 kL underground tank ,diesel fuel for refuelling
- 1 x 15.0 kL LP Gas tank for heating, UN 1075. Div 2.1
- Diesel tanks - 2 X 50.0 kL GTS for refuelling
- Sulphuric acid tanks, 4 X 100.0 kL, Class 8, PG II

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)	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
A1			200.0 kL		3			Flammable liquids
1		UTD	20.0 kL	1203	3		II	Petrol
2		UTD	10.0 kL		C1			Diesel fuel
A2		GTD	15.0 kL	1075	2.1			LP gas
A3		GTS	100.0 kL		C1			Diesel fuel
A4			400.0 kL		8			Corrosive substances

Amendments that have occurred to the licence example shown above are as follows:

- Addition in package store, Class 3, from 200.0 kL to 300.0 kL (depot ID no. A1)
- Removal of the 15.0 kL GTD LP Gas installation (tank ID no. A2)
- Decrease in GTS Diesel fuel from 100.0 kL to 50.0 kL (depot ID no. A3)
- Decrease in the quantity of Corrosive substances to 3 x 100.0 kL (depot ID no. A4)
- Installation of a 7.5 kL UTD LP gas installation (tank ID no. 3)

Part 5 of the application form would be completed as below:

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 (see item 5 on page 5)	UN no.	Class or Division	Subsidiary risk(s)	Packing group	Proper shipping name
3		UTD	20.0 kL	D	1203	3		II	Petrol
8		UTD	55.0 kL	N	1203	3		II	Petrol
9		UTD	7.5 kL	N	1075	2.1			LP gas

Site plan 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.

The Dangerous Goods Safety Information Sheet – Manifest and site plan requirements for dangerous goods sites, includes a complete list of the essential items that must be included in each plan. Resources Safety will accept location maps generated through Google™ Earth and Google™ Maps search engines or similar, however such maps must be enhanced with additional information identifying all attributes normally covered in a conventional location map or plan

including site boundaries, dangerous goods storages, protected works, safety distances, a north point, legend and scale.

A draft copy of the manifest detailing all of the dangerous goods stored or handled at the site must also be submitted with the application. A dangerous goods manifest template is available on the Resources Safety website.

Site plans and the manifest must comply with Schedule 3 of the regulations.

Note: When downloading maps from the Internet, ensure that the correct scale has been captured.

Site safety

The applicant, or an accredited dangerous goods consultant, must prepare and submit the following safety documents. Templates are available on the Resources Safety website to assist with the preparation.

- **Risk assessment** – required for all new applications and to include a transfer of the owner/operator of an existing licence where there is an increase in the quantity of product stored.
- **Emergency plan** – required for all new applications and to include where there is an increase in the quantity of product stored on an existing licence.
- **FES emergency response guide** – required only when dangerous goods are stored or handled at the site in quantities that are 10 times greater than the manifest quantities (except for mines and petrol stations).

Risk assessment

A risk assessment must demonstrate the dangerous goods site 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. A template is available to be downloaded on the Resources Safety website.

Emergency plans

An emergency plan to deal with any dangerous situation associated with the storage and handling of dangerous goods at the site, must be prepared in accordance with AS 3745 *Planning for emergencies in facilities*.

A copy of the emergency plan must be located at the dangerous goods site.

FES emergency response guide

The FES emergency response guide must be prepared and/or revised in consultation with the officer in charge of the local fire station. The guide is in template format and contains practical information to facilitate the response by attending fire brigade.

The FES emergency response guide applies where the quantities stored at the site exceed the relevant quantities specified 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 (except for mines and petrol stations), the operator must send a copy of the document to the Chief Officer and the Fire Emergency Services.

A copy of the FES emergency response guide must be located at the dangerous goods site.

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) 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.

Department of Parks and Wildlife (DPaW)

For dangerous goods installations that are close to the Swan and Canning River systems, notification to DPaW 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 DPaW is able to prepare emergency response plans to handle any incident that may arise.

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

Contact details

Department of Parks and Wildlife
17 Dick Perry Avenue
Technology Park Western Precinct
Kensington WA 6151
Telephone: 08 9219 5000
www.dpaw.wa.gov.au

Department of Environmental Regulation (DER)

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 DER by Resources Safety.

