



Government
of South Australia

SafeWork SA

Variation to a Licence to Keep Dangerous Substances

Guidance Notes

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If you currently hold a licence to store a dangerous substance and you wish to vary the quantity or type of Dangerous Substances listed on your licence, you will need to complete an application to “Vary a Licence to Keep Dangerous Substances”.

Legislation

The keeping of dangerous substances at a premise is regulated through the:

- [Dangerous Substances Act 1979](#) (the Act)
- [Dangerous Substances \(General\) Regulations 2017](#) (the Regulations).

The storage of Division 2.1 (LPG), Class 3 (Flammable Liquids), Class 6 (Toxic) and Class 8 (Corrosive) must be in accordance with the Act and Regulations.

Two Australian Standards are also called up in the regulations:

- AS1596 The storage and handling of LP Gas, and
- AS1940 The Storage and Handling of flammable and combustible liquids.

Completing a licence application

You will need to complete an [application to Vary a Dangerous Substances Licence](#) when you need to amend the quantities or type of dangerous substances at a premise that you currently hold a licence for.

Do not complete this form if the premises have had a change of ownership. The new owner must submit a new [application for a Licence to Keep a Dangerous Substance](#), along with a site plan and proof of change in ownership.

To complete your application, you will need:

- your current dangerous substances licence number
- the quantities and types of dangerous substances that are listed on your current licence
- a list of the new dangerous substances and their quantities that require licensing
- the Class of dangerous substances that is stored at the premise
- the Packing Group number (I, II or III) of any Class 3, 6 and 8 substances
- the maximum water capacity of any LPG cylinders or tanks
- the maximum storage capacity of any tanks for Class 3, 6 and 8

- the size of any packaging used for the storage of Class 3 substances
- a site plan for the proposed new dangerous substances storage.

The quantity that should be quoted is the maximum capacity of any tank or vessel. You should quote the maximum amount that you will have on site at any given time (consider peak periods).

Site plans

All applications must be accompanied by a site plan which incorporates the following information:

- Boundaries
- Dispensers
- Doorways
- Drains
- Fill points
- Fire protection
- Fire walls
- Ignition sources
- Piping
- Signs
- Vents
- Windows
- Protected places
- Vapour barriers
- Any other relevant factors
- Construction details of store
- Spillage control (bunds) LPG at petrol stations – occupancy rates

You can find an example of a site plan on the [Safe Work Australia website](#).

The installer of an LPG tank will be required to submit a [Notice of installation of liquefied petroleum gas tank](#) to SafeWork SA.

Lodging an application for a licence

1. Complete the [application form](#) available from the SafeWork SA website (safework.sa.gov.au)
2. Send your completed application form to SafeWork SA either by email or post, making sure you attach all relevant supporting documentation, including the site plan.
 - Email: licensing.safework@sa.gov.au
 - Post: SafeWork SA, Licensing Unit, GPO Box 465, Adelaide, SA, 5001

If you do not provide all required documentation, your application will be returned to you unprocessed.

There is no fee to submit a variation to the Dangerous Substances licence. However, the variation in quantity may result in new fees being applied upon next renewal.

Further Information

For further information and assistance to complete the forms please contact SafeWork SA:

Visit: safework.sa.gov.au

Call: 1300 365 255

Email: licensing.safework@sa.gov.au.