Department of **Local Government, Industry Regulation and Safety**
Dangerous Goods Safety
GOVERNMENT OF WESTERN AUSTRALIA

Application for an explosives storage licence

Dangerous Goods Safety Act 2004
Dangerous Goods Safety (Explosives) Regulations 2007

ABN: 69 410 335 356

Use this form to apply for or amend an explosives storage licence (surface and underground).

Applying for a licence

The Department wants to ensure that people storing explosives do so without creating risks to the community. Stringent criteria apply to where and how explosives are stored, and all sites and compounds with a few exceptions, used for the storage of explosives in Western Australia must be licensed.

This application seeks information on a number of important matters relating to how your explosives are to be stored and the site maintained. It is essential that the person completing this application has the knowledge and ability to determine the specific requirements from the regulations and Australian Standards affecting security, safety distances, fire protection, earthing and lightning protection etc at the site.

Department has accredited a number of consultants who are approved to prepare and submit your application. When you have a consultant endorse your application as complying with the regulations, the Department checking fee does not apply.

Department officers can also assess applications for an explosives licence. However, its core business is regulation, and resources available for assessment of applications are dependent on workloads generated from core activities. The assessment time for applications submitted to the Department without accredited consultant endorsement is approximately three months and checking fees apply. If your submission is deficient, the processing time may be increased.

The Explosives Storage Licence is valid for five years, and may be renewed.

Who needs a licence?

Any person who stores an authorised explosive must hold an Explosives Storage Licence that authorises the storage at a specific site. Authorised explosives are those which have been certified by the Chief Officer as being fit for purpose and meeting various requirements and criteria specified in the regulations.

On mine sites in particular, there can be several companies using explosives and each may have a separate magazine compound. Where these situations arise, each site or compound must be the subject of a separate application for licence. Where a number of magazine sites are owned/ operated by the same company on the same mine site or premises, they can all be accommodated on the same Explosives Storage Licence.

This application form can be used for the following:

- applying for a licence for a new explosives storage site or compound; or
- amending details on an existing licence where there is no change to site ownership or occupancy (e.g. addition or deletion of magazines).

Other than for a new licence, the Explosives Storage Licence number previously issued by the Department must be indicated on the application. This number can be obtained from existing licence papers or by contacting a Department customer service officer.

Storage of unauthorised explosives

Any person storing an unauthorised explosive must hold a test permit that authorises such storage.

Major hazard facilities

Special provisions apply in respect to a dangerous goods site that, under the Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007, is an MHF. For such premises, the Chief Officer may refuse to decide an application for an Explosives Storage Licence until such time as a safety report for the site is approved.

Where an MHF status is applied, the standard licence fees for an Explosives Storage Licence are replaced with a range of MHF fees. Specific details on MHF fees are described in a schedule on the Department website.

General requirements

The Explosives Storage Licence is issued for 5 years and may be renewed. The licence fee payable is determined by the total quantity of explosives stored at the site. Specific details of fees are described in a schedule on the Department website.

Licences may be issued to individuals, body corporates or partnerships.

Where the application is from an individual, a licence will only be issued if certain eligibility requirements are met and the Chief Officer is satisfied the applicant:

- is 18 years of age or over;
- holds a current WA Dangerous Goods Security Card;
- has developed and can apply an explosives management plan (EMP), including a security plan (unless exempt).

All sections of the application must be completed. Any fields that are not applicable should be marked 'N/A'.

Obligations of the licence holder

Licence holders have an obligation to:

- comply with any provisions and conditions of the licence;
- inform the Chief Officer within 14 days of becoming aware that information given in an application for licence is or has become incorrect and provide the correct information;
- comply with the Act and regulations as they relate to the storage of explosives;
- comply with the EMP submitted with the application;
- ensure all blasting explosives, detonators and initiating devices are stored appropriately;
- keep and maintain proper written records of all explosives used and handled;
- keep all magazines secure and perform regular stock takes and inspections;
- ensure a copy of the material safety data sheet (MSDS) for each explosive stored at the site is available in an easily accessible position to -
  - any person handling the explosive; and
  - any person treating a person for an injury suffered when handling the explosive; and
- inform the Chief Officer of any accidents or incidents that occur within the site covered by the licence.