Contact details

Department of Environmental Regulation
Locked Bag 33
Cloisters Square WA 6850
www.der.wa.gov.au

Application lodgement

If you intend to apply for a Dangerous Goods Site Licence, it is recommended that you contact an accredited dangerous goods 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 part 10. 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.

Information for dangerous goods consultants

The following information will assist accredited dangerous goods consultants when lodging applications for new site licences or amendments to existing licences.

Dangerous Goods Site Licence (on-line Eform)

This facility is only available for accredited consultants when lodging applications for sites not licensed for the storage and handling of dangerous goods. Consultants must first register with Resources Safety in order to obtain a username and password. Registration is available through the Department of Mines and Petroleum home page. Place your cursor on the 'Online Systems' tab and then click on Dangerous Goods Site Licence. The page is self-explanatory.

Lodgements by email

- Applies to applications for new licences or amendments to existing licences.
- All emails are to be sent to rsdcustomerservices@dmp.wa.gov.au and not to individual DMP staff members. Any correspondence sent to this email address should only be submitted once and it will be actioned in a timely manner. This process ensures all applications can be tracked from time of lodgement.
- The original hardcopy application must still be forwarded by mail so that certified copies of supporting documents can be verified.
- The email should include a list detailing the names of all attachments.

Consultants are requested to utilise appropriate naming conventions for all attachments sent electronically (whether by Eform or by email) so that DMP staff can easily identify the contents and make it easy for electronic document storage and retrieval.

Contact details

Tel: (08) 9358 8001
 Email: rsdcustomerservices@dmp.wa.gov.au
 Website: www.dmp.wa.gov.au/ResourcesSafety for fees, forms, FAQs, guidance material and publications.

Licence fees

Please refer to the schedule of fees and charges on the Resources Safety website for the current fee applicable to this application for licence.

Only the licence fee for the first year of the licence is to be lodged with the application. Licence fees for subsequent years will be billed annually.

Checking fees

These are only payable if the application has not been lodged through an accredited dangerous goods consultant. Checking fees are equal to the licence fee payable with the application.

Amendments to storage where a pro-rata licence fee is paid the checking fee is equivalent to the pro-rata fee paid.

Lodgement

The completed application form, together with relevant documents and the relevant fee payable to the Department of Mines and Petroleum is to be mailed to:

Resources Safety
 Department of Mines and Petroleum
 100 Plain Street
 East Perth WA 6004

or handed in person at:

