



**Radioactive Substances Act 1993 (as amended)
High-activity Sealed Radioactive Sources and Orphan Sources
Regulations 2005**

**APPLICATION FORM
For
Registering the Keeping, Use, Lending or Letting on Hire of Mobile
Radioactive Apparatus
(Sealed Sources, High-activity Sources and Items incorporating Depleted
Uranium)**

PLEASE SEND TO THE REGISTRAR AT THE APPROPRIATE AREA OFFICE:

Aberdeen Office
Greyhope House
Greyhope Road
Torry
Aberdeen
AB11 9RD
Tel: 01224 248338
Fax: 01224 248591

Dingwall Office
Graesser House
Fodderty Way
Dingwall Business Park
Dingwall
IV15 9XB
Tel: 01349 862021
Fax: 01349 863987

Edinburgh Office
Clearwater House
Heriot Watt Research Park
Avenue North
Riccarton
Edinburgh
EH14 4AP
Tel: 0131 449 7296
Fax: 0131 449 7277

East Kilbride Office
5 Redwood Crescent
Peel Park
East Kilbride
G74 5PP
Tel: 01355 574200
Fax: 01355 574688

Perth Office
Strathearn House
Broxden Business Park
Perth
PH1 1RX
Tel: 01738 627989
Fax: 01738 630997

The Data Protection Act 1998

"The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental affairs
- consulting with the public, public bodies and other organisations (eg Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) on environmental issues
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service
- consulting with the Police and such other persons as SEPA considers appropriate to ensure the adequate security of the premises and sources in terms of the High-activity Sealed Radioactive Sources and Orphan Sources Regulations 2005

We may pass it on to our agents/representatives to do these things on our behalf.

You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice

THE SCOTTISH ENVIRONMENT PROTECTION AGENCY
APPLICATION FOR REGISTERING THE KEEPING, USE, LENDING OR LETTING ON
HIRE OF RADIOACTIVE MATERIAL UNDER SECTION 10 OF THE RADIOACTIVE
SUBSTANCES ACT 1993

Please complete this form clearly in black ink. Further information may be submitted on additional sheets that should be clearly marked with the name and address of the applicant. Applications that are incorrect or incomplete may be deemed not to be Duly Made.

To assist with completing this form, guidance notes are provided in each section.

1. APPLICANT DETAILS

Guidance Note: This section requires you to provide details of the Registered Company (as defined by the Companies Act), NHS Board Head Office etc. Do not give details here of a local office or the premises that are to be registered etc unless it is the same as that of the Registered address or head office etc. Details of the premises where it is intended to use radioactive material must be given in section 4. Where possible SEPA will try to process applications in accordance with the needs of the applicant. However applicants should normally allow up to 4 months from the date an application is deemed Duly Made for a registration to come into effect.

It is an offence under the Act to keep or use radioactive material without a valid registration.

1a Please state the company registered address

| | |
|-----------|---------------------------|
| Name: | _____ |
| Address: | _____ _____ |
| Postcode: | _____ Telephone No: _____ |

1b Please state the registered company number (if applicable)

1c What is the Registered Company Number (if applicable)?

A new certificate of registration A variation to an existing registration

1d If there are existing certificates of registration or authorisation associated with the Mobile Radioactive Apparatus to be registered provide details below

Registration Certificate number/s: _____

Authorisation Certificate number/s: _____

Please give details of why a new registration is being sought?

1e Please state when would you like the registration to come into effect?

Date: _____

2. CONTACT DETAILS

Guidance Note: The person named below should be authorised by the company to be the primary contact for queries about the application. Queries are likely to be of a technical nature.

2a Please provide details about the person that we may contact about the application

Name: _____

Address: _____

Postcode: _____

Telephone No: _____

E-mail: _____

Position/Designation: _____

2b Please provide details of the contact and billing address for invoices to be sent to

Name: _____

Address: _____

Postcode: _____

Telephone No: _____

E-mail: _____

Position/Designation: _____

3. NATIONAL SECURITY

Guidance Note: *National security.* You may claim that your application includes information that needs to be protected for reasons of national security. Any such claim should be submitted for determination by the Scottish Ministers, who will direct SEPA. If you believe there is any information in your application that should be kept from the public register for reasons of national security, please **do not write anything on the Application Form that reveals this information.** Rather, you should provide details on a separate sheet and attach a copy of the application that you have made to the Scottish Ministers for a national security direction. You should contact the appropriate SEPA office before submitting the application to ascertain who is authorised to receive such information. You should then submit the full application in a sealed package with the name of that person clearly marked upon it. To assist prompt processing, the Application Form only, (i.e. not any attachments) should be photocopied and, together with any application fee, should be placed alongside the envelope containing the full application in another package addressed to the relevant SEPA office.

3a**Please inform us about any National Security claim**

Is there any information that you believe should be kept from the public register on the grounds of national security?

Yes No

If you have ticked yes please:

- Give full information on separate sheets
- Provide a copy of the application form to Scottish Ministers for a Direction on the issue of national security.

4. DETAILS OF WHERE MOBILE RADIOACTIVE APPARATUS WILL NORMALLY BE KEPT

Guidance Note: Details of the location where it is intended to normally keep Mobile Radioactive Apparatus when not being kept or used elsewhere must be provided in this section. The name provided here should identify the premises to which this application relates e.g. A particular factory, hospital, campus, department etc. An eight figure grid reference of the main entrance of the premises should be given in the following format e.g. AB 1234 5678.

