



Application and security plan to  
**ACQUIRE AND USE**  
**SECURITY SENSITIVE AMMONIUM NITRATE AS A FERTILISER**

All information given in and supplied with this application will be treated in confidence

## A guide to completing this form

An authority is required for the manufacture, storage, transport, import or export, purchase or acquisition, sale or supply, and use or disposal of Security Sensitive Ammonium Nitrate (SSAN). This authority will be issued in the form of a numbered Certificate.

SSAN is defined as ammonium nitrate, or any ammonium nitrate mixture containing greater than 45 percent ammonium nitrate. Solutions of ammonium nitrate are excluded. SSAN products must be authorised in South Australia by the manufacturer or importer.

### New applications

Please answer all questions on this form. Where a question or section is not relevant, cross out and indicate 'not applicable'.

Please sign and date each page and complete your payment details on the final page.

**If the applicant is a company, attach a copy of your certificate of incorporation. All directors must complete the 'Authority to Access Person History Information' (security clearance) form.**

The person signing this application form on behalf of the company must provide evidence that they have the authority to do so.

### Renewal and variations

Please use the *Application to vary or renew security sensitive ammonium nitrate licence or permit* form.

## APPLICANTS DETAILS

New applicant  Amend existing details

List the numbers of any South Australian certificate(s) that already allow you access to SSAN

Name of applicant for licence/permit (Person or Company)  
Use **BLOCK** letters

ACN (if applicable)

ABN (if applicable)

Trading name (if applicable)

Postal address

Suburb

Postcode

Attention to

Business/Home address

Suburb

Postcode

Daytime phone

Mobile

Email address

## AUTHORITIES

An authority is required for the manufacture, storage, carriage, import or export, purchase or acquisition, sale or supply, and use or disposal of Security Sensitive Ammonium Nitrate (SSAN).

Please indicate which SSAN authorities are covered in this application?

Permit to purchase or acquire

Yes  No

Permit to sell or supply

*Required if you sell or supply SSAN to another person or organisation*

Yes  No

Licence to manufacture

*Required if you mix any SSAN you acquire with another substance to produce a different SSAN*

Yes  No

Permit for use or disposal

*Only bonafide use of SSAN will be authorised*

Yes  No

Permit to import to or export from South Australia

*Required if you obtain/supply SSAN from/to outside South Australia*

Yes  No

Licence to store

*Required if you store SSAN overnight*

Yes  No

Licence to carry (transport)

*Required if you are a carrier or user transporting more than 20kg of SSAN by vehicle or vessel*

Yes  No

Applicant's signature

Date ..... / ..... / .....

**PERMIT TO PURCHASE OR ACQUIRE SSAN &  
PERMIT TO USE OR DISPOSE OF SSAN**

Provide details of the purpose for which a permit to purchase or acquire the particular SSAN product (provide product name) is required.

If the product will be stored in a Store licensed in the name of another person, please give details.

Provide details of the purpose for which a permit to use or dispose the particular SSAN product (provide product name) is required.

Include details of the site of the use or disposal.

Applicant's signature

Date ...../...../.....

Provide details for each SSAN product you intend to acquire for use or disposal.

**SSAN Product 1**

Product name

Supplier

Manufacturer

Specific purpose (e.g. growing grapes)

Method of application

Approximate annual usage

Site of use or disposal

**SSAN Product 2**

Product name

Supplier

Manufacturer

Specific purpose (e.g. growing grapes)

Method of application

Approximate annual usage

Site of use or disposal

**SSAN Product 3**

Product name

Supplier

Manufacturer

Specific purpose (e.g. growing grapes)

Method of application

Approximate annual usage

Site of use or disposal

**SSAN Product 4**

Product name

Supplier

Manufacturer

Specific purpose (e.g. growing grapes)

Method of application

Approximate annual usage

Site of use or disposal

**PERMIT TO SELL OR SUPPLY OF SSAN**

Provide the details of the purpose for which a permit to sell or supply the particular SSAN product (provide product name) is required, including details of the site of the premises from which the sale or supply will be conducted.

