Radiation Protection Act 2005

Form RPA0001-Individual:
APPLICATION FOR LICENCE
TO DEAL WITH
RADIATION APPARATUS – IONISING

(Individual, Sole Trader, or Government employee responsible for the application)

SECTION 1: INFORMATION ABOUT THE APPLICANT & PURPOSE OF THE APPLICATION

SECTION 2: INFORMATION ABOUT THE RADIATION APPARATUS

SECTION 3: INFORMATION ABOUT EACH PERSON

SECTION 4: AGREEMENT & AUTHORISATION

SECTION 5: FEE CALCULATOR

Please refer to ‘Radiation Licence Information for Applicants’ for further information on licensing.
This information can also be accessed at www.dhhs.tas.gov.au/publichealth/radiation
INFORMATION ABOUT COMPLETING THE APPLICATION

This form is to be used:

- when the applicant will be the person legally responsible for the licence. This can apply to a sole practitioner e.g. dentist or veterinarian, or to an individual with several employees who are also to be included on the licence; or
- the applicant may be associated with a company but wishes to personally be legally responsible for the licence; or
- in the case of a government department or public hospital, the applicant must be a natural person e.g. CEO of a public hospital, Secretary of a department, or a person with the appropriate delegation.

If you intend to do any or all of the following, then you are ‘dealing with radiation apparatus’ and require a licence: acquire, possess, store, use, manufacture, sell, install, service, repair, dispose of.

1 The application must be in writing and an invoice for the prescribed application fee of $195.84 (this fee is non-refundable) will be issued on receipt of your application.

2 The completed application should be returned by:

   Email: radiation.protection@dhhs.tas.gov.au, or
   Fax: 03 6222 7257, or
   Post: Radiation Protection Unit
   Department of Health & Human Services
   GPO Box 125
   HOBART TAS 7001

   **Only return relevant, completed pages**

3 During the application process, the Director of Public Health may consult with the applicant and may, at any time, request further information to be provided within a specified period.

4 Where all relevant information is provided with the application and the application fee has been paid, the Director of Public Health will generally make a decision within 90 days from receipt of the application.

5 When returning the application, please ensure that all relevant information has been provided (refer to the checklist of attachments in Section 4).

   **Incomplete applications will cause delays**

6 Please note that if your application for a licence is successful, a separate invoice will be issued, and once payment is received, a licence document will be issued. Section 5 of this form explains how your licence fee is calculated.

   Licences are issued annually and expire on 31 August each year. The fee for a new licence is calculated pro rata on a daily basis, from the date on which the application is determined.

7 Any dealing with a radiation source without a licence may be an offence under the Radiation Protection Act 2005.

8 You are required to advise the Department of Health & Human Services as soon as possible of any changes to the information provided in this application.

9 If you have any questions about the application, or the licensing requirements generally, please contact the Radiation Protection Unit on (03) 6166 7256 or radiation.protection@dhhs.tas.gov.au
1 **The Applicant**  
In this application, the applicant is the individual (person - see page 2) making application for a licence. If the application is approved, the applicant (person) will be the licence holder.

<table>
<thead>
<tr>
<th>Full name of person applying for the licence</th>
</tr>
</thead>
<tbody>
<tr>
<td>If applicable: Trading name or Government department &amp; operational unit</td>
</tr>
</tbody>
</table>

2 **Business address**  
*Note: The full and correct physical address of the practice location is required*

<table>
<thead>
<tr>
<th>Street address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town/suburb</td>
</tr>
</tbody>
</table>

3 **Business contact details**

<table>
<thead>
<tr>
<th>Postal address (if different from above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town/suburb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address and name of person for invoice/receipt (if different from above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town/suburb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full name of contact person for application queries (if different from person named in Question 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
</tr>
</tbody>
</table>
4 Purpose

Description of purpose for which a licence for radiation apparatus is required

5 Radiation Safety Officer

Name(s) of nominated Radiation Safety Officer(s) and any Deputy - see duties of Radiation Safety Officer in Regulation 9 (3) of Radiation Protection Regulations 2016

6 Type of radiation practice

**Tick one or more of these**

- [ ] Irradiation of persons
- [ ] Irradiation of animals
- [ ] Other (e.g. irradiation of inanimate objects, sell, service, repair, install)

**AND one or more of these**

- [ ] Diagnostic
- [ ] Dental
- [ ] Research
- [ ] Industry
- [ ] Therapy
- [ ] Chiropractic

7 Indicate all licence dealings necessary for this radiation practice

**Tick appropriate box – may be more than one**

- [ ] Possess⁹
- [ ] Sell (as a supplier)*
- [ ] Manufacture
- [ ] Store
- [ ] Use⁹
- [ ] Repair
- [ ] Dispose of⁶
- [ ] Other (please specify)
- [ ] Acquire
- [ ] Install

*Possess Includes having the radiation apparatus under control in any place, whether or not another person has the physical custody of the radiation apparatus.  
**Note:** A Radiation Management Plan must be submitted with an application for a licence to possess. See ‘Radiation Licence Information for Applicants’.

