The Radiation Safety Act 1999 requires all persons who use radiation sources to hold a use licence issued under the Act. Use licences may only be issued to persons who have knowledge of the principles and practices of radiation protection, as well as skills and experience in the use of the radiation source relevant to the type of practice the person intends to carry out. Licences are granted by the Director-General of the Department of Health (chief executive).

This information sheet outlines the process by which medical radiation practitioners may apply for a licence to use radiation sources. It also outlines the process student medical radiation practitioners must follow to obtain a licence to use radiation sources as part of their clinical training.

**Application Processes**

As the chief executive recognises that applicants with known qualifications, experience and other attributes are typically successful in being granted licences, a ‘fast-track’ licensing arrangement for such applicants has been developed.

Other applicants who may not satisfy the criteria for the ‘fast-track’ arrangement will need to complete a standard form (Form 2) to apply for their licences.

**‘Fast-track’ application (Form 7) process**

The Form 7 - Application for a licence to use radiation sources – Medical Radiation Practitioner application form is intended for electronic completion to facilitate fast-tracking of use licence applications made by the majority of medical radiation practitioners. If an applicant is unable to complete any aspect of the form using the selections available within the form, the applicant should complete Form 2 instead.

Hand written applications will not be dealt with via the fast track route. Additionally, it is important that all the required evidence and supporting information is included with the application to ensure the application is managed within the target timeframes. It is intended that by using this form, successful applicants should receive their licence within 7 working days.

*Note: Form 7 should not be used by persons seeking a licence to use radiation sources other than those specified in the instructions accompanying the application form. Applicants seeking a licence to use other types of sources should apply using Form 2.*

**Application for a licence to use a radiation source (Form 2) process**

The Form 2 - Application for a licence to use a radiation source application form is designed for use by persons who do not meet the very specific criteria detailed in the ‘fast-track’ Form 7 application form.

To ensure minimal delay in the processing of a Form 2 application it is important that the applicant provide as much information as possible about his or her training and prior experience to facilitate consideration of the application. If the required information is not provided, delays will be inevitable while the outstanding information is sought.
**Student Medical Radiation Practitioners**

Student medical radiation practitioners may use the Form 7 ‘fast-track’ application form, however it is important that they provide evidence, such as a letter from the educational institution, that they are currently enrolled in an approved course of study.

**Term of Use Licence**

The term of a use licence may be for one, two or three years. Licences granted to students will be for a term of 3 years.

**Enquiries**

For further information, please contact the Radiation Health, Health Protection Unit of the Department of Health. The contact details for Radiation Health are:

<table>
<thead>
<tr>
<th>Office</th>
<th>Postal</th>
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<tbody>
<tr>
<td>Radiation Health</td>
<td>Radiation Health</td>
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<tr>
<td>Health Protection Unit</td>
<td>Health Protection Unit</td>
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<tr>
<td>15 Butterfield Street</td>
<td>PO Box 2368</td>
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<tr>
<td>HERSTON QLD 4006</td>
<td>FORTITUDE VALLEY BC QLD 4006</td>
</tr>
</tbody>
</table>

**Phone**
07 3328 9987

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radiation_health@health.qld.gov.au