

# Application for a Licence to Possess Radiation Apparatus



To the Chief Executive:

Client Number

1. Name of Applicant *(if the applicant is a corporation)* A.C.N.
2. Name of applicant if the applicant is an individual, or name of the contact person if the applicant is a corporation *(include full name and title)*  

Title	Surname	Given name(s)
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3. Address *(for correspondence)*  
  
 Postcode
4. Telephone Number *(work)* Fax Number E-mail Address
5. Type of radiation apparatus and practice category for which the applicant wishes to possess radiation apparatus *(Please complete the following two pages.)*
6. Title and date of the radiation safety and protection plan attached to this application
7. Is the applicant currently in possession of any radiation apparatus?  Yes  No  
*(If "yes", please provide details in the approved form.)*
8. Has the applicant
- a) been convicted of an indictable offence?  Yes  No
- b) been convicted of an offence against this Act or a corresponding law?  Yes  No
- c) held a licence under this Act, or a similar instrument under or a corresponding law, that was suspended or cancelled?  Yes  No
- If the answer is "yes" to any of the above, please attach details.*
9. Please state the term of the licence being sought *(Choose 1, 2 or 3 years only.)*  years
10. Payment of fees *(Please note that this application will not be complete unless the appropriate fees are included when the application is made.)*  
 The fees payable with this application have been calculated by the applicant to be \$
- Payment information *(Note: This is a GST free item. Queensland Health ABN: 66 329 169 412)*
- Cheque or Money Order enclosed *(payable to Queensland Health)*
- Payment by Credit Card *(Please complete the "Credit Card Payments" section on the last page of this form)*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*(or contact person, if a corporate applicant)***Please turn over →**





## Notes for the applicant—Application for a Licence to Possess Radiation Apparatus:

- (a) The \$359.00 application fee is not refundable if this application is not successful.
- (b) A person must not acquire a radiation apparatus unless the person is the holder of both a possession licence and an approval to acquire the radiation apparatus.
- (c) Before their use to carry out a practice, radiation apparatus must be in compliance with the relevant radiation safety standards.
- (d) Premises in which the radiation apparatus is used must be in compliance with the relevant radiation safety standard.
- (e) A possession licensee must only allow a radiation source to be used to carry out a practice if the person using the source is the holder of an appropriate use licence.
- (f) A person who is in possession of a radiation apparatus for the purpose of carrying out a radiation practice must have an approved radiation safety and protection plan.
- (g) A person must not supply a radiation apparatus to another person unless the other person is the holder of both a possession licence and an approval to acquire the radiation apparatus.
- (h) A person who disposes of a radiation apparatus must give the Chief Executive written notice of the disposal within 7 days after the disposal.

## Fees to accompany application

### Calculation of the fee payable with this application

#### Step 1 Current holdings of radiation apparatus by the prospective licensee

Number of ionising radiation apparatus  A

Number of non-ionising radiation apparatus  B

#### Step 2 Choose the desired term for this licence (*Choose 1, 2 or 3 years only*) years C

#### Step 3 Base fee payable with this application

Base fee: \$205.00 for a licence term of up to one year; \$410.00 for up to two years; \$615.00 for up to three years  
For a licence term of C years, the base fee payable is \$  D

#### Step 4 Apparatus fee payable with this application (*This fee is payable only if the applicant has radiation apparatus in the applicant's possession*)

For a licence term of up to one year: \$61.50 for each ionising or non-ionising radiation apparatus

For a licence term of up to two years: \$123.00 for each ionising or non-ionising radiation apparatus

For a licence term of up to three years: \$184.50 for each ionising or non-ionising radiation apparatus

Apparatus fee = \$  E

#### Step 5 Calculation of the total fee payable with this application

Total fee payable = \$359.00 application fee + base fee + apparatus fee  
= \$359.00 + D + E  
= \$

**Credit Card payments**

(This section need only be completed if the applicant wishes to pay the fees payable with this application by Mastercard, Bankcard or Visa Card. Do not detach this section.)

Name of Applicant (The name stated here should be the same as the name stated in Question 1 on page 1 of this form.)

