

How to apply for an environmental permit

Part RSR-D2 – Application for transfer of radioactive substances activity permit, including standard permit (sealed sources and radioactive waste)

Guidance notes

Please read these guidance notes carefully before you fill in the form. Only enter details onto the form of the changes you wish to make to the existing permit, the new permit holder and the new permit.

Complete part RSR-D2 if you are applying to transfer a standard or bespoke permit for a radioactive substances activity involving sealed sources and/or waste sealed sources.

Once details of sealed sources are put onto part RSR-D2, the form becomes subject to national security restrictions at an 'Official – Sensitive' level.

You do not need a permit for the use of sources which are within the scope of an exemption order, provided you can comply with all of the conditions in such an order.

When to use this form

Part RSR-D2 of the application form should be used for sealed sources kept or used or disposed of on a single defined premises or in the form of mobile radioactive apparatus.

The Environment Agency has also published additional details on radioactive substances regulation in its Radioactive Substances Guidance (RASAG) and 'How to Comply' documents.

Where you see the term 'document reference' on the form, give the document references here and send the documents with the application form when you've completed it.

Contents

- 1 About the permit
- 2 About the partial transfer

When filled in, the application form is marked 'Official – Sensitive' in accordance with the Government Security Classification Policy. The unauthorised disclosure of the information it contains could facilitate the commission of serious crime – in particular by terrorists. It is for use only by those people within your organisation who need reasonable access to it, to ensure compliance with the conditions of the permit, and trusted contacts who advise you – such as your Radiation Protection Adviser.

- Do not copy it to other parties without consulting Natural Resources Wales.
- Lock it in a secure cabinet or container when it is not in use.
- Make those who access it aware of the marking and the need to protect the information from unauthorised disclosure and loss.
- If you move it around, use a sealed envelope and do not mark the envelope 'Official – Sensitive'. If you post it, use 'Royal Mail special delivery next day'.
- You should safeguard electronic copies of the data against unauthorised access. You should not email it.

1 About the permit

1a What is the permit number that this application relates to?

Tell us the reference number of the existing permit that this application relates to.

1b When do you want the transfer to take place?

Tell us the date you want to make the changes. We will try to meet your wishes but you should be aware that it can take four months to issue permits.

1d Are you applying to transfer all or part of the permit?

Tick 'All of the permit' if the holder of the existing permit will be stopping work with radioactivity covered by the permit and someone else will be carrying on.

2 About the partial transfer

2a Tick the relevant boxes to show which radioactive substances activities will be carried out by each operator following the partial transfer

You cannot apply for activities which are not carried out under the existing permit using part RSR-D2. Tell us which radioactive substances activities you are applying for. If you wish to be able to receive radioactive waste, you must apply to do so using part RSR-D2 even if you only intend to do this as a result of your participation in the National Arrangements for Incidents Involving Radioactivity (NAIR) or RADS SAFE schemes. You should not apply to accumulate or dispose of radioactive waste if you can do so under the terms of an exemption order.

2b Give details of the partial transfer

Provide a document setting out the details of the proposed partial transfer. You should use part RSR-C2 as a guide to structuring your document. You can use the tables directly from that form part.

Tell us:

- how the work with radioactive substances will be carried out in future;
- how you think the permit should be changed. This includes, as appropriate:
 - which of the currently permitted justified practices should appear on the permit;
 - suitable limits on sources and disposals;
 - which of the currently permitted waste types and disposal routes should appear on the permit.

Now fill in part RSR-F of the form.