

For Admin use only

Date received

Fee received

Yes No

Amount received

Application Number

Application Form for Registering the Keeping and Use of Radioactive Material (Sealed Sources)

Radioactive Substances Act 1993 (as amended)

High Activity Sealed Radioactive Sources and Orphan Sources Regulations 2005

1. APPLICANT DETAILS

Guidance Note: This section requires you to provide details of the Registered Company (as defined by the Companies Act), Trust Headquarters etc. Do not give details here of a local office or the premises that are to be registered etc unless it is the same as that of the registered address or head office etc. Details of the premises where it is intended to use the radioactive material must be given in Section 4. Where possible NIEA will try to process applications in accordance with the needs of the applicant. However, applicants should normally allow up to 4 months from the date an application is deemed Duly Made for a registration to come into effect.

It is an offence under the Act to keep or use radioactive material without a valid registration.

1a. Applicant Address

Company or Organisation Name:

Address:

Postcode:

Telephone No:

1b. Registered Company Number (if applicable)

1c. Please indicate which of the following applications you are making.

A new certificate of registration

A variation to an existing certificate

1d. If there are existing certificates of registration or authorisation at the address where radioactive material will be used, provide details below.

Registration Certificate number(s)

Authorisation Certificate number(s)

Please give details of why a new registration is being sought?

1e. Please state when you would like the registration to come into effect?

Date:

2. CONTACT DETAILS

Guidance Note: The person named below should be authorised by the company to be the primary contact for queries about the application. Queries are likely to be of a technical nature.

2a. Please provide details about the person that we may contact about the application

Name:

Position:

Address:

Postcode:

Telephone No:

Email:

2b. Please state who we can contact about payment of fees and charges

Guidance Note: The person named below will be sent any invoices or queries about payments.

Name:

Position:

Address:

Postcode:

Telephone No:

Email:

3. NATIONAL SECURITY

Guidance Note: You may claim that your application contains information that needs to be protected for reasons of National Security. Any such claim should be submitted for determination by the Secretary of State for Northern Ireland, who will direct NIEA. If you believe that there is any information in your application that should be kept from the public register for reasons of National Security, please do not write anything on the Application Form that reveals this information. Rather, you should provide details on a separate sheet and attach a copy of the application you have made to the Secretary of State For NI for a National Security direction. You should contact the NIEA office before submitting the application to ascertain who is authorised to receive such information. You should then submit the full application in a sealed package with the name of that person clearly marked on it.

3a. Please inform us about any National Security claim

Is there any information that you believe should be kept from the public register on the grounds of National Security?

Yes No

If you have ticked yes, please:

- Give full information on separate sheets
- Provide a copy of your application to the Secretary of State for NI for a Direction on the issue of National Security

4. DETAILS OF PREMISES TO WHICH THE APPLICATION RELATES

Guidance Note: Details of premises where it is intended to use radioactive material must be provided in this section. The name provided here should identify the premises to which this application relates e.g. a particular hospital, campus department etc.

4a. Please provide details of premises to be registered

Name:

Address:

Postcode:

Telephone No:

4b. Please provide details of the location of premises

Please provide a map detailing the location of the above premises and delineate the site boundary by marking this clearly in red on each copy. The map scale must be sufficient to allow the location to be identified and a clear distinction to be made between the premises for which registration is being sought and surrounding premises.

Please give the grid reference of the main entrance to the premises:

4c. Please state the council area in which the premises are situated

5. DETAILS OF THE UNDERTAKING FOR WHICH THE PREMISES ARE USED

Guidance Note: "Undertaking" is defined in Section 47 of the Radioactive Substances Act 1993 as follows - "includes any trade, business or profession, and, in relation to a public or local authority, includes any of the powers or duties of that authority, and, in relation to any body of persons, whether corporate or unincorporate includes any of the activities of that body".

5a. Please provide details of the undertaking carried on by the applicant at the premises specified at question 4(a) above.

6b. Please provide details in the table below of the location where the radioactive material will be kept or used

Should you require more space than is available in this table, please ensure that any additional information is supplied in the same format, is clearly identified and listed in section 11a of this application form.

Building or location name or number	Radionuclide	Total Activity (Bq)	Practice

7. SECURITY OF RADIOACTIVE MATERIAL

Guidance Note: You will be required to demonstrate that radioactive materials will be kept securely, preventing unauthorised access to, or loss or theft from the premises. You are recommended to seek advice on the adequacy of security arrangements from the PSNI Counter Terrorist Security Adviser at an early stage. You will also be required to demonstrate that suitable arrangements are in place to account for radioactive material. Detailed security information **MUST NOT** be provided with this application form but will be examined by NIEA and/or the PSNI during inspection of your premises (whether pre-registration or otherwise).

