



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

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

***Dangerous Goods Safety Act 2004***  
**Dangerous Goods Safety (Explosives) Regulations 2007**

ABN: 69 410 335 356

Use this form to apply for or amend a security risk substances (SRS) transport licence.

## Applying for a licence

Resources Safety wants to ensure that people transporting security risk substances (SRS) do so without creating risks to the community. Stringent criteria apply to where and how SRS may be transported and all transport must be undertaken by a licensed operator. There are now Dangerous Goods Safety (Security Risk Substances) Regulations 2007 (SRS regulations) that apply to road and rail transport of SRS.

This application seeks information on the security aspects relating to how SRS are transported.

Resources Safety has accredited a number of consultants who are approved to prepare and submit your application. When you have a consultant endorse your application as complying with the regulations, the Resources Safety checking fee does not apply.

Resources Safety officers can also assess applications for an explosives licence. However, its core business is regulation, and resources available for assessment of applications are dependent on workloads 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 requirements of the SRS regulations are in addition to the requirements of all Western Australian dangerous goods regulations, particularly those affecting security clearances and the licensing of dangerous goods vehicles and drivers.

The SRS Transport Licence is an umbrella licence issued for 5 years that covers one or more vehicles to be used in the transport of SRS.

The application form does not request specific details of individual vehicles but such information must be maintained by the licence holder as part of a documented security plan.

Applicants are required to provide a security plan as a precondition to obtaining a licence.

### 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 homogenous mixture of 2 or more components of the same kind.

In particular, the SRS regulations are addressing the use of ammonium nitrate, mainly for use in explosives manufacture and as a fertiliser.

### Who needs an SRS Transport licence?

Any person who conducts a business that involves transporting and SRS on a road that is open to or used by the public, or by rail must hold an SRS Transport Licence. Testing laboratories (not being educational institutions) will require an SRS Transport Licence at any quantity of SRS possessed.

To determine the categories of persons who may actually apply for a licence, please refer to the section on 'Applicant details'.

## Situations where an SRS Transport Licence is not required

An SRS Transport Licence is not required if a person:

- holds an SRS Fertiliser Licence that relates to the SRS and transports for own use;
- holds a Shotfiring Licence that relates to the SRS and transports for own use;
- holds an Explosives Manufacture (MPU) Licence that relates to the SRS and transports the SRS in the mobile processing unit;
- is a secure nominee of the holder of an SRS Transport Licence and transports the SRS in the course of his or her duties;
- controls or manages a commercial laboratory or employed in a laboratory; and
  - transports the SRS for analytical or research purposes at the laboratory that does not involve the manufacture of an illegal product; and
  - transports not more than 3 kg of the SRS.
- is employed by an educational institution or government organisation, and transports the SRS for analytical, educational or research purposes at the institution or organisation that does not involve the manufacture of an illegal product. The quantity transported must not exceed 3 kg.

An SRS Transport Licence is not required if the person holds a current **interstate** SRS Transport Licence. Interstate licensed dangerous goods drivers who are employed by the holder of such licences are not required to hold a WA Dangerous Goods Driver Licence unless they have been residing in Western Australia for more than three months.

## General requirements

Licences can only be granted to an individual, body corporate or a partnership. 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;
- can demonstrate an understanding of the security aspects associated with SRS; and
- has developed and can apply a security plan.

Individuals will be required to answer a number of questions relating to their integrity, and their personal details will be displayed on the licence. The holder of an SRS Transport Licence can only transport SRS from an authorised consignor to an authorised consignee.

## Drivers and vehicles

Where vehicles are used in the transport of SRS in a receptacle in quantities greater than 500 L or kgs then separate licensing of individual vehicles is required under the Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007. The abovementioned quantity can be exceeded for SRS transported in IBCs if:

- the IBC is not filled or emptied on the vehicle; and
- the total capacity of IBCs containing SRS on the vehicle is not more than 3000 litres.

The drivers of licensed dangerous goods vehicles transporting SRS must hold a Dangerous Goods Driver Licence. Drivers involved in the transport of any quantity of an SRS must hold a current WA DGSC or a recognised security clearance from another State of Australia.

The placarding requirements of vehicles used to transport SRS are subject to provisions of the Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007 and the ADG Code. Loads of SRS may still have to be placarded even though the vehicle in use does not require a Dangerous Goods Vehicle Licence. Specific details relating to dangerous goods driver and vehicle licensing can be found in the relevant application forms on the Resources Safety website.

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

For the purposes of the regulations an individual is **supervised** by another person while he or she has access to a 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 explosive is controlled by the other person.

A licence holder may authorise a person to have access to the SRS in the holder's possession. If the access is supervised or in a controlled environment there is no specific need for the person to have a security clearance or be a secure nominee.

If access to the SRS is to be **unsupervised** the person must possess a security clearance and be authorised by the licence holder as a secure nominee.

### Secure nominees

Holders of SRS licences may authorise persons to have unsupervised access to SRS in the course of their duties providing:

- the person has a security clearance; and
- the licence holder is satisfied the person is suitably trained to safely handle any SRS that the person will have unsupervised access to.

Persons authorised are deemed to be 'secure nominees' and the licence holder is required to maintain written records of all secure nominees including when authorisations were granted or cancelled.

Persons who are not secure nominees are not permitted to have unsupervised access to SRS.

