



DANGEROUS GOODS VEHICLE LICENCE APPLICATION FORM

IMPORTANT

This form is to be used to apply for a dangerous goods vehicle licence under the *Dangerous Goods (Road Transport) Regulation 2010* (the Regulation) to transport dangerous goods by road. You can access the Regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.worksafe.act.gov.au.

PRIVACY

The *Dangerous Goods (Road Transport) Act 2009* (the Act) authorises the Director-General to collect the personal information required by this form. The Director-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Director-General provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. The Privacy Policy can be found on the JACS website at <http://www.justice.act.gov.au/privacy>.

CONTACT

WorkSafe ACT, Licensing and Certification Unit

Office Hours **9:00am to 4:30pm Monday to Friday**

General enquiries **(02) 6207 3000**

Fax number **(02) 6207 2009**

Email dangeroussubstances@act.gov.au

Website www.worksafe.act.gov.au

INSTRUCTIONS FOR COMPLETION

- Read the Further Information prior to completing the application form.
- If completing this form by hand please use blue or black pen.
- Any alteration to information provided on this form must be struck through with pen. Substitute information must be clear and the person completing the form must sign in the margin. Do not use correction fluid or tape.
- Ensure that any photographs attached are clear and the details legible.
- Payment of the application fee is to accompany the application form. All methods of payment will be accepted at the Office of Regulatory Services (ORS) shopfront. A cheque or money order made out to the "Office of Regulatory Services" or credit card payment authority will be accepted by post. If you fax the application form and do not complete the credit card payment authority, please post a cheque or money order to the below address attached to the payment details page. Your licence will not be issued until payment of the application fee has been received.

Return completed forms

| In Person: | By Post: | Fax to: | Email to*: |
|---|--|---|--|
| Office of Regulatory Services 255 Canberra Avenue Fyshwick ACT 2609 Hours: 9.00am – 4.30pm | WorkSafe ACT Office of Regulatory Services GPO Box 158 Canberra, ACT 2601 | WorkSafe ACT Licensing and Certification (02) 6205 0336 | dangeroussubstances@act.gov.au * payment can not be accepted via email. Remove and submit the signed payment details page of the application form to ORS with preferred payment method. |

FURTHER INFORMATION ABOUT APPLYING FOR A DANGEROUS GOODS VEHICLE LICENCE

Do you need a licence?

If you have a current vehicle licence issued in any other State or Territory you do not need to obtain an ACT licence as well.

A dangerous goods vehicle licence is only required for transport of dangerous goods in the following cases:

- a) in a receptacle with a capacity of more than 500 litres;
- b) in a receptacle with more than 500 kilograms; or
- c) where the capacity of all Intermediate Bulk Containers (IBCs) is more than 3000 litres, or where any IBC is filled or emptied while on a vehicle.

A vehicle means any description of a vehicle on wheels, other than a vehicle used on railways or tramways. However, under the Regulations a dangerous goods vehicle licence is not required for a prime mover or a converter dolly.

You must maintain the vehicle's registration throughout the period of the licence or the licence will cease to be current and must be returned to ORS.

Classes of dangerous goods that can be carried

All classes except the following can be carried under a dangerous goods vehicle licence issued by the Competent Authority under the *Dangerous Goods (Road Transport) Regulation 2010*:

Class 1 – Explosives

Class 6.2 – Infectious substances Category A (application for a licence to carry out the business of transporting clinical waste must be made under the *Clinical Waste Act 1990*)

Class 7 – Radioactive Material

Display of licence label

The licence label issued by the Competent Authority must be attached to the vehicle to which it pertains in a conspicuous place. If the label is to be attached to the exterior of the vehicle (including trailers) it must be placed in a secure holder that protects the label from deterioration (e.g. a plastic rego holder).

The application must be made on this form and is to be accompanied by:

- a) copy of indemnity insurance policy;
- b) photos of vehicle tank compliance plates (if applicable); and
- c) payment of the prescribed fee.

You will not be issued a dangerous goods vehicle licence if you are subject to a court order prohibiting your involvement in the transport of dangerous goods by road.

Payment of dangerous goods vehicle licence application fee

Payment can be made by credit card, cheque or money order made payable to the "Office of Regulatory Services".

EFTPOS and cash will be accepted only at the ORS shopfront at 255 Canberra Avenue, Fyshwick ACT 2609.

Call the Dangerous Substances unit to confirm the required application fee. Alternatively, you can check the legislation register at

<http://www.legislation.act.gov.au/> under the *Dangerous Goods (Road Transport) Act 2009 – Fees*.

Disposal or transfer of licensed vehicle

If a licensed vehicle is sold or disposed of, before transferring possession or otherwise disposing of the vehicle the person who holds the licence must remove the vehicle label from the vehicle and attach it to a Notice of Disposal, or destroy it and provide sufficient evidence of this if requested by the Competent Authority. Within **21 days** of transfer or otherwise disposing of the vehicle, the person who holds the licence for the vehicle must give the Notice of Disposal with the licence and the vehicle label attached to the Competent Authority. The Competent Authority will amend or cancel the licence to reflect the removal of the vehicle.

If you are also varying the licence to add another vehicle, complete an application for the variation of your licence with the prescribed fee.

If you are the new owner and you do not currently have a vehicle licence, complete a new application form. If you have a current licence, complete an application for variation of your licence with the prescribed fee.

Personal information

Details of all licence applications including personal information such as your name and address are collected and held by ORS and some details are made available to the public, along with licence details, via the public register. You can ask ORS to remove or not place personal information on the public register. However, for this to occur ORS must be satisfied that the safety or well being of any person would be affected by not suppressing the information and that suppression would, on balance, be in the public interest.

