

NOTIFICATION OF DISPOSAL

Ionising radiation apparatus used in diagnostic imaging, radiotherapy and planning of radiotherapy

Approved under s.40 Radiation Control Act 1990



Office of Environment & Heritage

ABN 30 841 387 271

TAX INVOICE

Dental, mammography, fixed or mobile radiography, fixed or mobile fluoroscopy, computed tomography or bone mineral densitometry

- (1) This form is to be used to notify the Office of Environment and Heritage of the disposal of ionising radiation apparatus used in diagnostic imaging, radiotherapy and planning of radiotherapy.
- (2) This form covers the permanent disposal of apparatus. It is **not** for the notification of a sale or give away.
- (3) The apparatus **must** be rendered permanently inoperable before disposal.
- (4) If the apparatus is currently registered, the registration will be cancelled.
- (5) Notification must be made by or on behalf of the owner(s) of the apparatus, which may be an individual or a company, or a corporation such as an Area Health Service. Notification cannot be in the name of an employee, or use an employee's licence number.
- (6) Information on disposal is available on the radiation licensing web page at www.environment.nsw.gov.au/radiation or by contacting the Office of Environment and Heritage on 131 555.

1. Details of owner(s)

PLEASE PRINT CLEARLY

Date of disposal: / /	Radiation licence no. of owner(s) if applicable:	
Owner is: (please tick one and give details)		
<input type="checkbox"/> A company	Name	
OR:	ACN or ARBN	
<input type="checkbox"/> An individual: (if more than one, attach a separate sheet)	Title	Given names
		Family name
AND (if applicable)	ABN	Business Name
Contact person: Title		
Given names		
Family name		
Position		
Organisation		
Postal address:		
Suburb		
State		
Postcode		
Contact details: Tel (BH)		
Mobile		
Fax		
Email		

2. Details of apparatus

Please note: Only ONE x-ray machine may be listed below			
Apparatus registration no: (if applicable)		Maximum operating voltage:	
		Maximum operating current:	
Details	Manufacturer	Model no.	Serial no.
Control console/generator:			
X-ray tube housing: (one or more)	1		
	2		
	3		

X-ray tube insert: (one or more)	1		
	2		
	3		

3. Details of disposal

Please give details of how the apparatus was rendered permanently inoperable and the method of disposal:

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4. Declaration (To be completed by the owner of the apparatus)

I declare that the apparatus detailed above has been rendered permanently inoperable
 the information provided on this application is not false or misleading in a material particular
 I understand that if registered, the registration for this apparatus will be cancelled.

Name (please print)	Signature	Position	Date
Authority to sign as <input type="checkbox"/> The applicant, or <input type="checkbox"/> A person authorised by the applicant			Common Seal, Public Authority Seal or Council Seal (if used)
A person who signs on behalf of a Company must provide proof that they have authorisation by the company to sign on its behalf i.e. use of seal or by attaching supporting documentation or letter.			

Please note:

- The apparatus must be rendered permanently inoperable prior to sending this notification.
- Your 'personal information' is collected and held by the Office of Environment and Heritage, 59-61 Goulburn Street, Sydney NSW 2000. The information is collected in order to process and consider your application. If you fail to supply all the information requested your application cannot be processed. The information may be used for other purposes relating to the administration and enforcement of the *Radiation Control Act 1990*. You have a right to access or correct your 'personal information' in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

***** PLEASE ENSURE DETAILS ARE COMPLETE *****

Checklist for owners

Before sending your form, please ensure:

- An owner number and date of disposal are shown at question 1
- The apparatus registration number has been supplied in question 2 (if currently registered)
- All relevant sections have been completed
- The apparatus has been rendered permanently inoperable
- The form has been signed

Send completed form to:

Licensing and Registration Team
 Hazardous Materials, Chemicals and Radiation Section
 Office of Environment and Heritage
 Department of Premier and Cabinet
 PO Box A290
 SYDNEY SOUTH NSW 1232
 Tel: 131 555
 Fax: 02 9995 6603
 Email: info@environment.nsw.gov.au
 Web: www.environment.nsw.gov.au

The Office of Environment and Heritage (OEH) performs the functions of the Environment Protection Authority (EPA)