

*Radiation Protection Act 2005*  
*Radiation Protection Regulations 2016*

# **INFORMATION SHEET:**

## **RADIATION LICENCE INFORMATION**

### **FOR APPLICANTS**

**This information can also be accessed at [www.dhhs.tas.gov.au/publichealth/radiation](http://www.dhhs.tas.gov.au/publichealth/radiation)**

## Radiation Licence Information for Applicants

The **Radiation Protection Act 2005** requires that dealings with radiation sources (radiation apparatus and radioactive material) must be authorised by a licence. Dealings are specified in the Act and include: sell, acquire, possess, use, store, manufacture, transport, install, service, repair and dispose of.

The **Radiation Protection Regulations 2016** allow ALL dealings with some (very low risk) radiation sources to be exempted from the requirement for a licence. Examples are very small quantities of radioactive materials. The quantities exempted are in line with international exemption levels.

The *Radiation Protection Regulations 2016* also allow SOME dealings with other radiation sources (that are not quite such a low risk) to be exempt from the requirement for a licence. An example of such a radiation source is the domestic smoke alarm. You do not require a licence to acquire and use such a radiation source but a supplier needs a licence to sell. This ensures that the smoke alarm that you buy complies with the current radiation safety requirements.

The *Radiation Protection Regulations 2016* also allow some people to USE specified (low risk) radiation sources without being individually licensed. An example is the baggage x-ray unit commonly found at airports. All the individual operators do not need to be named on a licence but the Radiation Management Plan for the unit must indicate that these operators are trained in the radiation protection measures required for the unit.

The *Radiation Protection Regulations 2016* contain specific requirements for students and trainees and their supervisors. Students and trainees do not need to be named individually on licences but must be covered by provisions in the Radiation Management Plan.

If you do require a licence to deal with your radiation source, then you need to be aware of some requirements.

If you need a licence to '**possess**' a radiation source, then you will have to submit a **Radiation Management Plan** with your licence application. The content of the plan is specified in the *Radiation Protection Regulations 2016*. Sample plans are available from the Department of Health and Human Services website [www.dhhs.tas.gov.au/publichealth/radiation](http://www.dhhs.tas.gov.au/publichealth/radiation)

If you wish to '**use**' a radiation source, then it must be shown to be fit for the purpose. This means that it must have a current '**certificate of compliance**'. The certificate indicates that the source complies with the relevant safety standards relating to how it is designed and manufactured. This requirement is not relevant for unsealed radioactive material. Exempted radiation sources also do not require certificates of compliance because any radiation hazard that they present is already extremely low.

The '**place**' in which you wish to carry out your radiation practice must also comply with relevant radiation safety standards and, to show this, the place must have a **certificate of registration**. This ensures that the radiation source may be used and/or stored safely in that place in the way proposed. In particular, places must be designed so that radiation levels outside the place are sufficiently low that they will not cause any harm to people or the environment.

Some radiation sources emit such low levels of radiation that they can be used in any location, with no special requirements. These radiation sources are specified in the Regulations. They include all radiation sources exempted from the need for a licence, radiation sources used in schools, some cabinet X-ray equipment, portable battery-powered X-ray units used for security purposes, chemical analysis units containing sealed sources and depleted uranium in specified forms.

The *Radiation Protection Act 2005* and *Radiation Protection Regulations 2016* specify the information that must be provided with an application for a licence. To make this process easier for you, application forms have been prepared and are available at [www.dhhs.tas.gov.au/publichealth/radiation](http://www.dhhs.tas.gov.au/publichealth/radiation). These forms let you know the information that you must provide in support of your application and allow you to calculate the fee that you will be required to pay for the licence.

After you have obtained a licence, some circumstances may change e.g. your staff may change and you want new people to be authorised to deal with your radiation sources, or you may want to dispose of a source and/or acquire a new one.

You will require an **'amendment to a licence'** to obtain authorisation for these changes to your licence – BEFORE they occur. There is a fee for amendments.

Please note that, if you are disposing of a radiation source, then you must keep records as specified in the Regulations.

