

Security-sensitive Dangerous Substances Permit Application Form (S01)

Service Tasmania Product Code 310

Guidance Notes for terms used in this application form

Please read these notes before completing the *Application Form for a Security-Sensitive Dangerous Substances Permit*.

Consent Form	Form completed by the permit applicant or persons nominated to be “responsible workers” giving authority to access and review any police records or security information to enable background checking by Workplace Standards Tasmania, other state and territory police jurisdictions, Australian Federal Police and ASIO.
Director	Means the Director of Industry Safety appointed under section 33 of the <i>Workplace Health and Safety Act 1995</i>
Identity Card	Identification card issued to a ‘Responsible Worker’.
Nominated Person (Security Manager)	A person given the responsibility by the SSDS Permit Holder to implement and maintain the Security Plan (S02).
Permit holder	An individual or entity, which has been issued with a Security-Sensitive Dangerous Substances Permit in accordance with the <i>Security-sensitive Dangerous Substances Act 2005</i> .
Responsible Worker	For an SSDS permit, means a person who, besides the holder of the permit, is authorised by the permit to have either or both of the following; (a) Independent and unsupervised access to the authorised SSDS; (b) Independent and unsupervised carriage of the authorised restricted activity.
Restricted Activity	“Restricted Activity”, in relation to an SSDS, means – (a) Manufacturing, importing, exporting, buying, selling, supplying, storing, using or disposing of - (i) if the SSDS is specified in <u>Part 2</u> of Schedule 1 by reference to a quantity, that quantity of the SSDS; or (ii) in the case of any other SSDS any quantity of the SSDS; or (b) an activity specified in <u>Part 3</u> of <u>Schedule 1</u>
SSAN	Means an Security Sensitive Ammonium Nitrate as defined in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i> .
SSE	Means Security Sensitive Explosives as defined in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i> .
SSDS	“SSDS” means a Security-Sensitive Dangerous Substance
SSDS Permit	Permit issued by the Director to an individual or organisation that is in possession of and undertakes activities involving substances identified as ‘Security-Sensitive Dangerous Substances’.

Application Form – S01 Security-Sensitive Dangerous Substances Permit



Please complete in **BLOCK** letters
Product Code 310

1. TYPE OF APPLICATION (Please check relevant box/es)			
New SSDS Permit	<input type="checkbox"/>	Short-term (12mth)	<input type="checkbox"/>
Long-term (3 years)	<input type="checkbox"/>	Renewal of SSDS permit	<input type="checkbox"/>
		Amendment to SSDS permit	<input type="checkbox"/>
For renewal, please indicate your existing SSDS Permit Number: _____			

2. PERMIT HOLDER DETAILS

Name of Company/Institution	
Full Name of Applicant	
ACN	
ABN	
Name/s of company secretary, partners, directors (private company) or sole trader	
Business Address	
Postal Address	
Company Email	
Company telephone number	
Company fax number	
Mobile telephone number	
Contact person re application correspondence	

3. NAME OF PERSON NOMINATED TO IMPLEMENT AND MAINTAIN YOUR 'SECURITY PLAN' ('NOMINATED PERSON'/'SECURITY MANAGER')

Name	
Position	
Emergency Telephone Contact	
Mobile Telephone Number	
Fax Number	
Email Address	

4. COMPANY'S BUSINESS ACTIVITY (RESTRICTED ACTIVITY)

RELATED TO THE SECURITY-SENSITIVE DANGEROUS SUBSTANCE

Type/identity of Security-Sensitive Dangerous Substance usually handled (✓)

Security Sensitive Ammonium Nitrate (SSAN)

Security Sensitive Explosives (SSE)

STORAGE DETAILS (if applicable)

SITE	STORAGE LOCATION ADDRESS	TYPE OF SSDS	TYPICAL QUANTITIES (kgs)	ACTIVITY (see codes below)
<i>Eg. SITE X</i>	<i>60 Hollywood Dr, Cambridge</i>	<i>SSAN</i>	<i>200</i>	<i>B, ST, U</i>
		<i>SSE</i>	<i>25</i>	<i>B, ST, U</i>
Site 1				
Site 2				

Import/Export Activities (if applicable) (✓)

Yes

No

Security Sensitive Ammonium Nitrate (SSAN)

Security Sensitive Explosives (SSE)

MAJOR CLIENTS (Company name)	

I certify that the information contained in this application is true and correct.