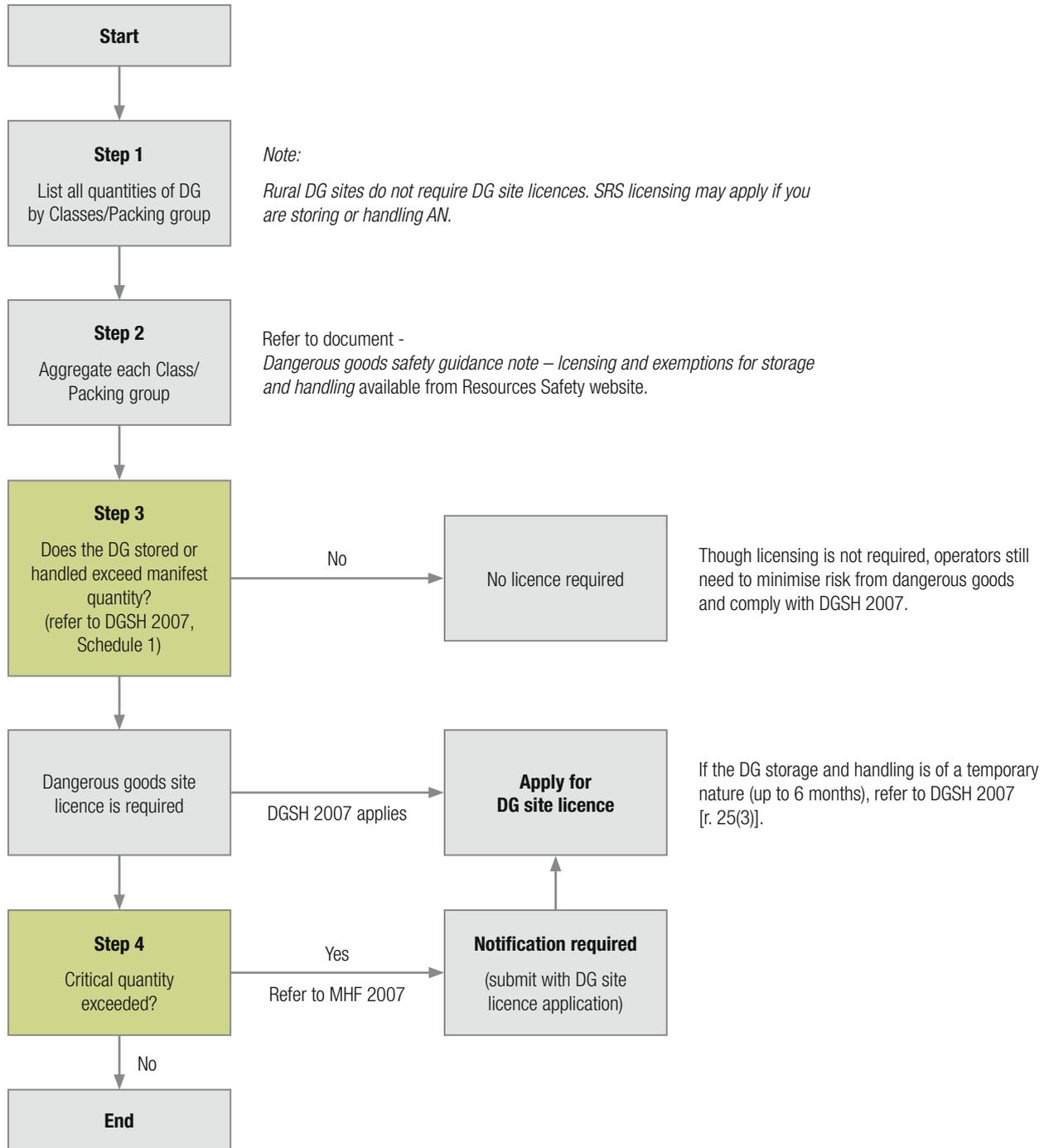
Resources Safety
 1 Adelaide Terrace
 East Perth WA 6004

Office hours: 8.30 am to 4.30 pm

Notes:

- **Licences cannot be issued over the counter.**
- **Please refer to the schedule of fees and charges on the Resources Safety website for the current fee applicable to this application for licence.**

Dangerous goods site licensing flowchart for new and amendment applications



Legend	
DGSH 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 no. (office use only)

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

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

- New licence (If site has previously been licensed please indicate licence number below, if known) [Complete all parts of application]
 Amendments to an existing licence [Complete all parts except part 6]
 Transfer of a licence [Complete all parts 2, 3, 8 and 10]
 Transfer of a licence **plus** a request for the addition / removal of storage [Complete all parts except part 6]

Indicate licence number

DGS

2. Applicant details

Please tick **one** of the following boxes and complete the relevant section below:

- Body corporate Partnership Trust Individual

Proof of entity documents are required to be lodged with the application. Refer to information section of application form.

Full legal name (as shown on the proof of entity document)

ABN **AND/OR** ACN

Registered business (trading name) (if different to the legal name)

Contact details

Business street address (mandatory)

Unit no. Street no. Lot no. Street Type (e.g. St, Rd)

Town / suburb State Postcode

Phone Email

Postal address (complete if different from above)

Unit no. Street no. Lot no. Street Type (e.g. St, Rd)

PO box no. Town / suburb State Postcode

3. Contact person for queries regarding the application

Name

Phone Email

OR

Accredited consultant name

Accreditation number

Phone Email

4. Site to be licensed

Site name (if different from applicant name)

Mining tenement number (if applicable)

Site address

Unit no. Street no. Lot no. Street Type

Town / suburb State Postcode

Certificate of Title (CT) number

Site phone Site facsimile

Site email

Additional location information (if there is no valid street address)

Global positioning system (GPS) coordinates

(The coordinates should relate to the depot or compound on the site where the dangerous goods are being stored)