Please charge the fees payable \$  to my  Mastercard  Bankcard  Visa Card

Card number             Expiry date   /

Name on card (Please print)

Signature of cardholder  Date

**CHECK LIST**

- Supporting documentation is attached (Refer to Q5, 6, 7 and 8)
- The prescribed application and licence fees are enclosed
- All questions have been responded to
- The application form (3 pages) is signed and dated

**ENQUIRIES**

**Email:** radiation\_health@health.qld.gov.au

**Phone:** (07) 3328 9987 **Fax:** (07) 3328 9622

**RETURN COMPLETED FORM TO:**

The Licensing Officer  
Radiation Health Unit

**Physical Address:**

15 Butterfield Street  
HERSTON QLD 4006

**Postal Address:**

PO Box 2368  
FORTITUDE VALLEY BC QLD 4006

**THIS FORM IS TO BE COMPLETED IF THE APPLICANT FOR AN ACT INSTRUMENT IS AN INDIVIDUAL OR HAS A NOMINATED PERSON**

**Important Information**

1. Where applicable, attach supporting documentation to support a name change.
2. 'Act instrument' means a licence, accreditation certificate, radiation safety officer certificate or approval.
3. If the application for an Act Instrument relates to a security enhanced source, this form must be completed by the Nominated Person (i.e. the person who has been appointed to oversee the security of the security enhanced source).

**Applicant Details**

Surname:

Given name(s):

Date of Birth:  /  /   
(dd/mm/yyyy)

**Residential Address**

Address:

Suburb:

State:  Post Code:

**Postal Address** (if same as residential address, write 'AS ABOVE')

Address:

Suburb:

State:  Post Code:

**Information to be Submitted**

You are required to provide two documents which prove your identity as follows:

1. one **certified** copy of a document from the attached list of Primary Identity Documents; and
2. one **certified** copy of a document from the attached list of Secondary Identity Documents.

'Certified copy' means a copy of an original document that has been certified by a **justice of the peace or a notary public** as being a correct copy of the original document.

Note: The proof of identity documents **will not** be accepted if the:

- copies have been certified by a person other than a justice of the peace or notary public; or
- copies have been certified by a Commissioner for Declarations as defined in Queensland's *Justices of the Peace and Commissioners for Declarations Act 1991*; or
- copies are not the originally signed certified copies (faxed or emailed copies of certified copies **will not** be accepted).

**Declaration by Applicant**

I declare that the information I supplied in this form is complete, truthful and correct in every detail.

\_\_\_\_\_  
Signature of Applicant Date

**Declaration by Witness**

I declare I am satisfied that the applicant who signed this form is the person mentioned in the documents I have certified.

\_\_\_\_\_  
Signature of Justice of the Peace or Notary Public Date  
(Note: Certification from a Commissioner for Declarations **will not** be accepted)

**PRIMARY IDENTITY DOCUMENTS**

1. Australian birth certificate
2. overseas birth certificate accompanied by a passport or Australian visa document issued by the Commonwealth Department of Immigration and Citizenship
3. document of identity recognised by the Commonwealth Department of Immigration and Citizenship
4. Australian passport that is current or has not been expired for more than 2 years
5. current foreign passport
6. document evidencing Australian citizenship issued by the Commonwealth Department of Immigration and Citizenship
7. Australian driver's licence that is current or has not been expired for more than 2 years

**SECONDARY IDENTITY DOCUMENTS**

1. current identification card issued by the Commonwealth or State as evidence of the person's entitlement to a financial benefit—examples include seniors health card, health care card, Medicare card, pensioner concession card or entitlement card issued by the Department of Veteran's Affairs
2. current account card or credit card, issued by a financial institution, that contains the person's name and signature
3. account statement issued by a financial institution within the previous year
4. document evidencing discharge from military service within the previous 2 years
5. student identification card containing the person's photograph and signature that is current or has not been expired for more than 2 years
6. document evidencing enrolment in an educational institution within the previous 2 years
7. document evidencing electoral enrolment within the previous 2 years
8. utilities account statement issued by a utilities provider within the previous year
9. notice of land valuation, water rates or council rates issued within the previous year