Print name

Position

Signature

Date

RESTRICTED ACTIVITY CODES

T = transporting, M = manufacturing, U = using/disposing, ST = storing, S = selling/supplying, I = importing, E = exporting, B = buying

PERSONNEL MANAGEMENT RECORDS – Security Background Checks

Please list below persons who will require security background checks to handle SSDS i.e. Applicant/Permit Holder, Responsible Workers or Close Associates.

The people listed must forward to their employer/Permit Applicant a completed 'consent form', giving permission for National Police and Politically Motivated Violence checks to be undertaken. WST will confirm security check results, and where satisfactory will request the person take 100 points of identification to a Service Tasmania Shop to verify their identity and to have a photograph taken to produce a 'responsible worker identity card'.

Notes: Individuals should not be given unsupervised access to the SSDS until all background checks have been completed and clearance granted by WST.
If required, a copy of this page can be included into Section 4 of Security Plan (document SO2).

IDENTIFICATION CHECKLIST

No.	NAMES		D.O.B	POSITION HELD IN COMPANY	DOCUMENTS SIGHTED TO VERIFY IDENTIFICATION										ID. Points Must total at least 100 pts	
					70	70	70	40	40	35	25	25	25	25		25
	FAMILY NAME	GIVEN NAMES		E.g. PH - Permit Holder CA - Close Associate RW - Responsible Worker (driver, storeman, shot-firer etc)	At least one of the 3 documents below <u>must</u> be sighted			An Australian Government Issued ID Card (issued for financial benefit)	Driver's licence (must contain photo and signature)	Bank Mortgage records over property	Current Credit or ATM Card	Medicare Card	Key Pass Photo Identification Card	Shopping Store Card	Current Utility Account (i.e.: local council Rates/Gas/Electricity)	
E.g.	DOE	JANE	9/01/65	RW - DRIVER	Passport	Full Birth Certificate	Citizenship Certificate		✓							110
1																
2																
3																
4																
5																
6																



**CONSENT FORM – BACKGROUND CHECK
TASMANIA AND NATIONAL POLICE RECORD
POLITICALLY MOTIVATED VIOLENCE CHECK**

State Security Unit and Dangerous Substances Unit

Please complete in BLOCK letters

APPLICANT DETAILS	S05
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Family Name _____ Given Names _____ Male

Previous or alternative names (includes maiden name):

Family Name _____ Given Names _____ Female

Current residential address _____ Postcode _____

Date of Birth _____ Place of Birth(suburb/state) _____ Telephone Number _____

Driver Licence Number _____

Permanent Residential Address Over Last Ten Years

<p>If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. <i>Attach list if insufficient room.</i></p>	<p>If actual dates are unavailable, Details of year of residence will suffice</p>
	<p>Period of residence</p> <p>/ / to / /</p>
	<p>/ / to / /</p>
	<p>/ / to / /</p>
	<p>/ / to / /</p>
	<p>/ / to / /</p>

TYPE OF RECORD/CHECK (Full record required)			
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<p>National Police Record Check (NPC) Tasmania Police Record Check</p>	<input checked="" type="checkbox"/>	<p>Politically Motivated Violence Check (PMV)AFP/ASIO</p>	<input checked="" type="checkbox"/>
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TYPE OF POSITION			
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<input type="checkbox"/> Permit Holder	<input type="checkbox"/> Responsible Worker	<input type="checkbox"/> Close Associate	<input type="checkbox"/> Shot-firer
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Are you the subject of any traffic violation, criminal or traffic charge(s) still pending before a Court? Yes No

