

APPLICATION FOR TRANSFER OF REGISTRATION



Office of Environment & Heritage

ABN 30 841 387 271

For premises on which a radioactive substance that is not contained in a sealed source device is kept or used

TAX INVOICE

Approved form under s.8(3) of the *Radiation Control Act 1990*

1. This form must be used when an occupier wishes to transfer the registration of premises to a new occupier.
2. An application for transfer of registration must be made by the person in whose name the premises is registered.
3. An application must be accompanied by the fee of \$38 (GST Exempt).
4. An application must be made within 7 days of the transfer of the premises.
5. The applicant should establish that the new occupier has an appropriate licence under the *Radiation Control Act 1990* before making an application for transfer of registration. The Office of Environment and Heritage will only transfer a registration to a person who holds a licence to use or sell and or possess radioactive substances.
6. The occupier's licence number and the licence number of the person to whom the registration is to be transferred must be provided.
7. 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 person in whose name the premises is registered

Current occupier's radiation registration no.	<input type="text"/>	Current occupier's Radiation licence no.	<input type="text"/>
Please tick one box only and give details			
Corporation <i>Company name</i>		
OR <i>ACN or ARBN</i>		
Individual (if more than one, attach a separate sheet) <i>Title</i> <i>Given name(s)</i> <i>Family name</i>
AND (If applicable) <i>ABN</i> <i>Business Name</i>	

2. Details of premises

Street address: (not a PO Box) <i>Street</i> <i>Suburb</i> <i>State</i> <i>Postcode</i>
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3. Details of new occupier

New occupier's radiation licence no.	<input type="text"/>			
Please tick one box only and give details				
Corporation <i>Company name</i>			
OR <i>ACN or ARBN</i>			
Individual (if more than one, attach a separate sheet) <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 address (not a PO Box): <i>Street</i> <i>Suburb</i> <i>State</i> <i>Postcode</i>
Postal address (if different from street address): <i>Street (or PO Box)</i> <i>Suburb</i> <i>State</i> <i>Postcode</i>

Contact person:	<i>Title</i> _____	<i>Given names</i> _____	<i>Family name</i> _____
	<i>Position</i> _____		
	<i>Organisation/employer</i> _____		
Postal address:	<i>Street (or PO Box)</i> _____		
	<i>Suburb</i> _____	<i>State</i> _____	<i>Postcode</i> _____
	<i>Tel:</i> _____		<i>Fax:</i> _____

4. Declaration

I declare that the information I have supplied in 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.			

Please note:

- The Office of Environment and Heritage may contact the current occupier or new occupier if it needs to clarify any details on the application. If the application is accepted, the database will be amended to replace the current occupier with the new occupier as the occupier of the premises.
- The application must be accompanied by the fee of \$38 (GST Exempt).
- 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*.
- If the transfer is approved, a Certificate of Registration will be mailed to the new occupier.

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

Checklist for applicants

<p>Before sending your application, please ensure:</p> <p>The current occupier's licence number is given at question 1.</p> <p><input type="checkbox"/> The premises registration number is given at question 1.</p> <p><input type="checkbox"/> The new occupier's licence number is given at question 3.</p> <p><input type="checkbox"/> A contact person is given at question 3, if the current occupier is a company.</p> <p><input type="checkbox"/> The declaration has been signed.</p> <p><input type="checkbox"/> The details provided for all questions are complete.</p> <p><input type="checkbox"/> The \$38 registration fee is enclosed or credit card details are given.</p>	<p>Send completed form to:</p> <p>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</p>
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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's name (please print): _____ Amount: \$ _____

Card holder's signature _____ Telephone: () _____

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