### Public liability insurance

The owner of a road vehicle must not use the vehicle, or permit it to be used to transport a placard load of ammonium nitrate unless it is covered by a policy of insurance, or other form of indemnity, as required by Part 18 of the Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007. The minimum amount of cover is \$5 million and is in respect of:

- personal injury, death, property damage and other damage arising out of fire, explosion, leakage of dangerous goods in, or from the vehicle or container, transported in or on a vehicle; and
- costs incurred by or on behalf of a Commonwealth, State or Territory government authority in a clean up resulting from such fire, explosion, leakage or spillage.

Furthermore, a prime contractor must not use a road vehicle to transport a placard load unless the public liability insurance cover described above is in place.

Penalties apply to owners and prime contractors for non compliance with these insurance provisions.

### Responders to dangerous goods emergencies

The Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007 make it an offence for a person who is a prime contractor or rail operator to transport a placard load of dangerous goods without being an approved emergency responder.

### Reference material

Further information can be found at:

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Explosives) Regulations 2007
- Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007

(downloads of the Act and regulations are available free on the State Law Publisher's website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au))

- Australian Dangerous Goods Code, 7th Edition
- Australian Explosives Code, 3rd Edition

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

- Schedule of fees and charges
- Application for a Driver Licence
- Application for a Dangerous Goods Vehicle Licence
- 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
- Accreditation of responders to dangerous goods emergencies
- Security risk assessment and security plan template – transport

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

## 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, etc.) an eligible individual 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.

## Security clearances

It is a requirement that explosives related licence holders and people with unsupervised access to explosives or security risk substances possess a security clearance (and where necessary be a secure nominee of the licence holder). Key features of the assessment process are identity checks to confirm the status of applicants as well as national criminal history record checks including an ASIO 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 the security clearance between employers.

**Individuals who wish to apply for a SRS Transport Licence must first obtain a WA Dangerous Goods Security Card.** Details are available on the Resources Safety website and application forms can be obtained from and lodged at participating post offices in Australia.

**A SRS Transport Licence held by an individual is only valid while the security clearance of the individual remains current.**

### Recognised security clearances

Western Australian explosives regulations recognise 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 2013
Queensland	<i>Explosives Act 1999</i>
South Australia	Explosives (Security Sensitive Substances) Regulations 2006
Tasmania	<i>Security Sensitive Dangerous Substances Act 2005</i>
Victoria	Dangerous Goods (Explosives) Regulations 2011 Dangerous Goods (HCDG) Regulations 2005
Northern Territory	None applicable
Australian Capital Territory	None applicable

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

## Relevant offence

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.

## Security plans

A security plan that describes how the applicant will meet minimum requirements must be prepared and lodged with the application form. The content of a security plan is referred to in regulation 31 of the *Dangerous Goods Safety (Security Risk Substances) Regulations 2007*. In essence, a security plan will address:

- security risk assessment;
- personnel management;
- site security; and
- procedures.

The format of a security plan is not prescribed and applicants have flexibility in this area providing that all necessary elements of the plan are addressed.

The licence holder and the person representing the company as the person responsible for implementing the security plan are both required to implement and comply with the security plan.

The security plan has been declared a 'safety management document' for the purposes of sections 3 and 10 of the *Dangerous Goods Safety Act 2004* and this gives Dangerous Goods Officers the power to order improvements and updates to security plans, as well as allowing the Chief Officer to order third-party audits of the plans, paid by the licence holder.

## Application lodgement

If you intend to apply for a 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. 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 licences.

### Lodgements by email

- Applies to applications for new licences.
- All emails are to be sent to [rsdcustomerservices@dmp.wa.gov.au](mailto: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 so that DMP staff can easily identify the contents and make it easy for electronic document storage and retrieval.

### 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.

### Contact details

Tel: (08) 9358 8001  
 Email: [rsdcustomerservices@dmp.wa.gov.au](mailto:rsdcustomerservices@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.

### 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.

### 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.**



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

Application no. (office use only)

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

**Dangerous Goods Safety Act 2004**  
**Dangerous Goods Safety (Explosives) Regulations 2007**

ABN: 69 410 335 356

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

New licence

Amendments For amendments please indicate the licence number.

## 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 an individual must include a copy of their current motor driver's licence for proof of identity

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  Type

Town / suburb  State  Postcode

**Postal address** (complete if different from above)

Unit no.  Street no.  Lot no.  Street  Type

PO box no.  Town / suburb  State  Postcode

### 3. Relevant offence

**The following questions must be answered if the applicant is an individual.**

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.

### 4. Security clearance details

**Completion of this section is mandatory where the applicant is an individual.**

WA Dangerous Goods Security Card number  Expiry date  /  /

**Or**

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.

### 5. Vehicle location

Property name (if applicable) (in WA where vehicles can be inspected)

Trading name

Unit no.  Street no.  Lot no.  Street

Town / suburb  Postcode

Phone  Facsimile

**6. Insurance**

Have you obtained public liability insurance in accordance with Chapter 8 of the Australian Explosives Code, 3rd edition?

Yes  No

**7. 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

 /  / **8. Checklist** (please tick the boxes to ensure your submission is complete)

- Completed and signed application forms
- The original certified copy of certificate of incorporation (if applicable)
- 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
- A separate sheet briefly describing details of any relevant offence resulting in convictions, and/or charges pending (if applicable as per part 3)
- The original certified colour copy of an interstate recognised security clearance (if applicable as per part 4)
- A copy of a security plan
- Payment of the licence fee

**Incomplete applications cannot be processed and will be returned.**

**Licences cannot be issued over the counter. Please post applications to the Department of Mines and Petroleum - Resources Safety. The processing time for compliant applications that do not need complex internal assessment is 20 business days.**

### 9. 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*)

STR

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

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#### Security risk substances transport 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   /   /