You may also wish to change your mail address or other contact details, or if you are part of a company or partnership, the directors or partners may change. You will have to notify the Director of Public Health in writing of these 'notifiable changes' within fourteen days of their occurrence. A form is available to make this easier for you. There is no charge for making these changes to your licence.

## In summary

### Radiation Licence:

- Dealings with radiation sources (radiation apparatus and radioactive material) must be authorised by a licence – this includes sell, acquire, possess, use, store, manufacture, transport, install, service, repair and dispose of.

### Radiation Management Plan:

- A licence to ‘**possess**’ a radiation source requires that you submit a **Radiation Management Plan** with your licence application, for approval by the Director of Public Health.
- Sample plans are available from the Department of Health and Human Services, Radiation Protection Unit.

### Certificates of compliance:

- A radiation source must have a certificate of compliance in order for it to be authorised for ‘use’. Certificates of compliance may be valid for a period of 1 to 4 years, depending on the type of radiation source.
- Source manufacturers or suppliers and accredited people may be authorised to issue certificates of compliance. Commercial costs apply. A list of accredited people is available at [www.dhhs.tas.gov.au/publichealth/radiation](http://www.dhhs.tas.gov.au/publichealth/radiation)

### Certificate of Registration:

- Places in which radiation sources are to be stored and/or used require approval in the form of a ‘**Certificate of Registration**’ for a place.
- Accredited people are authorised to issue certificates of compliance for some places. A list of accredited people is available at [www.dhhs.tas.gov.au/publichealth/radiation](http://www.dhhs.tas.gov.au/publichealth/radiation)
- The certificate of compliance then has to be sent, with an ‘Application for certificate of registration for a radiation place’, to the Director of Public Health. This certificate will specify the conditions that ensure that the radiation source can be used and/or stored safely in the place.

### Amendment to a licence:

- Licence holders can seek amendments to their licences, including adding or deleting people and/or radiation sources from the licence.
- Forms are available for applications for amendments.
- A fee is charged for amendments.

### Changes to details on licences:

- Specified changes to licences, e.g. new mailing address, must be provided within 14 days of the change. There is no fee for such changes.

## Application forms

The following application forms are available either from the Department of Health and Human Services web site [www.dhhs.tas.gov.au/publichealth/radiation](http://www.dhhs.tas.gov.au/publichealth/radiation) or from the Radiation Protection Unit on telephone 03 6166 7256:

RPA0001: Application for Licence to Deal with Radiation Apparatus – Ionising (Individual)

RPA0001: Application for Licence to Deal with Radiation Apparatus – Ionising (Company)

RPA0002: Application for Licence to Deal with Radiation Apparatus – Non-Ionising (Individual)

RPA0002: Application for Licence to Deal with Radiation Apparatus – Non-Ionising (Company)

RPA0003: Application for Licence to Deal with Radioactive Material – Sealed and Unsealed (Individual)

RPA0003: Application for Licence to Deal with Radioactive Material – Sealed and Unsealed (Company)

RPA0004: Application for Amendment of Licence to Deal with Radiation Apparatus – Ionising (Addition)

RPA0004: Application for Amendment of Licence to Deal with Radiation Apparatus – Ionising (Deletion)

RPA0005: Application for Amendment of Licence to Deal with Radiation Apparatus – Non-Ionising (Addition)

RPA0005: Application for Amendment of Licence to Deal with Radiation Apparatus – Non-Ionising (Deletion)

RPA0006: Application for Amendment of Licence to Deal with Radioactive Material – Sealed and Unsealed (Addition)

RPA0006: Application for Amendment of Licence to Deal with Radioactive Material – Sealed and Unsealed (Deletion)

RPA0010: Notification of Change of Circumstances

RPA0101: Application for Certificate of Registration for a Radiation Place or Application for Amendment of a Certificate of Registration for a Radiation Place

RPA0201: Application for Certificate of Accreditation to issue Certificates of Compliance for Radiation Places

RPA0202: Application for Certificate of Accreditation to issue Certificates of Compliance for Radiation Sources

RPA0203: Application for Renewal: Certificate of Accreditation to issue Certificates of Compliance for Radiation Places

RPA0204: Application for Renewal: Certificate of Accreditation to issue Certificates of Compliance for Radiation Sources