

Application to vary a radiation user licence to use regulated material

ABN 43 692 285 758
TAX INVOICE

Approved form under section 9(2) of the *Radiation Control Act 1990* (valid for applications to 30 June 2022)

Use this form if you are renewing your licence and want to:

- add radioactive substance(s), radiation apparatus or sealed source devices
- modify conditions on a licence.

Use our online service [EPA eConnect](#) instead if you want to:

- apply for a new user licence
- change details such as your name and address.

To be licensed to use regulated material you need certain qualifications and experience. To find out if you have these prerequisites, see our [Radiation user licence criteria](#).

Current user licence details

Licence no. Date of expiry (dd/mm/yyyy)

Requested changes to user licence

Tick if you are upgrading from an SPP (supervised practice program) to a full licence.
What other variations to the licence are you requesting?

Qualifications and experience

If you meet the qualification criteria and supply all relevant documentation, your user licence application will be considered a 'simple' application.

Please provide details of additional qualifications, knowledge and experience that support your application. Enclose copies of supporting documents with your application.

Ionising radiation apparatus

Details of all additional apparatus to be added to your current licence including maximum current (mA) and voltage (kVp). Write N/A if no radiation apparatus is to be added to your licence.

Description of the equipment

Maximum mA Maximum kVp

(e.g. cabinet X-ray, mobile dental X-ray, CT scanner)

Radioactive substances

Provide details of the radioactive substances to be added to your current licence, stating all maximum activities in becquerels (Bq) or multiples of becquerels, e.g. kilo (k), mega (M), giga (G), tera (T).

If no radioactive substances are to be added to your licence, write N/A.

UNSEALED radioactive substances

Radionuclide

Max. activity (Bq)

Describe proposed use

SEALED radioactive substances

| Radionuclide | Max. activity (Bq) | Describe proposed use |
|--------------|--------------------|-----------------------|
|--------------|--------------------|-----------------------|

Radioactive substances that exceed the Radiation Advisory Council activity threshold for certain licences will be referred to the Radiation Advisory Council for consideration.

Declaration

The licensee must complete and sign this section.

I declare that the information I have supplied in this application is not false or misleading in a material particular.

Name

Signature

(upload image of signature)

Position

Date (dd/mm/yyyy)

Note: Your personal information is collected and held by the EPA, 4 Parramatta Square, 12 Darcy St, Parramatta NSW 2150. The information is collected in order to process and consider your application. If you don't supply all the information we ask for, we can't process your application. The information may be used for other purposes relating to the administration and enforcement of the *Radiation Control Act 1990*. You have a right to access or correct your personal information in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

Application fees

You must send an application fee with this form.

The fee is exempt from the GST (goods and services tax) by the Commonwealth Treasurer's determination under Division 81 of *A New Tax System (Goods and Services Tax) Act 1999*.

Application fee for simple variation

\$132 (for 2024-25)

This fee applies if you provide us with all the required information and meet all the relevant criteria for the user licence sought.

Application fee for non-standard (complex) variation

\$395 (for 2024-25)

This fee applies if your application is referred to the Radiation Advisory Council to consider.

Payment details

Payment can be made by credit/debit card or electronic funds transfer (EFT). Payment must be in Australian dollars.

Please tick your payment method Card EFT

Card payments

Please note, a merchant processing fee of 0.4% applies to all card payments.

Amount (\$)

Payment method Mastercard Visa

Card number

Expiry date

Cardholder name

Cardholder phone number

Cardholder signature

Date of payment (dd/mm/yyyy)

Electronic Funds Transfer (EFT) payments

Payment by EFT must be deposited to the following account:

Bank Westpac Banking Corporation

Account Name EPA Operating Account

BSB 032 001

Account No. 170 737

Reference Please quote your name

If you pay by EFT we need the remittance advice to able to process your application. Email the remittance advice on the day you make the payment to dgrp.licensing@epa.nsw.gov.au.

Notes

1. Send only copies of qualifications and credentials. Do not send originals.
2. If we approve the application we will send you a user licence with the variation.

Incomplete applications cannot be processed

Before sending your application

Please ensure that you have:

- attached the applicable fee
- supplied all relevant information
- attached copies of required qualifications
- signed the form.

How to send your application

Email completed form and any supporting documentation to dgrp.licensing@epa.nsw.gov.au or post it to:

NSW Environment Protection Authority
Licensing and Compliance Unit
Locked Bag 5022
Parramatta NSW 2124

Tel: 02 9995 5700

Web: www.epa.nsw.gov.au/your-environment/radiation

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

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