Supervised and unsupervised access – what does this mean?

For the purposes of these regulations an individual is supervised by another person while he or she has access to an explosive if at the time he or she:

- is in the presence of the other person; or
- is in a place where any handling or removal of the explosive is controlled by the other person.

A licence holder may authorise a person to have access to the explosives in the licence holder's possession. If the access is supervised, there is no specific need for the person to have a security clearance. Such matters would been to be detailed in the EMP.

If access to the explosives is to be unsupervised the person must possess a security clearance and be recorded by the licence holder as a secure nominee.

Secure nominees

Holders of explosives licences may authorise persons to have unsupervised access to explosives in the course of their duties providing:

- the nominee has a security clearance; and
- the licence holder is satisfied the nominee is suitably trained to safely handle any explosive that the he or she will have unsupervised access to.

Persons authorised are deemed to be 'secure nominees' and the employer is required to maintain written records of all secure nominees including when authorisations were granted or cancelled.

Persons who are not secure nominees are not permitted to have unsupervised access to explosives.

Reference materials

Further information:

- *Dangerous Goods Safety Act 2004*
- Dangerous Goods Safety (Explosives) Regulations 2007
- Mines Safety and Inspection Regulations 1995

(downloads of the Act and regulations are available free on the Department of Justice website at www.legislation.wa.gov.au)

- Australian Explosives Code, 3rd edition

(available from www.canprint.com.au or CanPrint. Phone: 1300 889 837)

- Application for a Dangerous Goods Security Card (forms are available at participating post offices)
- Guidance material on obtaining a security clearance and Dangerous Goods Security Card
- Guide for an Explosives Management Plan
- Explosives Management Plan template
- Schedule of fees and charges
- Dangerous Goods Safety Bulletins
- Dangerous Goods Safety Guidance Note – Storage of explosives

(available from the Department website at www.lgirs.wa.gov.au)

- Australian Standard AS 1768 *Lightning protection*
- Australian Standard AS 2187.0 *Explosives – storage, transport and use – Part 0: Terminology*
- Australian Standard AS 2187.1 *Explosives – storage, transport and use – Part 1: Storage*

(copies of Australian Standards available from SAI Global. Phone: 13 12 42 or www.Intertekinform.com)

Applicant details

Licences can only be granted to an individual, a body corporate or a partnership.

An application for an individual must include a copy of the applicant's current motor driver's licence for proof of identity.

An application from a body corporate must be in the name as described on the certificate of incorporation, and the original certified copy of the certificate is to be provided with the application.

The following are also recognised as corporate bodies:

- Federal or State Government Departments
- Local Government authorities (Cities, Towns, Shires)
- Some semi-government organisations (e.g. Water Corporation, Western Power)

Where an unincorporated body owns / operates / leases premises or a site, or undertakes an activity (and does not wish, or is not eligible, to become incorporated (i.e. small businesses, associations, etc.) an eligible individual must be nominated to be the applicant.

An application from a partnership must include:

- the original certified copy of evidence of the partnership; and
- a statutory declaration from each partner stating:
  - the name of the partnership
  - the name, home address and contact details of all partners; and
  - business in which the partnership is engaged.

The licence will be granted in the name of the partnership.

Applications may be received in respect to premises that are operating under a trust. The licence cannot be granted to a trust, but can be granted to, as an example, '*The trustees of the ABC Trust*'. Applications from trusts must include:

- the original certified copy of a document which states the name of trust; and
- the name, home address and contact details of at least one of the trustees. If the nominated trustee is a body corporate or partnership, the documents required are the same as advised above for such entities.

Licences cannot be granted to business names or trading names.

Please ensure that a contact number is provided in case the Departmental assessor needs to clarify matters or seek additional information. A residential business is mandatory and may be supplemented with a post office address.

Security clearances

It is a requirement that explosives related licence holders and people with unsupervised access to explosives or security sensitive ammonium nitrate possess a security clearance (and where necessary be a secure nominee of the licence holder). Key features of the assessment process are identity checks to confirm the status of applicants as well as national criminal history record checks including an ASIO clearance.

As a means of proof of a valid security clearance, individuals will be issued with a photographic security card valid for 5 years, and it will be subject to renewal. The security card will allow portability of the security clearance between employers.