**PERMIT TO IMPORT OR EXPORT SSAN**

Provide details of the purpose for which a permit to import or export the particular SSAN product (provide product name) is required. Include the point of entry to, and/or the point of exit from South Australia.

Applicant's signature

Date ...../...../.....

## LICENCE TO MANUFACTURE SSAN

Provide details of the purpose for which a licence to manufacture the particular SSAN product is required. Include site of manufacture, a site plan and the ingredients of the product and name of the product.

## LICENCE TO STORE SSAN

Provide details of the purpose for which a Licence to store the particular SSAN product is required.

## Site plan

For each property, attach a site plan(s) of the property including where the SSAN will be stored and used.

- For small properties, this could be one site plan.
- For larger properties, draw two plans; one showing the overall site and surrounds and another more detailed plan of where the SSAN will be stored.
- Include the distance to the nearest public road, property boundaries, and any nearby public or private buildings and the nature and use of those buildings.
- State the maximum quantity to be stored at each secure storage site.

The plan(s) must contain sufficient details for an inspector to locate the property, and to locate the SSAN stored on the property. This may require more than one site plan.

## Security management plan

Provide details for each secure store identified on your site plan. The Store may be a container, a room within a building or a separate building or structure.

## Situation of store

*If in a town give street and number, if elsewhere give section and hundred. Include the Municipal / Council area.*

## Owner

*If not the applicant*

## Maximum quantity of SSAN to be stored

 kg

## Package size

*For packaged SSAN*

 X  X 

Applicant's signature

Date ..... / ..... / .....

**Type of store and external construction**

*e.g. brick building with painted steel roof*

**Nature of floor and internal lining of the Store**

*e.g. concrete floor, internal lining of walls and ceiling is cement sheeting*

**Dimensions of the Store**

 X  X 

**Doors to Store**

*Describe number, type and nature*

**Door locks**

*Describe the type of locks*

**Windows to Store**

*Describe number and type, dimensions, and whether locked, barred or alarmed*

**Signage**

*Describe any signs that warn against intrusion into the secure store, such as 'Authorised Access Only' etc*

**Other security measures**

*Describe any other security measures such as alarms, patrols, guard dogs, lighting etc*

**Authorised personnel**

On the following page list all those on your farm, whether family or other workers, who you would like to have unsupervised access to SSAN. These persons must be over 18 years of age. They will be required to undertake a criminal history check and a politically motivated violence (PMV) clearance before being approved by SafeWork SA.

Additional people can be added to this list, provided they undertake police and PMV checks. They cannot be given unsupervised access to SSAN until these checks are complete and are approved by SafeWork SA for the particular licence.

National Police Clearance certificates are obtained through the South Australian Police. Please visit the SA Police website at <https://www.sapolice.sa.gov.au> for details.

If employees have not been security cleared previously, they require ASIO clearance. They must complete the *Authority to Access Person History Information* form. Particular attention should be given to recording all alternate and previous names.

Applicant's signature

Date ..... / ..... / .....

List of authorised persons to have unsupervised access to SSAN

Name	Position	Police / PMV check application attached?	Office use only Date notified as 'Clear'
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Applicant's signature

Date ...../...../.....

## LICENCE TO CARRY SSAN

Provide details of the purpose for which a licence to carry the particular SSAN product is required.

### Security management plan for transport

*Details of secure transport arrangements*

#### Type of SSAN to be transported

Product name

Supplier

Maximum quantity of SSAN to be transported

 kg

#### Transport vehicle details

*Provide equivalent identification details for rail vehicle or vessel*

Vehicle make

Vehicle model

Vehicle owner

Vehicle registration number

*Attach a copy of the registration certificate*

### Transport route details

Start point

End point

Distance

Will the journey be non-stop?

Yes  No

Route details

Will the security be provided by lock and key or constant surveillance?

