

NOTIFICATION OF SALE OR GIVE AWAY

Ionising radiation apparatus

Approved under s.6 Radiation Control Act 1990



Office of
Environment
& Heritage

ABN 30 841 387 271

Diagnostic imaging, medical therapy, industrial and analytical applications

- (1) This form is to notify the Office of Environment and Heritage (OEH) of the sale or give away of ionising radiation apparatus.
- (2) This form is to be completed by the owner who is selling or giving away the apparatus.
- (3) This form covers the sale or giving away of **new or unregistered apparatus**, and **registered apparatus where the registration is not being transferred**. It does NOT cover sale/give away of registered radiation apparatus where the registration is to be transferred to the new owner (or owners) – in this situation use the form "Application for Transfer of Registration and Notification of Sale or Give Away".
- (4) This form must be forwarded to OEH before the apparatus is installed, or within 21 days of sale or giving away of the apparatus to a new owner (whichever occurs earlier).
- (5) This notification must be made by or on behalf of the owner(s) of the apparatus, which may be an individual, a company, or a corporation such as an Area Health Service. A notification cannot be in the name of an employee or use an employee's licence number.
- (6) If the apparatus is currently registered, the seller/giver **must** surrender the registration in writing and return the Certificate of Registration to OEH with this form. OEH will then cancel the registration.
- (7) To sell an apparatus, the owner (seller) must have a licence to sell radiation apparatus. The owner is the entity that is listed in OEH records as the owner of the apparatus.
- (8) To give away an apparatus, the owner must hold a licence to use or a licence to sell/possess radiation apparatus.
- (9) In all cases the new owner (buyer) **must** have a licence to use or a licence to sell/possess.
- (10) Information on registration is available on the radiation web page at www.environment.nsw.gov.au/radiation or by contacting OEH on 131 555.

1. Details of owner of apparatus (seller/giver)

PLEASE PRINT CLEARLY

Radiation licence no. of owner(s):		<input style="width: 150px; height: 20px;" type="text"/>	
Apparatus was:		<input type="checkbox"/> sold <input type="checkbox"/> given away (tick one) date: (of sale or give away) / /	
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 name(s)
		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	
		E-mail	

2. Details of apparatus

Please note: Only ONE x-ray machine may be listed below

Provide details of the apparatus where applicable, or write 'N/A'.

Type of apparatus: (please tick one)			
<input type="checkbox"/> Diagnostic imaging <input type="checkbox"/> Medical therapy <input type="checkbox"/> Industrial <input type="checkbox"/> Analytical			
Apparatus registration no: (if previously registered)		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 licensed buyer(s)/recipients(s)

Radiation licence no. Expiry date:

Buyer is: (please tick one and give details)

A Company: *Name*

OR *ACN or ARBN*

An individual:
(if more than one, attach a separate sheet) *Title* *Given name(s)* *Family name*

AND (if applicable) *ABN* *Business Name*

Street address or registered office:

(not a PO box)

Suburb

State

Postcode

Postal address and fax for correspondence: *Suburb* *State* *Postcode*

Fax

Title *Given names* *Family name*

Position

Contact person: *Organisation*

Tel (BH)

Mobile

Fax

E-mail

4. Intended location of apparatus

Site name and address:

Suburb

State

Postcode

Specific location on site:
(e.g. Building C, room 227)

Site contact person: *Title* *Given names* *Family name*

Tel

Fax

5. Declaration (To be completed by the owner who is selling/giving away the apparatus)

I declare that the information provided on this application is not false or misleading in a material particular.

Name (please print)

Signature

Position

Date

Authority to sign as

The applicant, or

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.

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*.

Checklist for seller

Before sending your notification, please ensure:

- The seller's/giver's licence number is shown at question 1
- The buyer's/recipient's licence number is shown at question 3
- All relevant sections have been completed
- 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)