Individuals who wish to apply for an Explosives Storage Licence must first obtain a WA Dangerous Goods Security Card. Details are available on the Resources Safety website and application forms can be obtained from and lodged at participating post offices in Australia.

An Explosives Storage Licence held by an individual is only valid while the security clearance of the individual remains current.

Recognised security clearances

Western Australian explosives regulations recognise current explosives and security sensitive ammonium nitrate (SSAN) licences/permits issued by another State/ Territory of Australia as being valid security clearances in this State. This does not apply for permanent residents of WA with more than 3 months residency. These are detailed in the following table:

State / Territory	Legislation
New South Wales	Explosives Regulations 2013
Queensland	*Explosives Act 1999*
South Australia	Explosives (Security Sensitive Substances) Regulations 2006
Tasmania	*Security Sensitive Dangerous Substances Act 2005*
Victoria	Dangerous Goods (Explosives) Regulations 2011 Dangerous Goods (HCDG) Regulations 2005
Northern Territory	None applicable
Australian Capital Territory	None applicable

Applicants from interstate, who do not possess a recognised security clearance will be required to obtain a WA Dangerous Goods Security Card in order for the application for licence to proceed.

Relevant offence

The regulations require that all individuals who apply for any type of explosives licence must disclose to the Chief Officer:

- details of any relevant offence of which the person has been convicted; and
- details of any charge of a relevant offence against the person that is pending.

The term 'relevant offence' means any of the following:

- an offence against the *Dangerous Goods Safety Act 2004* and regulations;
- an offence against a law of another place that substantially corresponds to the *Dangerous Goods Safety Act 2004* and regulations; or
- an offence against a law of this State or another place, an element of which is the handling, storage or transport of explosives.

Two questions on this matter are contained in the application form and answers in the affirmative to either question must be supported by a separate sheet briefly describing details of the offence and/or charge including places, dates and penalties.

Location of storage

Adequate land title information must be provided to enable the precise location of the site or compound for pre-licence assessment and for future inspection purposes. Applicants must wherever possible provide Global Positioning System (GPS) coordinates that may be specified as:

- longitude / latitude (geographic) coordinates using the Geocentric Datum of Australia 1994 (GDA94); or
- eastings / northings (projected) coordinates which should be in Map Grid of Australia (MGA94) metres east (X) and metres north (Y) and specify the zone.

For example, GPS coordinates for ABC Explosives Storage Site - Geographic: 121°29'28"E, 30°44'24"S (or in decimal degrees 121.4913°E, 30.7399°S).

Projected: 355574.17, 6598246.30, zone 51

Complimentary site information can include Certificate of Title (CT) number, mine site tenement number, Reserve number/name (e.g. 38575/Baldivis, 3540/Kalgoorlie).

Explosives management plans (EMP)

The regulations require a risk management approach be taken by persons involved in the storage of explosives. To enable the Chief Officer to consider an applicant's preparedness and ability to store explosives in a safe and secure manner an EMP must be submitted with the application. The licence will not be issued until the EMP has been assessed.

Guidelines and a template for an EMP are available from the Resources Safety website. It is not mandatory to use this template but whatever format is chosen must address the same elements. The EMP is a very comprehensive document and must be completed in sufficient detail for it to be considered acceptable. The EMP must address a number of matters which are detailed in the regulations, including but not limited to:

- incidents involving explosives storage – preparedness and response;
- training of people to comply with the regulations and the EMP;
- reconciliation measures for the movement and use of all explosives at the site;
- measures for the recording of all persons who receive explosives on the site;
- monitoring of compliance with the EMP;
- review of the EMP to ensure its effectiveness;
- assessment of risks in relation to safety of people, property and the environment; and
- assessment of the risks of the sabotage, theft or unexplained loss of or access by unauthorised persons to any explosives possessed under the licence.

Magazine and storage details

The application form must include details of all magazines that are in use, whether they are located on the surface or underground.

Magazine identification (surface and underground)

It is a requirement that all magazines be easily identified by a unique number that must be painted on the magazine. The number must be alpha/numeric and can either be:

- a number previously allocated by Resources Safety (e.g. ETR001234); or
- a new number created by the applicant.