*Use Includes –

- (a) use radiation emitted from the radiation apparatus; and
- (b) cause the radiation apparatus to emit radiation.  
**Note:** A current Certificate of Compliance is required for each apparatus. See ‘Radiation Licence Information for Applicants’.

*Sell (as a supplier) Includes:

- (a) auction, exchange or supply; and
- (b) keep, expose, supply or receive for sale; and
- (c) send or deliver for sale; and
- (d) cause or permit the doing of an act mentioned above in point (a), (b), or (c); and
- (e) offer or attempt to do an act mentioned above in point (a), (b), or (c); and
- (f) offer or attempt to sell; and
- (g) cause or permit to be sold.  

*Dispose of Includes bury, hire out, lease, transfer the ownership or custody of and transfer the responsibility for the apparatus.
SECTION 2: INFORMATION ABOUT THE RADIATION APPARATUS

8 Apparatus  Complete a separate page for each apparatus
Select relevant box and complete details below

☐ Fixed radiography  ☐ X-ray veterinary
☐ Mobile radiography   ☐ X-ray veterinary dental
☐ Fixed radioscopy  ☐ Simulator
☐ Mobile radioscopy   ☐ Linear accelerator
☐ Mobile capacitor discharge  ☐ X-ray
☐ Mammography  ☐ Industrial analysis
☐ Computered tomography  ☐ Industrial radiography
☐ Hybrid computered tomography  ☐ Gauge
☐ Cone beam volume computered tomography  ☐ Enclosed special
☐ Intra oral (includes portable apparatus)  ☐ On stream analysis
☐ Orthopantomograph (includes panoramic & cephalometric radiography)  ☐ Mobile security i.e. portable, battery-powered X-ray units for security purposes
☐ Bone mineral densitometer  ☐ Baggage i.e. cabinet x-ray equipment for the purpose of examining letters, packages or baggage
☐ To add an MRI, use form RPA0002

Manufacturer
Model
Maximum kV
Maximum mA

If your application is to ‘sell, service, repair and/or install’ radiation apparatus, go to Question 9

* These details are required for this application

* Proposed installation date
* Supplier’s name
* Installation engineer’s name
* Installation engineer’s Tasmanian radiation licence number

+ These details are to be provided on installation of the apparatus once known

+ Tube serial number  + Tube housing serial number
+ Console serial number  + Generator serial number
+ Date of manufacture
+ Service arrangements
+ Tasmanian Certificate of Compliance number __ __ __ __/ __ __/ __ __ __
( unit must have a current Certificate of Compliance to be used)

9 Registered place in Tasmania for radiation apparatus

If a place in Tasmania is intended to be utilised for the storage/use of the radiation apparatus and has not already been registered for that purpose, then you will be required to complete an ‘Application for Registration of a Place’ and pay the prescribed fee, before the place can be authorised to be used for this purpose. ‘Baggage’ and ‘Mobile security’ apparatus are exempt from this requirement.

Premises identification (location name or room number as per building plan or indicate “Various” if applicable — e.g. for service, repair, install)

Street address
Town/suburb
Postcode

Certificate of Registration number for this place (if available) AP /
Blank page – to assist separate printing of Section 3 for each person
SECTION 3: INFORMATION ABOUT A PERSON
(which will include the applicant named in Section 1)

Each person must complete Section 3 (Questions 10-16) PLEASE PRINT

10 Your details

<table>
<thead>
<tr>
<th>Title (Mr, Mrs, Dr)</th>
<th>Given name/s</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Sex M / F</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business phone</th>
<th>Business fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business mobile</td>
<td>Business email</td>
</tr>
</tbody>
</table>

11 Category Note: This is the category of person used for licensing purposes
Tick appropriate box (or boxes if you are nominated as the RSO)

- Diagnostic Radiographer*
- Radiation Therapist*
- Nuclear Medicine Technologist*
- Nuclear Medicine Physician*
- Medical Physicist
- Radiologist*
- Radiation Oncologist*
- Medical Specialist*
- General Practitioner*
- Nurse*
- DEXA Operator
- Dentist*
- Dental Therapist*
- Oral Health Therapist*
- Dental Hygienist*
- Dental Assistant (Certificate IV)
- Dental Assistant (not Certificate IV)
- Veterinarian**
- Veterinary Nurse (Certificate IV)
- Veterinary Nurse (not Certificate IV)
- Chiropractor*
- Research Scientist
- Specialist Registrar
- Industrial Operator
- Industrial Radiographer
- Service Technician
- Sales Person
- Manager/General Manager
- Executive Officer
- Radiation Safety Officer

