



Application Guide for a Cyanide Permit

This information has been prepared to assist you in applying for a cyanide permit under the *Health (Drugs and Poisons) Regulation 1996* (the HDPR).

Section 238 of the HDPR states that:

“A person must not obtain, possess or use cyanide unless the person:

- (a) is endorsed under this regulation to obtain, possess or use cyanide; or
- (b) holds a cyanide permit for the cyanide.

Maximum penalty – 80 penalty units”. (Note: 1 penalty unit = \$100)

If you have obtained cyanide from interstate and have a cyanide permit (or equivalent) from another State and you don't have a Queensland Health issued cyanide permit, under the requirements of the regulation you:

- (a) must apply for a cyanide permit for the cyanide as soon as possible after the cyanide comes into the person's possession in the State; and
- (b) may only possess the cyanide without a cyanide permit for the time reasonably necessary to obtain a cyanide permit.

Maximum penalty – 40 penalty units.

How to complete the application form

1. Following this advice will enable timely consideration of your application.
2. When you complete the form, please print clearly and answer all questions in full. Applications are processed only when all the information requested is provided.
3. All forms requiring a signature must bear the original signature in ink. Queensland Health can only accept a photocopy or facsimile (fax) copy of the completed form, when the original form is also received within a reasonable time period after receiving the copy.
4. Each page of all photocopied documents that are submitted in support of this application must bear the original signature of a Justice of the Peace or Commissioner for Declarations.
5. You must submit a completed and signed cyanide management plan using the *Drugs and Poisons: Cyanide Management Plan Template* available at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp.
6. You must submit a certified copy of photographic proof of identity (eg. certified copy of current driver's licence or passport) with your application.
7. Information regarding a cyanide permit is available at www.health.qld.gov.au/ph/ehu/drugs_poisons.asp or by contacting the local Public Health Unit.
8. Mark-off the checkboxes () below as you complete the application form to ensure that you have provided all necessary particulars.
9. Applications must be returned to:

Senior Licensing Officer
Drugs and Poisons Policy and Regulation Unit
Environmental Health Branch
QUEENSLAND HEALTH
PO Box 2368
Fortitude Valley BC QLD 4006

Section 1

- Provide the name(s) of the applicant(s) in full and exactly as they appear on the applicant's birth certificate. If persons have ever been known by any other name, attach any certified copies of documentation that provides for formal changes of name ie. deed poll, marriage certificate etc.
- Business partnerships*: attach the required details of each partner. Provide the names of all partners in full and exactly as they appear on their birth certificates. If persons have ever been known by any other name, attach any certified copies of documentation that provides for formal changes of name ie. deed poll, marriage certificate etc. The permit will be issued in the full names of all partners.
- Incorporated companies*: provide the name that appears on the *Certificate of Incorporation* issued by the Australian Securities and Investment Commission (ASIC). The permit will be issued in this name. Attach a certified copy of the ASIC document to the application only if it has not previously been provided.
- Provide the Australian Company Number (ACN) as it appears on the *Certificate of Incorporation* issued by ASIC. Attach a certified copy of the ASIC document to the application only if it has not previously been provided.
- Government Departments and statutory authorities must give the full and current departmental or authority name.
- If the postal address is the same as the street address, write 'As above'.

Section 2 and 3

- If you are a new applicant (ie. you have not been granted a cyanide permit previously) or you are making a continuing application where the business name has changed, attach a certified copy of the *Business Names Extract* issued under the *Business Names Act 1962*.
- A safe, secure place under lock and key is required for storing cyanide. Give details describing the actual building or room where cyanide will be stored and the security to be provided (eg. locked in a poisons cabinet in the poisons store room). Similarly provide the room number and building name where the cyanide will be used.
- If you are a mobile electroplater provide details of the make, model and registration number of the vehicle, where indicated on the application form.
- Attach documentation from the relevant Local Government identifying the zoning category for the proposed location for cyanide storage and use (eg. print out from Council website, email or fax with property details and zone identified).
- If cyanide is proposed to be used in a residential area (as identified by Local Government zoning), attach documentation from the relevant Local Government proving that the proposed location satisfies the zoning requirements for the proposed use of cyanide (eg. letter, email or fax from Council). If you are applying for use as a mobile business (eg. mobile electroplating) then attach documentation from all relevant Local Governments.

Section 4

- Specify the exact purpose(s) the cyanide is required for, including the type of business.

Section 5

- Specify the expected usage rates of cyanide per month. The expected usage rate will assist you to determine the amount of cyanide you will need over the period for which you require a cyanide permit.

Section 6

- Type of cyanide: The specific chemical name of the type(s) of cyanide required must be listed, (eg. *sodium cyanide* or *potassium cyanide*).

- Strength of cyanide: State the strength (g/L or percentage) of cyanide in a solution or the strength (g/kg or percentage) in a powder or solid.
- Volume/amount required: Specify quantities of cyanide required: millilitres (mL) or litres (L) for liquids and milligrams (mg), grams (g), kilograms (kg) or tonnes for powder and solid form.

Section 7

- Specify in months or years, the period for which you will require the cyanide. Cyanide permits are usually granted for a maximum period of two years. However, applications are assessed on a case by case basis and may be granted for a longer period.

Section 8

- If you are the holder of another cyanide permit or applying on behalf of the holder of another cyanide permit (including any interstate permits), submit a certified copy of any such permits with the completed application.
- Provide details of the type, strength and volume/amount of cyanide(s) as specified above in Section 6 of this fact sheet, that are currently on hand.

Section 9

- If you are the holder of other drugs and poisons endorsements or applying on behalf of the holder of another drugs and poisons endorsement (including any interstate endorsements), submit a certified copy of any such endorsements with the completed application.
- Provide details of the type of endorsement, the endorsement number and the state from which it was issued.

Section 10

If you have answered *yes* at any checkbox, attach certified copies of the following documents –

- Certificate of conviction / court or tribunal order / police records search.
- ASIC order preventing individual from managing a corporation.

Section 11

- All declaration checkboxes are ticked.
- The application form must be signed by:
 - the applicant(s), in the case of an individual or a partnership; or
 - a person who is authorised to sign such applications, in the case of a company, Government Department or statutory authority making application for a permit.

Please do not return this fact sheet with the application