

Application—New Source Licence to Manage, Control, Possess or Manufacture Radiation Sources—Dental

Section 17, Radiation Safety Act 2016

Who needs to fill in this form

New Source licence

If you are setting up a new activity or practice involving radiation sources as a managing entity, it is compulsory to hold a source licence before conducting your activities associated with radiation sources. Failure to hold the required licence is an **offence** under the Radiation Safety Act 2016. The licence will identify the legal entity and describe kinds of radiation sources in relation to which the licence holder will conduct activities. For the purpose of assessing the submitted application, additional information or a pre-authorisation inspection may be required before the requested licence is granted.

Cone Beam Tomography (CBCT) Requirements

Please submit the following supporting documents (Reference to requirements; Code of practice for diagnostic and interventional radiology **ORS C1**):

- a copy of registration form for the CBCT unit to be installed
- a copy of Radiation Safety Officer appointment letter
- a copy of safety assessment
- a medical physicist's proposed shielding specifications
- a plan that demonstrates how the applicant intends to comply with the following requirements:
 - quality assurance programme
 - radiation monitoring programme
 - proposed local rules to demonstrate how they intend to meet the requirements in the code.

i How to use this form:

- Save this form to the computer and open in Adobe Acrobat.
- All the fillable form fields will be highlighted.
- Fill each field by selecting it and typing.
- Save the form to the computer and email it to orsenquiries@health.govt.nz

All sections must be filled in unless not applicable.

Please email completed form at orsenquiries@health.govt.nz or mail to Office of Radiation Safety, Ministry of Health PO Box 5013, Wellington 6140

SECTION 1

Type of application

New Registration CBCT Requirements

- i** New Source licence applicants are required to submit relevant Registration form(s) under Section 31 of the Radiation Safety Act 2016 - Please refer to Section 5 of this application form

SECTION 2

Applicant information

- i** This section must be filled in by a managing entity that wishes to obtain a source licence for its activity (s) involving radiation sources.
- i** A managing entity is the legal entity that manages or controls radiological equipment and must, therefore, obtain a source licence as required by section 13(a) of the Act regardless of whether the entity owns or has physical possession of the radiation source. This could be, for example, a district health board, company, partnership, trust or individual person.

Registered company name or a sole trader name

Bill to address

Bill to email address

Contact person

- i** This is a person who submits this application on behalf of the managing entity and corresponds with the Office of Radiation Safety regarding this application.

Email

Phone/Mobile

SECTION 3

3.1 Location

- i** The location where radiation sources are installed and used.

Name (eg, trading name of a practice or a department in case of Te Whatu Ora)

Physical address

3.2 Radiation Safety Officer

- i** A managing entity must appoint a radiation safety officer to oversee the application of regulatory requirements for occupational and public radiation protection and safety.
- i** A Radiation Safety Officer is a person who is competent in radiation protection and safety, who is appointed by the managing entity to oversee the application of regulatory requirements for occupational and public radiation protection and safety.

Name

Title

Department

Email

Phone/Mobile

All sections must be filled in unless not applicable.

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SECTION 4

Licence purpose (s) and fees (GST inclusive)

- i** The applicant must identify all activities carried out at the location specified in Section 4. If all activities carried out are fully described in only one compliance monitoring category, the fee of that category applies. If there is no single category that can fully describe all the proposed activities, fees are payable in respect of the identified activities.

Category Code 4A

Dental diagnosis (including cone beam computed tomography)

1 year \$1,261.55

2 years \$2,251.70

3 years \$3,241.85

Category Code 5A

Dental diagnosis (excluding cone beam computed tomography)

1 year \$1,141.95

2 years \$2,012.50

3 years \$2,883.05

SECTION 5

Accompanying document

- radiation source **registration form(s)**
- for CBCT requirements (refer page 1)
- i** In order to assess this application it must be accompanied by a radiation source registration form(s).

SECTION 6

Declaration

- i** This section must be filled in by the applicant (ie, managing entity) included in Section 1 or a person authorised by the applicant.
- i** A person who signs on behalf of the managing entity must provide proof that they have the authorisation by the company to sign on its behalf by attaching supporting documentation.

As a managing entity for the proposed activity at the above location, I acknowledge and declare that:

- I am a fit and proper person to hold authorisation(s) granted by the Director under the Radiation Safety Act 2016 and capable of complying with the relevant provisions; and
- the proposed activity (s) involving radiation sources is compliant with the **Radiation Safety Act 2016** and its subordinate instruments including the **codes of practice** specific to the proposed activity (s); and
- the Director may impose conditions on a source licence that the Director considers appropriate in respect of each radiation source if the source licence applies to more than 1 radiation source; and
- additional information or a pre-authorisation inspection may be required for the purpose of assessing this submitted application; and
- the information supplied in this application is, to the best of my knowledge, complete and correct and no relevant information has been omitted.

Signed

Name

Date

All sections must be filled in unless not applicable.

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