* Must be registered with the Australian Health Practitioner Regulation Agency (AHPRA)
** Must be registered with the Veterinary Board of Tasmania

12 (a) YOUR intended dealing(s) with the radiation apparatus
Tick appropriate box or boxes

- Possess
- Sell (as a supplier)
- Manufacture
- Store
- Service
- Dispose of
- Use
- Repair
- Acquire
- Install
- Other (please specify)

(b) If you ticked ‘USE’ above, what are YOU going to ‘USE’ the apparatus on?
Tick appropriate box or boxes

- Humans
- Animals
- Inanimate objects – scientific or industrial practices
- Inanimate objects – operational/routine checks

(c) What level of responsibility for checking the apparatus will you have?
Tick appropriate box or boxes

- Carrying out routine checks and reporting if not satisfactory
- Carrying out periodic (calibration) checks and suspending use if not satisfactory
- Conducting testing following repairs or maintenance and authorising apparatus for use if the results of testing are satisfactory
(d) Which type(s) of apparatus will you be dealing with? Tick appropriate box or boxes

- [ ] Fixed radiography
- [ ] Mobile radiography
- [ ] Fixed radioscopy
- [ ] Mobile radioscopy
- [ ] Mobile capacitor discharge
- [ ] Mammography
- [ ] Computed tomography
- [ ] Hybrid computed tomography
- [ ] Cone beam volume computed tomography
- [ ] Intra oral (includes portable apparatus)
- [ ] Orthopantomograph (includes panoramic & cephalometric radiography)
- [ ] Bone mineral densitometer
- [ ] MRI
- [ ] X-ray veterinary
- [ ] X-ray veterinary dental
- [ ] Simulator
- [ ] Linear accelerator
- [ ] Superficial x-ray
- [ ] X-ray analysis
- [ ] Industrial radiography
- [ ] Gauge
- [ ] Enclosed special
- [ ] On stream analysis
- [ ] Mobile security i.e. portable, battery-powered X-ray units for security purposes
- [ ] Baggage i.e. cabinet x-ray equipment for the purpose of examining letters, packages or baggage

13 Professional registration – qualifications - training

- [ ] Current professional registration certificate – if you are a member of a registered profession (e.g. AHPRA) you must attach evidence of your current registration before your application can be considered

Tick appropriate box or boxes and attach evidence for each

- [ ] Tertiary qualification(s)
- [ ] Radiation protection training course certificate
- [ ] Current professional membership certificate
- [ ] Radiation Safety Officer training course certificate
- [ ] Current accreditation certificate
- [ ] Other (please specify)

14 Experience  Tick appropriate boxes

Have you ever performed the intended dealing/work with the type(s) of apparatus you are applying to deal with?  

- [ ] Yes  [ ] No

If yes, was that in the last three years?

- [ ] Yes  [ ] No

If yes to either or both questions, state the type(s) of apparatus, when and where

What experience do you have in radiation protection relevant to your proposed dealing(s)?

If you hold or have previously held a licence to deal with radiation apparatus, indicate when and where Please attach a copy of any current radiation licence(s)

15 Probity – convictions/deregistration Tick appropriate boxes

Have you in relation to any dealing with a radiation source or a dangerous good, whether in Tasmania or elsewhere

a) been convicted of an offence, or

- [ ] Yes  [ ] No

b) had revoked any licence, registration, accreditation or other authorisation?

- [ ] Yes  [ ] No

If the answer is “yes” to either of the above, attach details of the circumstances and reasons why there is no cause to reject your application.
16 DECLARATION - by the same person as named in Question 10

I declare that the information I have provided in Questions 10 to 15 above and in support of my responses above is complete and true. I understand that giving false or misleading information is a serious offence under the Radiation Protection Act 2005.

I accept that the Director of Public Health may obtain a report from the Commissioner of Police or a government department, statutory authority or agency in order to determine this application.

I have read the Personal Information Statement below and consent to the Department of Health and Human Services collecting, using and disclosing my personal information in order to assess this application and for other purposes permitted under the Radiation Protection Act 2005.

