

# Form 25 – APPLICATION REGISTRATION OF PREMISES IN WHICH UNSEALED RADIOACTIVE MATERIALS ARE HANDLED OR KEPT

Section 25, Radiation Protection and Control Act 2021



This form only needs to be completed for premises that are noted on a site covered by, or to be covered by a *Licence to test for developmental purposes, Licence to carry out mining or mineral processing, Radiation Facilities licence, or Licence to transport radioactive material.*

## Owner details

Company legal name \_\_\_\_\_

Company trading name \_\_\_\_\_

ABN \_\_\_\_\_ ACN \_\_\_\_\_

Principal business activity \_\_\_\_\_

Correspondence address \_\_\_\_\_

Suburb \_\_\_\_\_ Post code \_\_\_\_\_

NOTE: A notice setting out your obligations as an owner of a premises in which unsealed radioactive materials are handled or kept at the end of this form.

## Authorised Person details (owner or person with authority to act on behalf of owner)

Surname \_\_\_\_\_ Given names \_\_\_\_\_

Occupation \_\_\_\_\_ Email address (work) \_\_\_\_\_

Phone number (work) \_\_\_\_\_ Mobile number (work) \_\_\_\_\_

## Licence covering use of radiation sources

Provide the licence number, that the business holds to cover the use of this or other radiation sources.

NOTE: If the business does not hold a *Licence to Possess* you must apply to the EPA for one immediately.

Licence to possess Licence number \_\_\_\_\_

Section 22 of the *Radiation Protection and Control Act 2021* requires those in possession of a registrable radiation source to have a Licence to Possess. The *Radiation Protection and Control Regulations 2022* exempt owners from having such a licence if the premises is authorised under either section 18 (Licence to test for developmental purposes), 19 (Licence to carry our mining or mineral processing), 20 (Facilities licence), or 21 (Licence to transport radioactive material) of the Act.

### OFFICE USE ONLY

Amount \$ \_\_\_\_\_

Owner no \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Reg no \_\_\_\_\_

Receipt no \_\_\_\_\_

Condition \_\_\_\_\_

Acknowledgment letter sent \_\_\_\_/\_\_\_\_/\_\_\_\_

## Premises details

### Physical location of the premises

Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Location within address, eg room no, dept, etc

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### Premises type

As defined by the [Code of Compliance for facility design and shielding 2022](#) published by the EPA.

Type A          Type B          Type C

What are the premises used for (eg nuclear medicine, radio-iodination, biochemistry, radiation therapy, storage of radioactive materials, etc)?

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NOTE: Attach supporting documentation (as appropriate).

### Declaration

- I declare that the information provided on this form and in support of this application is to the best of my knowledge complete and true in every particular.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Full name \_\_\_\_\_

### PENALTY FOR PROVIDING FALSE INFORMATION: UP TO \$20,000

This form does not constitute a legal application unless it has been properly completed and signed, and is accompanied by the appropriate fee.

### Fees

Application fee (non-refundable)	\$1,513
Annual registration fee	\$ 349
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<b>TOTAL FEE PAYABLE</b>	<b>\$1,862</b>

*These fees are applicable for applications lodged after 30 June 2023 and prior to 1 July 2024 GST exempt*

### Lodgement of form and payment of fees

This form can be lodged by post to: Environment Protection Authority  
Radiation Protection Branch  
GPO Box 2607, ADELAIDE SA 5001

Or email: [EPARadiationProtectionBranch@sa.gov.au](mailto:EPARadiationProtectionBranch@sa.gov.au)

Cheques should be made payable to: Environment Protection Authority

**For credit card payment please complete the details below**

Cardholder's name \_\_\_\_\_ Visa      MasterCard      Amex

Card no \_\_\_\_\_

Amount of payment \$ \_\_\_\_\_ Cardholder's signature \_\_\_\_\_

Telephone no \_\_\_\_\_ CVV No (back of card) \_\_\_\_\_ Expiry date \_\_\_\_\_

Credit card payment only accepted within agreed trading terms

NOTE: The EPA does not have the facility to handle cash payments

**Enquiries**

Radiation Licensing Officer

Tel: (08) 8463 7826

Email: [EPARadiationProtectionBranch@sa.gov.au](mailto:EPARadiationProtectionBranch@sa.gov.au)

*Environment Protection Authority*

*ABN 85 393 411 003*

*This licence is GST exempt*

# Registration of premises

## *Notice to Occupier*

### 1 Legal obligation to register premises

Any premises in which an unsealed radioactive material is kept or handled must be authorised under Section 25 of the *Radiation Protection and Control Act 2021*, by either:

- a licence to possess a radiation source (Section 22)
- a licence to test for developmental purposes (Section 18)
- a licence to carry out mining or mineral processing (Section 19)
- a facilities licence (Section 20) or
- a licence to transport radioactive material.

If the premises are authorised under a licence to possess, the premises must also be registered under Section 25 of the Act, in the name of the occupier of the premises.

Using or keeping unsealed radioactive material in premises which are not properly authorised under the Act, and if required, registered under the Act, would constitute an offence with maximum penalties of up to \$250,000.

### 2 Application to register premises

An application to register premises should be submitted to the Minister as early as possible, certainly before any unsealed radioactive material are kept or handled on the premises.

### 3 Inspection of premises

Once the premises are ready to be used, officers of Environment Protection Authority will inspect the premises. Work with unsealed radioactive materials may start before the inspection, provided the application for registration has been properly lodged with the appropriate fees.

The premises must comply with the requirements of [Code of Compliance for facility design and shielding 2022](#). However, if it is found not to satisfy the specified requirements, you will be given the opportunity to correct any non-compliance.

If the corrections are not made, the Minister is obliged to refuse registration, and work in the premises with unsealed radioactive materials must stop.

### 4 Conditions of registration

Registration of your premises will be subject to conditions (section 36, *Radiation Protection and Control Act 2021*). These conditions are detailed in a Schedule attached to the certificate of registration. It is an offence to contravene, or fail to comply with, a condition of registration, with a maximum fine of \$500,000.

### 5 Availability of advice

The Radiation Protection Branch of the EPA (tel 08 8463 7826) is available for advice on legislative requirements, especially with regard to construction of radionuclide laboratories and fume cupboards.