FORM 27: Application to Change an Approved Radiation Safety and Protection Plan

Please read the following instructions before completing this form as incorrect completion of this form will result in delays.

1. The application form must be completed in all respects. The applicant’s details, including the name of the applicant and the applicant’s possession licence number, may be found on the applicant’s possession licence.

2. The approval number of the radiation safety and protection plan that you are seeking to change may be found on an attachment to the applicant’s possession licence, or on a sticker placed on the front cover of the approved plan.

3. Details of the proposed changes to the plan must sufficiently identify the paragraph within the approved plan that is proposed to be changed, what change is proposed, and why the proposed change is necessary.

   Note: Proposed changes to an attachment of an approved plan do not require approval from the Chief Executive.

4. To minimise delays in assessing the application, the applicant should specify the details of the person who should be contacted in relation to the proposed changes to the radiation safety and protection plan.

   Please do NOT send in your plan, incorporating your proposed changes, with this application. Only once your proposed changes have been approved should you amend your plan and submit it to Radiation Health.

CHECK LIST

☐ Details of your proposed changes are attached (Refer to Q5)
☐ The prescribed application fee is enclosed
☐ All questions have been responded to
☐ The application form is signed and dated

RETURN COMPLETED FORM TO:

The Chief Executive

Health Protection Branch
Queensland Department of Health
PO Box 2368
FORTITUDE VALLEY BC QLD 4006

Note to Applicant:
The Information Privacy Act 2009 sets out the rules for the collection and handling of personal information by the Department of Health. For information about how the Department of Health protects your personal information, or to learn about your right to access your own personal information, please see our website at [www.health.qld.gov.au](http://www.health.qld.gov.au).
Application to Change an Approved Radiation Safety and Protection Plan

To the Chief Executive:

1. Name of Applicant (name of the possession licensee as stated on the possession licence)

2. Applicant’s current possession licence number

3. Title and date of the radiation safety and protection plan requiring change

4. Approval number of the radiation safety and protection plan requiring change

5. Attach details of the proposed changes to the radiation safety and protection plan. This should include what you are seeking to change, the proposed change and the reasons for the change. (please note that changes to an attachment to your plan do not require Chief Executive approval)

6. Contact details of the person who may be contacted in relation to the proposed changes
   Name
   Telephone Number
   E-mail Address

7. Payment of fee (Please note that this application will not be complete unless the appropriate fee is included when the application is made)
   Payment information (Note: This is a GST free item. Queensland Health ABN: 66 329 169 412)
   ☐ Cheque or Money Order enclosed (payable to Queensland Health)
   ☐ Payment by Credit Card (Please complete the “Credit Card Payments” section on the page attached to this form)

Signature of Applicant: ____________________________ Date: ____________________
(or contact person, if a corporate applicant)

(Information Notice for the purpose of s31(4) of the Act)

OFFICE USE ONLY

APPROVED / NOT APPROVED

Delegate of the Chief Executive

Date

If approval is granted:
The changes as described in this application take effect on: ___ / ___ / ___

The applicant must return the following documents to the Chief Executive within 14 days after receiving the approval:
1. The radiation safety and protection plan, incorporating the approved change(s)
2. The applicant’s possession licence in which the plan is identified.

If approval is not granted:
If not approved, reason for non approval (Information Notice for the purpose of s31(7) of the Act):

Privacy Statement: The Department of Health provides this form under the Radiation Safety Act 1999 so that you may apply for an Act Instrument. The information and documents collected for the purpose of this application may be accessible by authorised departmental persons. Licence details of successful applicants will be publicly available on the department’s register of holders of licences and certificates as required by the Act. The department will not disclose your personal information or supporting documents to third parties without your consent unless required or authorised by law.
Fees to accompany application

Notes for the applicant - Application to Change an Approved Radiation Safety and Protection Plan

(a) The fee is not refundable if this application is not successful.

(b) Within 14 days after receiving an approval to change a radiation safety and protection plan, the applicant must update the plan, with the approved changes, and submit it, along with the possession licence, to the Chief Executive.

(c) Unless otherwise requested by the applicant, if the application is successful, the change will take effect 35 days after the application is approved.

Fee payable with this application:

This fee is effective as of 1 October 2018.

The fee payable with this application is: $473.50

(The fee is not payable by State Government Departments)
Payment Options

(Note: This is a GST free item. Queensland Health ABN: 66 329 169 412)

Note: Your application will not be accepted unless payment is provided.

Payment of your application may be via one of the following options:

- **Cheque or Money Order** (payable to Queensland Health) — attach to your completed application
- **Credit Card** — complete the ‘Credit Card Payments’ section below and submit with your completed application

Applicants applying to renew a licence or renew a certificate, or who are applying for approval to acquire or an approval to relocate a radiation source may also pay by credit card via:

- **B-Point** — pay online at www.bpoint.com.au/payments/qldradiationlicences — submit a copy of your BPoint Payment Receipt with your completed application

Credit Card Payments

**IF YOU ARE COMPLETING THIS SECTION, DO NOT EMAIL THIS PAGE AS SECURITY OF YOUR CREDIT CARD INFORMATION CANNOT BE ASSURED**

Name of Applicant (The name stated here should be the same as the name stated in section 1 on the application form.)

Please charge the fees payable $ to my MasterCard Visa Card

Name on card (Please print)

Signature of cardholder Date

Card number Expiry date