Application — Renewal or variation of a Source Licence to Manage, Control, Possess or Manufacture Radiation Sources—Medical

Section 17, Radiation Safety Act 2016

Who needs to fill in this form

Renewal

A source licence is required to be renewed. A licence is renewable up to 3 years if the Director for Radiation Safety (the Director) is satisfied with the application.

A licence remains in force until an application for its renewal has been granted, but only if the Director receives, before the licence expires, the application for renewal, and all necessary supporting information.

However, if there have been changes made to the previously granted licence, the applicant may no longer be eligible for renewal. In this case, the licence holder must apply for variation of the current licence. See the next section Variation of current source licence.

Variation

Once a source licence is granted and the licenced business makes changes to its authorized radiation practice(s), the proposed changes must be assessed and approved for the variation. A varied source licence will inherit the remaining licensing term of the original licence.

Administrative changes include the following.

- change of managing entity with the continuity of the previously authorised operational aspects associated with radiation safety
- change of trading name of a previously licenced practice
- change of Radiation Safety Officer

There is no fee associated with making above changes.

Changes to the authorised scope of current licence includes, but not limited to, the following cases. Depending on the risks associated with the proposed activity(s), additional information or pre- authorisation inspection may be required before the variation is approved. The following examples are informative only.

- performing a higher risk category activity
- addition/removal or relocation of a previously licenced business or facility.

Additional fee(s) may incur depending on the remaining licensing term of the current licence.

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

MANATŪ HAUORA
MINISTRY OF HEALTH

SECTION 1

Type of application

☐ Renewal ☐ Variation

SECTION 2

Licence details

ℹ Please provide the following source licence details

Licence number

Licence expiry date

SECTION 3

Applicant information

ℹ This section must be filled in by a managing entity who 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 4

4.1 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

4.2 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 5

Licence purpose (s) and annual fee (GST inclusive)

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 1A **$4,034.20**

☐ Medical therapy including LINACs

☐ High dose rate brachytherapy

Category Code 2A **$1,949.25**

☐ Medical diagnosis (including interventional radiology, interventional cardiology and computed tomography)

Category Code 2B **$1,949.25**

☐ Nuclear medicine (including the use of unsealed radioactive material for diagnosis or therapy)

Category Code 4A **$990.15**

☐ Medical diagnosis (excluding interventional radiology, interventional cardiology, computed tomography, and the use of radioactive material)

Category Code 5B **$870.55**

☐ Sentinel node biopsy

☐ Low dose rate brachytherapy

☐ Bone densitometry

Others

Please specify the intended licence purpose below if not listed above. Fee(s) will be determined after the assessment of the described activity(s).

SECTION 6

Licensing term

It is recommended that the most suitable licensing term is selected as refunds are not available once a licence is granted. No discount rate is available when more than one-year is requested.

☐ 1 year

☐ 2 years

☐ 3 years

SECTION 7

Declaration

This section must be filled in by the applicant (ie, managing entity) included in Section 1 or a person authorised by the applicant.

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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