All new numbers should be a minimum of 6 characters and maximum of 9 characters in length. The alpha characters of the number could be ones that are linked to the applicant's name; the site name or the project name; e.g. ABCUG01 for 'ABC Mine underground 01'.

Storage details

Details of the types of explosives and maximum quantity intended to be stored within each of the magazines listed on your application, must be provided. The description of explosives could include:

- blasting explosives
- detonators
- pyrotechnics
- propellants
- initiation devices
- other (please describe).

Include the corresponding hazard classification code (e.g. 1.1B, 1.1D, 1.3C, 1.4G) for each explosives type listed.

Surface storage

Construction

Magazines must be constructed in accordance with the requirements of Australian Standard AS 2187.1, or an approved equivalent.

Site plans

Two plans must be submitted and both should include a legend and a north point, and either be to scale or show distances in metres:

- One is to show the whole premises (e.g. a mine site, an explosives reserve). This plan is to incorporate the location of all explosives sites or compounds, regardless of ownership or occupancy, and their relationship to surrounding areas with respect to roads, buildings, plant, dangerous goods storages, etc.
- The other is to show the individual site(s) or compound that is/are the subject of this application. All magazines and any mounding must be clearly displayed.
- To assist your application please include at least two colour photographs of each magazine which clearly shows:
  - all exterior markings
  - the door in the open position
  - interior lining (magazine must be empty)

Separation distances

Magazines must be located so that the separation distances to protected works (PWA or PWB) comply with the requirements of AS 2187.1.

Application lodgement

If you intend to apply for a licence, it is recommended that you contact an accredited dangerous goods consultant and work with them to have your submission developed. The processing time for applications not submitted through an accredited dangerous goods consultant may take up to 90 business days.

Your consultant will normally complete the application form on your behalf, however the intended licensee must actually sign the application. The licensee is responsible for all matters associated with the day-to-day storage and handling of the dangerous goods, and will be held accountable for any breaches of the Regulations.

Licence fees

Please refer to the schedule of fees and charges on the Department website for the current fee applicable to this application for licence.

Checking fees

These are only payable if the application has not been lodged through an accredited dangerous goods consultant. Checking fees are equal to the licence fee payable with the application.

Contact details
Tel: (08) 6251 2300
Email: cso@lgirs.wa.gov.au
Website: www.lgirs.wa.gov.au for fees, forms, FAQs, guidance material and publications.

Lodgement

The completed application form, together with relevant documents is to be emailed to: cso@lgirs.wa.gov.au

Or by mail to:

Department of Local Government, Industry Regulation and Safety

Dangerous Goods Licensing
Locked Bag 14
Cloisters Square
PERTH WA 6850

or handed in person at:

Level 1, 303 Sevenoaks Street
Cannington WA 6107

Business hours: 8.30 am to 4.30 pm

Notes:

- *Licences cannot be issued over the counter.*
- *Please refer to the schedule of fees and charges on the Department website for the current fee applicable to this application for licence.*

Department of **Local Government, Industry Regulation and Safety**
Dangerous Goods Safety
GOVERNMENT OF WESTERN AUSTRALIA

Application no. (office use only)
ETS

Application for an explosives storage licence

Dangerous Goods Safety Act 2004
Dangerous Goods Safety (Explosives) Regulations 2007

ABN: 69 410 335 356

1. Application type (you must tick one of the boxes)

☐ New licence ☐ Amendments to an existing licence ☐ Transfer of a licence (can only be done by licence holder)

Indicate licence number ETS

Briefly describe amendment or transfer requirements

2. Applicant details

Please tick one of the following boxes and complete the relevant section below:

☐ Body corporate ☐ Partnership ☐ Trust ☐ Individual

Proof of entity documents are required to be lodged with the application. Refer to information section of application form.

Full legal name (as shown on the proof of entity document)

ABN ☐☐☐☐☐☐☐☐☐☐☐ AND/OR ACN ☐☐☐☐☐☐☐☐☐

Registered business (trading name) (if different to the legal name)

Contact details

Business street address (mandatory)

Unit no. Street no. Lot no. Street Type (e.g. St, Rd)

Town / suburb State Postcode

Phone Email

Postal address (complete if different from above)

Unit no. Street no. Lot no. Street Type (e.g. St, Rd)

Town / suburb State Postcode

Phone Email

3. Relevant offence

The following questions must be answered by the applicant if an individual.