Name (please print)  Signature  Date

Personal Information Statement
Your personal information is collected in connection with an application for a licence under s 20 of the Radiation Protection Act 2005 and will be used by the Director of Public Health or his delegate and the Department of Health & Human Services for the purpose of managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the Radiation Protection Act 2005. Failure to provide the information may result in the application being delayed or not being considered. The information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Department, the Radiation Advisory Council, regulatory authorities in other jurisdictions, law enforcement agencies, courts and other organisations authorised to collect it. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to the Director of Public Health. You may be charged a fee for this service.
SECTION 4: AGREEMENT & AUTHORISATION

17 DECLARATION – by the applicant named in Question 1

I, (please print full name)

a) hereby declare that the information provided in this application and in support of this application is to the best of my knowledge complete and true in every particular;

b) understand that giving false or misleading formation is a serious offence under the Radiation Protection Act 2005;

c) authorise the Director of Public Health to disclose information in relation to this application for the purposes of enabling the Director of Public Health to confirm the information provided in this application and in support of this application.

Signature

Date

Checklist of Attachments

☐ Radiation Management Plan, if application includes ‘to possess’ radiation apparatus.

☐ Separate pages for each radiation apparatus.

☐ When applicable, a current Tasmanian Certificate(s) of Compliance for all apparatus to be used (unless previously provided to the Director of Public Health). Can be submitted when the apparatus is installed.

☐ When applicable, a completed application form for registration of a place (if the place does not already have a certificate of registration).

☐ Separate pages for each person proposing to deal with the radiation apparatus.

☐ Copies of professional registration, qualifications, professional memberships, etc for each person named in Section 3 proposing to deal with the radiation apparatus.

☐ Details relating to probity – convictions/deregistration, if required.
## SECTION 5: FEE CALCULATOR

<table>
<thead>
<tr>
<th>Type of fee</th>
<th>Amount ($) 2016/2017¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for license</td>
<td>$195.84 payable only once for the first application and not on subsequent renewals of the licence</td>
</tr>
<tr>
<td>Application to <strong>amend</strong> an authority</td>
<td>$78.03</td>
</tr>
<tr>
<td>Application to <strong>amend</strong> or substitute an approved radiation management plan</td>
<td>$78.03</td>
</tr>
<tr>
<td><strong>Licence</strong>² to use a radiation apparatus</td>
<td>$195.84</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and use 1 radiation apparatus</td>
<td>$315.18</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and use 2 radiation apparatus</td>
<td>$752.76</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and use 3 radiation apparatus</td>
<td>$862.92</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and use 4 radiation apparatus</td>
<td>$709.70</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and use 5 radiation apparatus</td>
<td>$1178.10</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and use more than 5 radiation apparatus</td>
<td>$215.73 times the number of apparatus</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and use a linear accelerator</td>
<td>$1040.40 times the number of apparatus</td>
</tr>
<tr>
<td>Additional annual fee for <strong>licence</strong> to possess and store but not use radiation apparatus (applies when some apparatus are in use and some are 'store only')</td>
<td>$48.96 for each radiation apparatus in storage plus applicable annual licence fee for possess and use</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess but not store or use radiation apparatus</td>
<td>$195.84 plus $48.96 for each item</td>
</tr>
<tr>
<td><strong>Licence</strong> to sell, repair, service or install radiation apparatus:</td>
<td></td>
</tr>
<tr>
<td>Authorising 1 to 5 people</td>
<td>$315.18</td>
</tr>
<tr>
<td>Authorising 6 to 10 people</td>
<td>$439.11</td>
</tr>
<tr>
<td>Authorising <strong>more than 10</strong> people</td>
<td>$628.83</td>
</tr>
<tr>
<td><strong>Licence</strong> to possess and store but not use radiation apparatus (applies when all apparatus are 'store only')</td>
<td>$195.84 plus $48.96 for each item</td>
</tr>
<tr>
<td><strong>Licence</strong> to sell radiation source</td>
<td>$195.84</td>
</tr>
<tr>
<td><strong>Certificate of registration</strong> for a radiation place</td>
<td>$315.18</td>
</tr>
<tr>
<td><strong>Certificate of accreditation</strong> authorising holder to test radiation source for the purpose of issuing certificate of compliance for radiation source</td>
<td>$156.06 for 1 year $275.40 for 2 years $382.50 for 3 years</td>
</tr>
<tr>
<td><strong>Certificate of accreditation</strong> authorising holder to issue certificate of compliance for radiation place</td>
<td>$156.06 for 1 year $275.40 for 2 years $382.50 for 3 years</td>
</tr>
<tr>
<td>Replacement of an authority</td>
<td>$91.80</td>
</tr>
</tbody>
</table>

¹ All fees are calculated using a fee unit of $1.53 (supplied by Department of Treasury and Finance for 2016/2017 financial year).

² All licence fees are payable annually.