# Application to vary or renew

# **SECURITY SENSITIVE AMMONIUM NITRATELICENCE OR PERMIT**

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

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| LICENCE / PERMIT DETAILS |

 

Current certificate number



Name of permit holder (person or company)



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



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| APPLICANTS DETAILS |

**Q1. Have any of your company/contact details changed?**

 Complete Question 1

 Go to Question 2

If yes, complete this section. Attach a Certificate of Incorporation, if required.

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



Applicant’s signature



Date  /  / 

**Q2. If the licences and permits are in a company name, have the company Directors changed?**

 Complete Question 2

 Go to Question 3

If yes, provide a list of the new Company Directors and complete an *Authority to Access Person History* form for each Director.



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| AUTHORITIES |

**Q3. Have any of your activities changed?**

 Complete Question 3

 Go to Question 4















Applicant’s signature



Date  /  / 

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| PERMIT TO PURCHASE OR ACQUIRE SSAN |

**Q4. Have you changed SSAN products or suppliers?**

 Complete Question 4

 Go to Question 5

### SSAN Product 1

Product name



Supplier



Manufacturer



Site of use or disposal



### SSAN Product 2

Product name



Supplier



Manufacturer



Site of use or disposal



### SSAN Product 3

Product name



Supplier



Manufacturer



Site of use or disposal



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| LICENCE TO MANUFACTURE SSAN |

**Q5. Have you changed the SSAN products’ composition, method of manufacture or supplier of raw materials?**

 Complete Question 5

 Go to Question 6

Provide details of change. Any new products need to be authorised. Complete an *Application for a classification of an explosive (Security Sensitive Substance)* for each point.



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| LICENCE TO STORE SSAN |

**Q6. Have you changed the quantity of SSAN stored or how it is stored?**

 Complete Question 6

 Go to Question 7

## Site plan

For each storage site, **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*

    

### 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*



Applicant’s signature



Date  /  / 

### Dimensions of the Store

    

### 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*



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| LICENCE TO CARRY SSAN |

**Q7. Have you any new vehicles that need to be licensed to carry SSAN? This includes vehicles that are used on site only.**

 Complete Question 7

 Go to Question 8

If yes, please attach a copy of the vehicle registration certificate (if registered).

Product name



Maximum quantity of SSAN to be transported

 kg

Vehicle make



Vehicle model



Vehicle owner



Vehicle registration number

*Attach a copy of the registration certificate*



Applicant’s signature



Date  /  / 

**Q8. Have you changed the transport route for SSAN?**

 Complete Question 8

 Go to Question 9

If yes, attach a map, if required.

Start point



End point



Distance



Will the journey be non-stop?

 

Route details



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



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| SECURITY CLEARANCES |

**Q9. Have you attached a National Police Clearance Certificate for all people with unsupervised access that has been previously security cleared? An additional ASIO check is not required.**

 Complete Question 10

 Go to Question 11

If No, obtain National Police Clearance Certificate through the SA Police website.

**Q10. Have you employed any new people that require unsupervised access to SSAN?**

 Complete Question 9

 Go to Question 10

Provide details. Also complete and attach an *Authority to Access Person History Information* form and a *National Police Certificate*.

### Person 1

Name



Position



Date cleared (for office use only)



### Person 2

Name



Position



Date cleared (for office use only)



Attach separate sheet, for additional names.

Applicant’s signature



Date  /  / 

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| SECURITY MANAGER DETAILS |

**Q11. Have you changed Security Manager(s)?**

 Complete Question 11

 Go to Question 12

Name



Position title



Email



Mobile



Alternate phone



Responsibilities



**Q12. Are there any other changes? Including sale of previously licensed vehicles, resignation of security cleared people etc.**

 Complete Question 12

 Go to Question 13

Details of change.



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| SECURITY MANAGEMENT PLAN |

*For Manufacture, Carriage and Store licences*

**Q13. Did you submit a separate Security Management Plan with your original application?**

 Complete Question 13

 Go to Payment

If Yes, applicants who have submitted a separate Security Management Plan with their initial application must **update the document and resubmit with this form**.

Applicant’s signature



Date  /  / 

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| LICENCE FEES |

*Current until 30 June 2023. This fee is exempt from GST.*

Renewal / Variation $71.50

ASIO Clearance $36.00

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| LICENCE / PERMIT PAYMENT DETAILS |

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



Date of application

  

 Day Month Year

|  |  |  |
| --- | --- | --- |
| **Type** | **Fee** | **Total** |
| Renewal / Variation | $71.50 | $ |
| ASIO Clearance | $36.00 per person | $ |
| **Total** |  | **$** |

Applicant’s Signature



Date / /

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| 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

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.**

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| 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



Postal/email address for payer (for receipt)