Geographic (GDA94): Latitude Longitude **AND/OR**

Projected (MGA94): Easting Northing Zone

Other

Does this site handle, store or process more than 1,000 litres of hazardous wastes that are dangerous goods? Yes No

Is this site a potential mining operation? Yes No

6. Description of business operations

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

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

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

- | | |
|--|--|
| <input type="checkbox"/> Blending | <input type="checkbox"/> Reacting — high pressure |
| <input type="checkbox"/> Bulk filling | <input type="checkbox"/> Reacting — normal pressure |
| <input type="checkbox"/> Cylinder filling | <input type="checkbox"/> Recirculating |
| <input type="checkbox"/> High temperature storage | <input type="checkbox"/> Static storage |
| <input type="checkbox"/> Liquid withdrawal (e.g. filling cars) | <input type="checkbox"/> Vapour withdrawal (e.g. LP Gas for cooking) |
| <input type="checkbox"/> Low temperature storage | <input type="checkbox"/> Other (please describe) _____ |
| <input type="checkbox"/> Package filling | |

7. Site plans and supporting information

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

- | | |
|--|---|
| <input type="checkbox"/> Have you attached detailed site plans and draft manifest (including location, ground plans and population details for service station LP Gas proposals)? | <input type="checkbox"/> Has segregation of incompatible goods been addressed? |
| <input type="checkbox"/> Are all dangerous goods storage depots clearly identified on the plan(s)? | <input type="checkbox"/> Are separation distances shown to other DG depots, ignition sources, on-site facilities, off-site protected works, boundaries and fences? |
| <input type="checkbox"/> Are packages of flammable liquids opened in the store? | <input type="checkbox"/> 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)? |
| <input type="checkbox"/> 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)? | <input type="checkbox"/> Are fire protection details provided? |
| <input type="checkbox"/> Are fire resistance levels (FRL) of firewalls and doors shown (if appropriate)? | <input type="checkbox"/> Has a risk assessment been prepared and submitted to demonstrate the site can be operated in accordance with the regulations? |
| <input type="checkbox"/> Are ventilation details provided (e.g. vent sizes, locations, fan capacity, elevation plan of building to show vent locations)? | <input type="checkbox"/> Has an emergency plan been prepared and submitted to deal with any dangerous situation associated with the site? |
| <input type="checkbox"/> Are spill containment (bunding) details shown (e.g. design details, capacity — with calculations, tank to bund distances, material of construction, drainage, others)? | <input type="checkbox"/> Has a FES emergency response guide been prepared and submitted to Resources Safety and DFES if dangerous goods storage and handling is more than 10 times the manifest quantity? |

8. Applicant's declaration (where the intended licence holder is not an individual, this declaration must be signed by a person within the business / firm who has authority to sign)

I declare the information provided in this application and the documents provided in support of it, are true and correct. I understand that providing false or misleading information in an application is an offence.

Name Position
 Signature of applicant Date / /

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

- Completed and signed application form
- If a body corporate, the original certified copy of certificate of incorporation
- If a partnership, the following:
 - the original 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, the following:
 - the original certified copy of a document which states the name of the trust
 - full name, home address and contact details of at least one of the trustees
 - if the nominated trustee is a body corporate or partnership, the documents required are the same as advised for such entities.
- If an individual, a colour copy of the applicant's current motor driver's licence
- Detailed location plan showing position of the dangerous goods site relative to any roads, railways and buildings
- Detailed site plans of the site to be licensed
- A draft copy of the manifest detailing all dangerous goods to be stored or handled at the site
- Where the application relates to an amendment to storage, a marked-up copy of the site licence is to be provided
- A risk assessment prepared by the applicant or an accredited dangerous goods consultant
- A copy of the emergency plan
- If applicable, the lodgement of separate applications for appropriate SRS licences (e.g. SRS storage, SRS manufacture)
- If applicable, the lodgement of an operator notification form as required by the MHF regulations
- Payment of fees including:
 - Licence fees for new applications
 - Pro-rata licence fees
 - Checking fees (if applicable)

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 need complex internal assessment is 20 business days.

10. 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)* Mastercard Visa

Cardholder's name

Amount Signature of cardholder

Phone number of cardholder Date / /