4a**Please provide details of the premises where Mobile Radioactive Apparatus will normally be kept**

Name: _____

Address: _____

Postcode: _____

Telephone No: _____

Grid Reference: _____

4b**Please state any of the local government areas in Scotland where the Mobile Radioactive Apparatus is to be kept or used**

5b Please provide details in the table below of the location where the Mobile Radioactive Apparatus will normally be kept.

Should you require more space than is available in this table, please ensure that any additional information is supplied in the same format, is clearly identified and listed in section 9a of this application form.

| Building or location name or number | Radionuclide | Total Activity [Bq] | Practice |
|-------------------------------------|--------------|---------------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5c Please provide details in the table below of the items incorporating depleted uranium be kept or used.

Should you require more space than is available in this table, please ensure that any additional information is supplied in the same format, is clearly identified and listed in section 9a of this application form.

| Type of item incorporating depleted uranium | Maximum number | Maximum mass (kg) | Practice |
|---|----------------|-------------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

6. SECURITY OF RADIOACTIVE MATERIAL

Guidance Note: You will be required to demonstrate that radioactive materials will be kept securely, preventing unauthorised access to, or loss or theft or damage by unauthorised persons. You are recommended to seek advice on the adequacy of security arrangements from your local Police Counter Terrorist Security Adviser at an early stage. You will also be required to demonstrate that suitable arrangements are in place to account for radioactive material. Details **must not** be provided with this application form but will be examined by SEPA and/or the Police during inspection of your premises (whether pre-registration or otherwise).

6a Please inform us about the arrangements for keeping radioactive materials on the premises

Have you put suitable arrangements in place for the secure storage of radioactive materials?

Yes

No

If no, please state when such arrangements will be in place:

6b Please inform us about the arrangements for accounting for radioactive materials

Have you put suitable arrangements in place to account for radioactive material?

Yes

No

If no, please state when such arrangements will be in place:

7. RADIOACTIVE WASTE

Guidance Note: Details of any radioactive waste arising from the keeping or use of the radioactive material applied for in this application must be provided. Describe the process by which the waste will arise, the number of sources and their activity. If it is believed that radioactive waste will arise then this application must either be accompanied by a valid application for authorisation under S13 or S14 of RSA93, an appropriate exemption order specified or a valid existing authorisation must already be in force.

7a Please provide details of expected radioactive waste arisings

Will any radioactive waste arise as a result of the keeping or use of radioactive materials on the premises?

Yes

No

If yes, please give further details:

7b

Please provide details of arrangements for disposing of this radioactive waste

Will this waste be suitable for disposal under an existing certificate of authorisation or an appropriate exemption order?

Yes

No

If yes give the certificate number or state the relevant exemption order: _____

If no, please give details of the proposals for disposing of this waste e.g. RSA 3 form enclosed:

8. SAFE MANAGEMENT OF HIGH-ACTIVITY SOURCE(S) (HASS)

8a

Please provide details of the arrangements for the safe management of High-activity sources (HASS)

Guidance Note: Details of the provision of a financial security or any other equivalent means appropriate to the source in question, for the safe management of sources when they become disused sources must be provided. For example, these might be: a documented agreement with the manufacturer or supplier to take back the source; or a documented agreement with another registered or authorised user, or recognised installation, to accept the source (for reuse, recycling, interim or long term storage, or disposal).

Have you put in place suitable arrangements for the safe management of high-activity sources?

Yes

No

If no, please state when such arrangements will be in place:

If yes, please provide details and include supporting evidence with your application:

9. SUPPORTING DOCUMENTS AND ATTACHMENTS

9a Please list any supporting documents or additional pages supplied

Guidance Note: All supporting documents and attachments should be signed and dated by the applicant.

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10. COMMERCIAL IN CONFIDENCE

10a Absence of relevant processes and trade secrets

I accept that the information contained in the application form can form part of the publicly available information held by the Scottish Environment Protection Agency and relevant public registers.

| | |
|---|-------|
| SIGNED: | DATE: |
| AUTHORISED ON BEHALF OF: (Company, corporate body, firm etc) | |

11. DECLARATION

11a Declaration

I/We hereby apply for registration under Section 10 of the Radioactive Substances Act 1993 in respect of the premises referred to in Part 4 and in respect of the keeping and use thereon of radioactive material of the description and quantities referred to above. I/we declare that to the best of my/our knowledge the above particulars are true and accept that the information contained in the application form can form part of the publicly available information held by the Scottish Environment Protection Agency and relevant public registers. I have read the data protection notice and understand the implications of the Data Protection Act 1998. (Also all persons mentioned in the form should sign the data protection part).

| | |
|---|-------------|
| SIGNED: | PRINT NAME: |
| POSITION/DESIGNATION: | DATE: |
| AUTHORISED ON BEHALF OF: (Company, corporate body, firm etc) | |

All Sections of this application form must be completed legibly, the form signed and the appropriate fee included with the application.

12. COMPLETED FORMS

When completed this form should be sent, addressed to the 'The Registrar, Scottish Environment Protection Agency', [INSERT APPROPRIATE AREA OFFICE ADDRESS – See front page].