

## **Important – Licence Application Processing Time Frames**

The Radiation Safety Act 1999 provides 90 days for the consideration of a **complete** application. An application is only **complete** when:

1. the correct fees have been received (the fees required are detailed on the application form); and
2. the application form is signed and dated on all pages by the applicant; and
3. a response has been provided to every question on page 1 of the application form; and
4. all attachments requested on the application form have been provided (this website includes Information Sheets which detail the licensing requirements for specific types of licences). Copies of all qualifications are required even if they may not appear to be significant to this application.

The success or failure of your application will depend, in part, upon the quality of the submission. A poor submission will either be refused or will necessitate lengthy written negotiations to correct deficiencies thereby delaying the processing of your application.

Note 1: Radiation Health generally completes the consideration of applications well within the 90 days (e.g. typical timeframe to consider a possession licence application is 35 working days, and for a use licence application, 14 working days).

Note 2: Radiation Health will only discuss applications with the applicant, or a person nominated to perform this function by the applicant in writing.

Note 3: Radiation Health **does not** offer a priority processing service. Frequent or unnecessary enquiries regarding the progress of applications delay all applications.