Have you been convicted of any relevant offence? ☐ Yes ☐ No

Do you have a charge of a relevant offence pending against you? ☐ Yes ☐ No

If you answered 'yes' to either of the above questions please attach a separate sheet with details of your full name, date of birth, description of offence and/or charge, places, dates, penalties etc.

4. Security clearance details

Completion of this section is mandatory where the applicant is an individual.

WA Dangerous Goods Security Card number _____ Expiry date __ __ / __ __ / __ __

OR

Recognised security clearance from another State / Territory of Australia

Licence / permit description _____

Licence / permit number _____

Expiry date __ __ / __ __ / __ __ State issued __ __ __

A certified copy of the licence / permit must be attached to the application.

5. Location of explosives site

Trading name (if different from applicant name) _____

Address

Unit no. _____ Street no. _____ Lot no. _____ Street _____ Type (e.g. St, Rd) _____

Town / suburb _____ Postcode _____

Site phone _____ Site fax _____

Site email _____

Additional location information (if there is no valid street address) _____

Global positioning system (GPS) coordinates (if available)

Geographic (GDA94): Latitude _____ Longitude _____ AND/OR

Projected (MGA94): Easting _____ Northing _____ Zone _____

Land title information

Certificate of Title (CT) number _____

Mine site tenement number _____

Reserve name or number (e.g. Baldivis or Kalgoorlie) _____

6. Magazine and storage details (surface and underground)

6.1 Surface magazine storage

Details of all magazines for this site or compound (e.g. ETR000001)	Intended magazine capacity (kg)	Magazine physical capacity (kg)	Intended storage (e.g. detonators, blasting explosives)	Hazard classification (e.g. 1.1D)

Indicate how far the magazines will be from the following:	Actual distance	Required distance (office use only)
The nearest public place (e.g. roads, railway lines, open areas) (PWA)	m	m
The nearest building (e.g. offices, workshops, mill) (PWB)	m	m
The nearest working area in an active open pit (PWA), or to the portal (PWB)	m	m
Any ammonium nitrate storage	m	m
Separation distance between the high explosives magazine(s) and detonator magazine(s)	m	m

Will the magazine(s) be mounded? ☐ Yes ☐ No

Will there be an intervening mound between the high explosives magazine(s) and the detonator magazine(s) (incompatible storages)? ☐ Yes ☐ No

Is the magazine(s) earthed? ☐ Yes ☐ No

How far is this site/compound away from any other explosives compound? _____ m

If there is another explosives site/compound nearby, what quantity of explosives is stored there? _____

Will the magazine(s) be fenced? ☐ Yes ☐
No

If no, complete the following questions:

Probable duration of storage _____

Distance to nearest town _____ km

Site plans – attach with your application

- Plan relating to the whole mine site or premises (if there are several sites and in close proximity to each other they should be described on one plan, otherwise a separate plan is to be submitted for each site); and
- Plan covering the actual site (compound) covered under the licence.

6.2 Underground magazine storage

Details of all magazines for this site or compound (e.g. ETR000001)	Intended magazine capacity (kg)	Magazine physical capacity (kg)	Intended storage (e.g. detonators, blasting explosives)	Hazard classification (e.g. 1.1D)

Briefly describe in a separate document, to be attached to this application, the relative location of the fixed underground explosives magazine to each of the following:

- Shafts and declines (and the number of 90 degree bends)
- Mine accesses
- Winders
- Electrical sub-stations
- Pump stations
- Primary or circuit fans
- Underground refuge chambers
- High occupancy areas (e.g. crib room, workshop)
- Mechanical equipment (e.g. conveyor belt)
- Other dangerous goods (e.g. diesel refuelling bay)
- Other important installations

Note: The above information can be provided in a drawing if it is clear and not cluttered, as it will be assessed against regulation 8.5 of the MSIR.

Actual distance

Separation distance between high explosives magazine and detonator magazine. m
Note: a safety distance of not less than 10 m is required, provided the detonators are stored in a separate compartment defined by separating walls that are not in line of sight

- Do the locks meet the requirements of section 2.1.10 of Australian Standard AS 2187.1? Yes No

Attach the following with your application:

- a description of the fire protection system within the magazine
- a description of the underground magazine showing how it will be ventilated and how it will effectively minimise or mitigate the effect of fumes resulting from any fire or explosion in the magazine
- a risk assessment to justify the quantity and location of explosives being stored underground.