7a. Please inform us about the arrangements for keeping radioactive materials

Have you put suitable arrangements in place for the secure storage of radioactive materials?

Yes No

If no, please state when such arrangements will be put in place:

7b. Please inform us about the arrangements for accounting for radioactive materials

Have you put suitable arrangements in place to account for radioactive material?

Yes No

If no, please state when such arrangements will be put in place:

8. SALE, DISTRIBUTION OR TRANSFER OF RADIOACTIVE MATERIAL FROM THE PREMISES

Guidance Note: Where you intend to sell, distribute or transfer radioactive materials from the premises, you are required to provide details. These details should include a description of the material, the approximate quantities per month and the reason.

8a. Please provide details of any plans to sell, distribute or transfer radioactive material

Do you intend to sell, distribute or transfer radioactive material from the premises?

Yes No

If yes, please give further details:

9b. Please provide details of arrangements for disposing of this radioactive waste

Will this waste be suitable for disposal under an existing certificate of authorisation or the Exemption Order?

Yes No

If yes, give the certificate number or the relevant section in the Exemption Order:

If no, please provide details of the proposals for disposing of this waste e.g. RSA 3 form enclosed.

9. RADIOACTIVE WASTE

Guidance Note: Details of any radioactive waste arising from the keeping or use of the radioactive material applied for in this application must be provided. Describe the process by which waste will arise, the number of sources and their activity. If it is believed that radioactive waste will arise then this application must be accompanied by a valid application for authorisation under S13 or S14 of RSA93, the appropriate section of the exemption order specified or a valid existing authorisation must already be in force.

9a. Please provide details of expected radioactive waste arisings

Will any radioactive waste arise as a result of the keeping or use of radioactive materials on the premises?

Yes No

If yes, please give further details:

10. SAFE MANAGEMENT OF HIGH-ACTIVITY SOURCE(S) (HASS)

10a. Please provide details of the arrangements for the safe management of high-activity sources (HASS)

Guidance Note: Details of the provision of a financial security or any other equivalent means appropriate to the source in question, for the safe management of sources when they become disused must be provided. For example, these might be: a documented agreement with the manufacturer or supplier to take back the source; or a documented agreement with another registered or authorised user, or recognised installation, to accept the source (for reuse, recycling, interim or long term storage, or disposal).

Have you put in place suitable arrangements for the safe management of high-activity sources?

Yes No

If no, please state when such arrangements will be in place:

If yes, please provide details and include supporting evidence with your application:

11. SUPPORTING DOCUMENTS AND ATTACHMENTS

11a. Please list any supporting documents or additional pages supplied

Guidance Note: All supporting documents should be signed and dated by the applicant.

12. DATA PROTECTION NOTICE

The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulation (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose.

A full copy of the DAERA Privacy Statement can be found here:- <https://www.daera-ni.gov.uk/daera-privacy-statement>

13. COMMERCIAL IN CONFIDENCE

13a. Absence of relevant processes and trade secrets

I accept that the information contained in the application form will form part of the publicly available information held by the Northern Ireland Environment Agency and relevant public registers.

Signed:

Date:

Authorised on behalf of:

(Company, corporate body, firm etc)

14. PAYMENT FOR YOUR APPLICATION

Guidance Note: Please make cheques payable to "DAERA CORPORATE A/C " and endorsed "A/C Payee Only". Contact us for details of how to pay via BACS. We cannot accept payment by credit card.

You can find details of how much to pay in the current Radioactive Substances Act Fees and Charges Scheme which is available on our website.

14a. Please state the amount enclosed

15. DECLARATION

I/We hereby apply for registration under Section 7 of the Radioactive Substances Act 1993 in respect of the premises referred to in Part 4 and in respect of the keeping and use thereon of radioactive material of the descriptions and quantities referred to above.

I/We declare that to the best of my/our knowledge the above particulars are true and accept that the information contained in the application form will form part of the publicly available information held by the Northern Ireland Environment Agency and relevant public registers.

Signed:

Print Name:

Date:

Authorised on behalf of:

(Company, corporate body, firm etc)

For the application to be deemed to be Duly Made, all sections of this application form must be completed legibly, the form signed and the appropriate fee included with the application.

16. COMPLETED FORMS

When completed this form should be sent, addressed to "Industrial Pollution & Radiochemical Inspectorate, NIEA, Klondyke Building, Cromac Road, Gasworks Business Park, Belfast, BT7 2JA" or emailed to IPRI@daera-ni.gov.uk.