You can forward reasons why your personal information should not be included on the public register to the Manager, ORS Dangerous Substances Inspectorate, Justice and Community Safety Directorate, GPO Box 158, Canberra ACT 2601.

You can access the personal information ORS is holding about you. You can ask ORS to make appropriate amendments to ensure that the personal information is accurate, relevant, up-to-date, complete and not misleading. Contact WorkSafe ACT, Office of Regulatory Services, GPO Box 158, Canberra ACT 2601, or on (02) 6207 3000 for assistance.

APPLICATION TYPE New Application Renewal – current dangerous goods vehicle licence number _____ Variation to existing licence – current dangerous goods vehicle licence number _____

Specify amendment details (if adding a vehicle, complete all relevant sections):

 Replacement label/licence (for lost, stolen or defaced labels or licences) – Attach this page and a statutory declaration explaining the loss, theft or defacement and payment.**APPLICANT DETAILS – Individual**

| | | | |
|--------------------------------|-------------|----------------------------|-----------|
| Surname: | | First name: | |
| Other/previous names (if any): | | Date of birth: / / | |
| Residential address: | | | Postcode: |
| Postal address: | | | Postcode: |
| Daytime phone: () | Fax: () | Mobile: | |

APPLICANT DETAILS – Business/Corporation

| | | | |
|--------------------------------------|-------------|---------------------------------------|-----------|
| Registered name of business/company: | | | |
| Trading name (if any): | | | |
| ABN/ACN: | | Responsible person (for application): | |
| Business address: | | | Postcode: |
| Postal address: | | | Postcode: |
| Business phone: () | Fax: () | Mobile: | |

| VEHICLE DETAILS – copy this page and complete for every vehicle you intend to licence | | |
|--|------------------------------|----------------------------|
| In accordance with section 208 of the <i>Dangerous Goods (Road Transport) Regulation 2009</i> a vehicle licence is not required for a prime mover or a converter dolly. | | |
| Type: <input type="checkbox"/> Rigid <input type="checkbox"/> Semi-Trailer <input type="checkbox"/> Tank <input type="checkbox"/> Trailer <input type="checkbox"/> Other: | Tare weight: | GVM/GCM: |
| Make: | Model: | |
| V.I.N.: | Registration number: | State: |
| Class(es) of dangerous goods intended to be transported in or on the vehicle (<i>please tick</i>) | | |
| 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> |
| 5 <input type="checkbox"/> | 6.1 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| | | 9 <input type="checkbox"/> |

| TANK VEHICLE DETAILS – Complete only if vehicle is a tank type | | |
|--|------------------------------|----------------------------------|
| Tank design approval number: | Authorising state: | Design code : (if applicable) |
| Type: <input type="checkbox"/> Tank trailer <input type="checkbox"/> Rigid tanker <input type="checkbox"/> Demountable tank <input type="checkbox"/> Other: | Material type: | |
| Class(es) of dangerous goods the tank is designed to carry (<i>please tick all relevant</i>) | | |
| 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> |
| 5 <input type="checkbox"/> | 6.1 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| | | 9 <input type="checkbox"/> |

| TANK COMPLIANCE PLATE DETAILS – Attach photo of compliance plate | |
|--|-----|
| Compliance plate details of the road tank vehicle, as prescribed by the Australian Dangerous Goods Code 7 Clause 6.9.2.2.3 | |
| Tank manufacturer | |
| Date of manufacture | / / |
| Tank serial number | |
| Maximum allowable working pressure | |
| Test pressure | |
| Metallurgical design temperature (if above 50° C or below -20°C) | |
| Capacity of tank (if more than one compartment, capacity of each compartment is required) | |
| Maximum mass of dangerous goods that may be transported in the tank under the design approval | |

| | |
|--|-----|
| Maximum gross mass of the tank | |
| Initial hydraulic test date | / / |
| Most recent hydraulic test date | / / |
| Authority or organisation that witnessed last hydraulic test | |
| Australian Standard, or other Standard or Code, upon which the design is based | |

| INSURANCE DETAILS <i>(attach copy of policy)</i> | | |
|---|------------------|------------------------|
| Indemnity insurance company: | | |
| Policy number: | Expiry date: / / | Amount insured: \$.00 |

| APPLICANT DECLARATION | |
|--|---------------|
| <p>a) I, the responsible person for this application, declare that I have read and understood the information provided in this form, that the details shown in this application are true and correct, and that the attached documents (including images) relate to the nominated vehicle/s.</p> <p>b) I agree to abide by any conditions that form part of the licence issued by the ACT Competent Authority.</p> <p>c) I consent to ORS being able to make inquiries in relation to the information provided for the purposes of this application, or in relation to a licence subsequently granted to me by the ACT Competent Authority.</p> | |
| Name: | Position: |
| Signed: | Date: / / |
| Email: | Phone No: () |

| OFFICE USE ONLY | | | | | |
|--|------------------------------|-----------------------------|---------------------|-----------------|--|
| Received via: | Received by | | Date: | Time | |
| Mail / Counter / Fax / Email | | | / / | : Hrs | |
| Inspector allocated: | | | Date: | Time | |
| | | | / / | : Hrs | |
| Fee paid | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Fee: \$.00 | Receipt number: | |
| Copy of indemnity insurance policy | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date of expiry: / / | | |
| Photo of tank vehicle compliance plate | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |

| | | | | | |
|----------------------|------------------------------|-----------------------------|-----------------|------------------------------|-----------------------------|
| Application complete | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Licence issued | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | Licence number: | | |
| | | | Date of issue: | / | / |

Required licence conditions:

END OF APPLICATION