Site plans – attach with your application

- Plan showing the surface layout of the mine site, including portal entrance to the underground workings
- Survey plan showing the magazine location in relation to any nearby shaft, decline access, electrical substation, pump station, ventilation fan, workshop, crib room, or refuelling facility
- Survey plan of the magazine showing layout of the explosives and detonator storages, including fire protection (e.g. deluge system).

7. Explosives Management Plan (EMP)

An EMP must be lodged with this application and applicants are encouraged to use the template for an EMP which can be found on the Resources Safety website. Relevant guidance material is also available.

8. Applicant's declaration (where the intended licence holder is not an individual, this declaration must be signed by a person within the business / firm who has authority to sign)

I declare the information provided in this application and the documents provided in support of it, are true and correct. I understand that providing false or misleading information in an application is an offence.

Name _____ Position _____

Signature of applicant _____ Date ☐☐ / ☐☐ / ☐☐

9. Checklist (please tick the boxes to ensure your submission is complete)

- ☐ Completed and signed original application form
- ☐ If a body corporate, an original certified copy of certificate of incorporation
- ☐ If a partnership, the following:
  - ☐ the original certified copy of evidence of the partnership
  - ☐ a statutory declaration from each partner stating (the name of the partnership; the name, home address and contact details of all partners; the business in which the partnership is engaged)
- ☐ If a trust, the following:
  - ☐ the original certified copy of a document which states the name of the trust
  - ☐ Full name, home address and contact details of at least one of the trustees
  - ☐ If the nominated trustee is a body corporate or partnership, the documents required are the same as advised for such entities
- ☐ If an individual, a colour copy of the applicant's current motor driver's licence
- ☐ If applicable, a separate sheet briefly describing details of any relevant offence resulting in convictions, and/or charges pending (as per part 3)
- ☐ The original certified colour copy of an interstate recognised security clearance (if applicable as per part 4)
- ☐ The following attached descriptions (as per part 6.2)
  - ☐ fire protection system within magazine
  - ☐ underground magazine ventilation
- ☐ A risk assessment to justify the quantity of explosives stored underground (if applicable as per part 6.2)
- ☐ Details of underground magazines and their relative location to other facilities (as per part 6.2)
- ☐ A risk assessment to justify the quantity of explosives stored underground (as per part 6.2)
- ☐ A written Explosives Management Plan as per part 7 (refer to template and guidelines)
- ☐ Plans as follows depending on location of storage (as per part 6):
  - ☐ a plan of the whole mine site or premises (surface storage)
  - ☐ a plan of the actual site / compound (surface storage)
  - ☐ a plan of the surface layout of mine site (underground storage)
  - ☐ survey plan showing magazine location to other facilities (underground storage)
  - ☐ survey plan of magazine showing layout of explosives and detonator storages (underground storage)
- ☐ Colour photographs of the magazines showing all markings and interior
- ☐ Payment of the licence fee

Incomplete applications cannot be processed and will be returned.

Licences cannot be issued over the counter. The processing time for compliant applications that do not need a complex assessment is 20 business days.

10. Payment

Payment must be made by Visa or Mastercard credit cards. You will be contacted by telephone for payment on the telephone number provided in your application.

If a person other than yourself is to pay for this application, please provide relevant contact details below. Incomplete information may delay the processing of your application.

Payment contact details

Payer name *(must be completed even if a company is paying)*

Payer company *(if a third party company is paying)*

Payer daytime phone number

Payer mobile number

Payer email address

11. Enquiry contact details

Business address

Department of Local Government, Industry Regulation and Safety

Dangerous Goods Licensing
Level 1, 303 Sevenoaks Street (entrance on Grose Avenue)
Cannington WA 6107

Business hours: 8.30 am to 4.30 pm

Phone: (08) 6251 2300
Email: cso@lgirs.wa.gov.au

Postal address

Department of Local Government, Industry Regulation and Safety

Dangerous Goods Licensing
Locked Bag 14
Cloisters Square
PERTH WA 6892