

APPLICATION FOR TRANSFER OF REGISTRATION AND NOTIFICATION OF SALE OR GIVE AWAY



Office of Environment & Heritage

Approved under s.12 Radiation Control Act 1990

ABN 30 841 387 271

TAX INVOICE

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

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

- (1) This form is an application for the transfer of registration and notification of sale or give away of ionising radiation apparatus.
- (2) This form is to be completed by the owner of the registered apparatus.
- (3) This form covers the sale or giving away of **currently registered radiation apparatus** where the **registration is to be transferred** to a new owner (or owners). This form does **NOT** cover sale of new or unregistered apparatus, or sale of registered apparatus where the registration is not being transferred – in these cases use the form 'Notification of Sale or Give Away'.
- (4) This form along with the prescribed fee of **\$38** must be forwarded to the Office of Environment and Heritage within 7 days of sale or giving away of the apparatus to a new owner.
- (5) Applications 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. An application cannot be in the name of an employee, or use an employee's licence number.
- (6) To sell an apparatus, the owner of the registered apparatus (seller) must have a licence to sell and/or possess radiation apparatus. The owner is the entity that is listed in the Office of Environment and Heritage records as the owner of the registered apparatus.
- (7) To give away an apparatus, the owner must if applicable hold a licence to use or a licence to sell/possess radiation apparatus.
- (8) In all cases the new owner (buyer) **must** have a licence to use and/or to sell/possess in order to purchase the apparatus.
- (9) A registration cannot be transferred and continued if any of the following have occurred: modifications have been made to the apparatus, or a fixed apparatus has been physically relocated, or the intended use of the apparatus has changed.
- (10) Information on registration 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 of registered apparatus (seller/giver)

PLEASE PRINT CLEARLY

Radiation licence no. of owner(s): <input style="width: 150px; height: 20px;" type="text"/>	
(if applicable)	
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: Title Given name(s) Family name (if more than one, attach a separate sheet)	
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: <input type="text"/>		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)/recipient(s)

Radiation licence no. <input type="text"/>	Expiry date: <input type="text"/>
Buyer is: (please tick one and give details)	
<input type="checkbox"/> A company: <i>Name</i>	
<input type="checkbox"/> An individual: <i>ABN or ACN</i>	
<input type="checkbox"/> (if more than one, attach a separate sheet) OR <i>Title</i> <i>Given name(s)</i> <i>Family name</i>	
AND (If applicable) <i>ABN</i> <i>Business Name</i>	
Street address or registered office:	
(not a PO box) <i>Suburb</i> <i>State</i> <i>Postcode</i>	
Postal address and fax for correspondence: <i>Suburb</i> <i>State</i> <i>Postcode</i>	
<i>Fax</i>	
<i>Title</i> <i>Given names</i> <i>Family name</i>	
<i>Position</i>	
Contact person: <i>Organisation</i>	
<i>Tel (BH)</i> <i>Mobile</i>	
<i>Fax</i>	
<i>Email</i>	

4. Intended location of apparatus (if known)

Site name and address:
<i>Suburb</i> <i>State</i> <i>Postcode</i>
Specific location on site: (e.g. Building C, room 227)
Site contact person: <i>Title</i> <i>Given names</i> <i>Surname</i>
<i>Tel</i> <i>Fax</i>

5. Declaration (To be completed by the owner (seller/giver) of the registered 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 <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: 1. Completion of this application will remove the owner's name from the Office of Environment and Heritage register and will note the buyer or recipient as the new owner of the apparatus. The Office of Environment and Heritage will contact the new owner to complete registration formalities. 2. The apparatus may not be used until the new owner's details are confirmed and a Certificate of Registration has been issued to the new owner. 3. The fee of \$38 (GST exempt) must accompany this form. 4. 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 <i>Radiation Control Act 1990</i> . You have a right to access or correct your 'personal information' in accordance with the provisions of the <i>Privacy and Personal Information Protection Act 1998</i> . <p style="text-align: center;">*** PLEASE ENSURE DETAILS ARE COMPLETE ***</p>			

PAYMENT DETAILS

Payment can be made by credit card, cheque or money order. Cheques and money orders should be made payable to the Office of Environment and Heritage in Australian currency.

- Visa
 Mastercard
 Cheque
 Money order

Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry: _ _ / _ _

Card holder name: _____ Amount: \$ _____

Card holder signature: _____ Telephone: () _____

Checklist for applicants

Before sending your application, 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 \$38 transfer fee is attached
- The form has been signed by an authorised person

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)