List the authorised person(s) that will ensure the SSAN is under constant surveillance during transport. These people will also appear on the list under Requirement 3.

Applicant's signature

Date ..... / ..... / .....



## Supplier details

If you will be collecting your supplies of SSAN provide your supplier details (usual and alternative).

### Supplier 1

Name of supplier

Address

SSAN sales permit number

### Supplier 2

Name of supplier

Address

SSAN sales permit number

### Supplier 3

Name of supplier

Address

SSAN sales permit number

## Procedures and Recordkeeping (storage and carriage)

How many keys will you have for your secure store of SSAN?

If more than one key, how will you identify each individual key?

Where will the key(s) be kept?

Name of person maintaining the key register

*This should be the Security Manager or another person to be approved and security cleared by SafeWork SA*

**A key register document must be maintained.**

### Training Records

All workers must be trained in the Security Plan and records must be kept and maintained by the licence holder.

### Acquisition and Use Records

The licence holder must keep records of purchase / acquisition and use / disposal of SSAN for a period of five years.

Applicant's signature

Date ..... / ..... / .....

## SECURITY MANAGEMENT PLAN

*For Manufacture, Carriage and Store licences*

For manufacture, carriage and storage you are required to have a security management plan (SMP) approved by SafeWork SA.

You must identify the security risks associated with your particular activities. Your SMP must describe processes you have adopted to control these identified security risks.

If you have adopted processes not already detailed in this application then those details can be attached for approval. This may include storage, transport, manufacture, access, record keeping, information security, assigning responsibility, monitoring compliance, and reviewing security and processes, signage, physical security, lighting or alarm systems.

## SECURITY MANAGER DETAILS

*The security manager may be the applicant*

The applicant must ensure that a person is approved by SafeWork SA as a security cleared manager for:

- i. ensuring compliance with a security management plan or tasks included in the plan; or
- ii. the activities authorised by each licence and permit

Security Manager(s) and all persons who have unsupervised access to SSAN must complete and attach a National Police Clearance Certificate and if required the form "Authority to Access Person History Information" to be approved and security cleared by SafeWork SA.

If there are multiple security managers to be approved by this agency please attach the equivalent details given below and indicate what licence/ permits/ activities or security management plan that they are responsible for.

Name

Position title

Email

Mobile

Alternate phone

Responsibilities

## LICENCE FEES

*Current until 30 June 2022. This fee is exempt from GST.*

New application (3 years) \$70.00

*If a licence or permit is to be granted or renewed for a period less than or more than 36 months, a pro rata adjustment is to be made to the amount of the fee by applying the proportion that the length of the licence or permit period in months bears to 36 months.*

PMV (ASIO Clearance) \$36.00

## LICENCE / PERMIT PAYMENT DETAILS

Name of applicant (as appears on licence/permit application form)

Date of application

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Type	Fee	Total
New	\$70.00	\$
PMV	\$36.00 per person	\$
<b>Total</b>		<b>\$</b>

Applicant's signature

Date ...../...../.....

## PAYMENT METHOD

### Apply by email

#### Credit Card

Complete cardholder details section.

Accepted payment method: VISA or MasterCard

Email all documents to: [licensing.safework@sa.gov.au](mailto:licensing.safework@sa.gov.au)

Total file size must be less than 20MB

### Apply by post

#### Credit Card

Complete cardholder details section.

Accepted payment method: VISA or MasterCard

#### Cheque / Money order

Make the cheque or money order out to **SafeWork SA**

#### Post all documents to:

Private and Confidential

SafeWork SA

Licensing Unit

GPO Box 465

ADELAIDE SA 5001

**We do not accept payment by cash.**

## CARDHOLDER DETAILS

Please do not provide credit card numbers or CVC / CVV numbers. We will contact you for payment once your application has been assessed.

I authorise SafeWork SA to deduct the amount of:

\$

Name of cardholder

Signature

Name of person authorised to approve payment (if different to cardholder name)

Contact telephone

Date ...../...../.....

Postal/email address for payer (for receipt)