

SSDS PERMIT

WorkSafe Tasmania

Service Tasmania Office Use Only

Product Code 310

\$279.00 Fee collected

APPLICATION FOR SECURITY-SENSITIVE DANGEROUS SUBSTANCES PERMIT

Guidance Notes for terms used in this application form on page 4

1 Type of Application (Check relevant boxes)

New Long-term Permit (3 Years) New Short-term (12 months) Amendment to SSDS permit

Renewal of SSDS permit For renewal, please indicate your existing SSDS Permit Number

2 Permit Applicant Details

Full Name of Applicant

Business Address (must not be PO Box)

Post Code

Postal Address

Post Code

Applicant Email

Applicant Phone

Applicant Fax

Applicant Mobile

If the applicant is an entity. Full names of directors

ABN

Contact person (for application correspondence)

3 Reason for making application (Restricted Activity)

Manufacturing Importing Exporting Buying Selling/Supplying Using/Disposing Storing Transporting

4 Type/identity of Security-Sensitive Dangerous Substance usually handled

Security Sensitive Ammonium Nitrate (SSAN) Security Sensitive Explosives (SSE)

5 Storage Details (if applicable)

Site	Storage Location address/es	Type of SSDS	Typical Quantities (kgs)
Eg. Site X	60 Hollywood Drive Cambridge	SSAN	200

Major Clients (Company name)

Name of person nominated to implement and maintain your 'Security Plan' ('Nominated Person'/'Security Manager')

Name

Position

Emergency Phone

Mobile

Fax

Email

Applicant's Statutory Declaration

Name

Position

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

Signature of Applicant

S01

Date



Consent Form Background Check Tasmania & National Police Record Politically Motivated Violence Check

Counter Terrorism Unit and Dangerous Substances Unit

Family Name	Given Names	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous or alternative names (includes maiden name)

Family Name	Given Names	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current residential Address	Post Code
<input type="text"/>	<input type="text"/>

Place of Birth (suburb & state)	Driver licence Number	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Residential Addresses Over Last Ten Years If full details of previous addresses are unavailable details of towns and states will suffice. Attach list if insufficient room	If actual dates are unavailable, details of year of residence will suffice	
	from	to

Type of record/check (full record required)

National Police Record Check (NPC)
 Tasmania Police Record Check
 Politically Motivated Violence Check (PMV)
 AFP/ASIO

Type of position

Permit Holder
 Responsible Worker
 Close Associate
 Shot-firer

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 Emergency Management, 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 Regulator, WorkSafe Tasmania

Declaration

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Applicant's 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 the applicant, a "close associate" or "related body corporate" ever been convicted of or the subject of any matter under investigation, or pending a hearing for:

- a) any criminal or police related offences; or
- b) any offences under any occupational health and safety, explosives or dangerous goods legislation?

No Yes

if yes provide details

Question 2. Has the applicant,

- 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 provide details

Only applicants that are natural persons need answer the following questions

Question 3. Have you:

- a) ever been diagnosed with a psychiatric illness; No Yes
- b) If yes, are you currently suffering from a psychiatric illness? No Yes
- c) If yes, are you currently receiving any medical treatment? No Yes

Declaration

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

Name

Declared at (place)

Applicant Signature

Date

Witness's signature (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

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

- SSDS Permit cost - \$201.50
- Background Security Check - \$ 65.10 (for each responsible worker)
- Identity Card - \$ 12.40 (for each responsible worker)

Important note

Please contact WorkSafe Tasmania (03) 6166 4717 for verification of fees. A tax invoice will be forwarded upon receipt of fees

Applicant's Checklist

- S01 Application Form Completed Copy of Forms S01 and S02 retained by Applicant
- Correct fee calculated Ensure details have been inserted into Attachment 'A' of Security Plan (S02)
- S02 Security Plan & Risk Assessment Completed Ensure all documentation to be sent is in packaging provided and sealed
- PMV & NPC consent forms attached for: Applicant (sole trader/natural person) All "Responsible Workers" Persons deemed "Close Associates"

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

Department of Justice

WorkSafe Tasmania

PO Box 56, Rosny Park, TAS 7018

Phone: (in Tasmania) 1 300 366 322; (outside Tasmania) - 03 6166 4600; Fax 03 6173 0206

Email: wstinfo@justice.tas.gov.au Website www.worksafe.tas.gov.au

S01



Tasmanian
Government

Expires 30 June 2018

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	A form that must be completed by all natural persons applying for an SSDS permit or nominated to be "responsible workers". The form provides the authority necessary to enable background checks by WorkSafe Tasmania, Australian state, territory and federal police and AISO.
Permit Applicant	The "person" applying to the regulator for an SSDS permit
Regulator	Means the Regulator appointed under Part 1, Schedule 2 of the <i>Work Health and Safety Act 2012</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	A Person who has been issued with a Security-Sensitive Dangerous Substances Permit
Person	Means a natural person or an entity recognised by law as having a separate legal personality with rights and obligations (i.e. a company but not a business name, partnership or trust).
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 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	Means Security Sensitive Dangerous Substance which is any substance specified in part 2 of schedule 1 of the <i>Security-sensitive Dangerous Substances Act 2005</i>
Close Associate	A person involved in the management of the applicant's business structure or has the capacity to exercise significant influence in relation to the conduct of that business structure.
Related Body Corporate	An entity recognised by law as having a separate legal personality that the applicant, if a natural person, is or has been an officer of,
SSDS Permit	Permit issued by the Regulator to an individual or organisation that is in possession of and undertakes activities involving substances identified as 'Security-Sensitive Dangerous Substances'.

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.

WorkSafe Tasmania 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 WorkSafe Tasmania.

If required, a copy of this page can be included into Section 4 of Security Plan (document SO2).

					Documents Sighted to Verify Identification											ID. Points Must total at least 100 pts
					70	70	70	40	40	35	25	25	25	25	25	
Number	Surname	Given Name	Date of birth	Position held in company E.g. PH - Permit Holder CA - Close Associate RW - Responsible Worker (driver, storeman, shot-firer etc)	Passport	Full Birth Certificate	Citizenship Certificate	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)	
					At least one of the 3 documents below must be sighted											
Eg	Doe	Jane	9/1/1965	RW - DRIVER		X			X							110