STATEMENT OF CONSENT AND INDEMNITY

I hereby certify that the details provided on this form are correct and I consent to a check of the records of Tasmania Police, other Australian police jurisdictions, Australian Federal Police and the Australian Security Intelligence Organisation (ASIO) for the purpose of conducting a security assessment. I hereby indemnify the services of CrimTrac Agency, other police jurisdictions and the State of Tasmania, its servants or agents including all members of the Department of Police and Public Safety, and AFP/ASIO against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me. I request the above release of criminal history records recorded against my name be provided to the Director of Industry Safety, Workplace Standards Tasmania.

**Important Note: This page contains Confidential Information.
Applicants must take care to ensure this page is sealed to prevent
unauthorised viewing**

STATUTORY DECLARATION

The applicant (if a natural person/sole trader) including all persons nominated as “Responsible Workers” **must** answer the questions on this page. Failure to make full disclosure may result in the application being delayed.

Question 1. Have you been convicted, or are you the subject of any matter under investigation, or pending a hearing:

- a) of any criminal or police related offences under International, Federal, Australian State or Territory Statute?
- b) of any offences under any occupational health and safety, explosives or dangerous goods legislation?

NO **YES** If yes, please provide details

Question 2. Have you either:

- a) been refused an authority, permit or licence to undertake an activity with a dangerous substance in any Australian State or Territory; or
- b) had any authority, permit or licence cancelled or suspended by another State or Territory regulatory authority?

NO **YES** If yes, please provide details

Question 3. Have you:

- a) ever been treated for a psychiatric illness; or **NO** **YES**
- b) are you currently receiving any medical treatment **NO** **YES**
or taking any medication for a psychiatric illness?

**I, the undersigned, do solemnly and sincerely declare that the information contained in this application form is true and correct.
And I make this solemn declaration under the Oaths Act 2001.**

Signature of Applicant:.....

Declared at
(place)

on
(date)

Before me:
(Justice of the Peace/Commissioner for Declarations/or Authorised Person)
(I have sighted documents to verify the identity of the person named on this application)

Calculator to determine fee for a SSDS Permit

FEES

The total fees for an SSDS Permit are calculated by adding the relevant costs below:

SSDS Permit cost -	\$182.00
Background Security Check -	\$ 58.80 (for each responsible worker)
Identity Card -	\$ 11.20 (for each responsible worker)

Example: For a Permit which has 3 Responsible Workers, costs would be:

SSDS Permit	\$182.00	\$182.00
3 x Background Security Checks	\$ 58.80	\$176.40
3 x Identity Cards	\$ 11.20	\$ 33.60
		Total \$392.00

Important note:

Please contact Workplace Standards Tasmania on (03) 6233 8275 for verification of fees.
A tax invoice will be forwarded upon receipt of fees.

Applicant's Checklist



S01 Application Form Completed

S02 Security Plan & Risk Assessment Completed

Copy of Forms S01 and S02 retained by Applicant

PMV & NPC consent forms attached for:

-Applicant (sole trader/natural person)

-All "Responsible Workers"

-Persons deemed "Close Associates"

**Ensure details have been inserted into Attachment 'A'
of Security Plan (S02)**

Correct fee calculated (check with WST)

**Ensure all documentation to be sent to WST is in packaging
provided and sealed**

Please forward completed application form, security plan, consent forms and fee to any Service Tasmania Shop

For assistance or enquiries please contact:

Workplace Standards Tasmania

PO Box 56, Rosny Park TAS 7018

Phone: 1300 366 322 (in Tasmania) | (03) 6233 7657 (outside Tasmania) | Fax: (03) 6233 833

Email: wstinfo@justice.tas.gov.au | Web: www.wst.tas.gov.au