

## Application for a Licence under the Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006

Please read the guidance notes before completing this form and use **BLACK** ink and **BLOCK CAPITALS**.

### 1. Details of the Applicant (the applicant may be a person or a company that is a legal entity - if the application is on behalf of a company you must give its registered name and registration number)

Title

Forename

Surname

Date of birth

Company Name & registration number

Address, including postcode

If this is your home address tick here

Daytime Tel No

Fax

#### Please give the details of the person with management responsibilities for the site

Name

Position

Address, including postcode (if different from above)

Daytime Tel No

Fax

Mobile

### 2. Details of the type of application being made

#### Please specify what type of application you are making

A new/renewal storage licence to store no more than 2000kgs of explosives

Now complete sections **3, 4 & 6**

A new storage licence to store more than 2000kgs of explosives

Now complete sections **3, 4 & 6**

A new manufacturing licence

Now complete sections **3, 4 & 6**

The variation of an existing licence to manufacture or store

Now complete sections **3-6**

### 3. Details of the building or store and the quantity of explosives manufactured or stored

If the building or store is not at the above address please give its full address (including street number and postcode). If the store does not have a postal address please submit a map of the location. For information on submitting a map please see the accompanying guidance notes.

In which Council Area are the explosives to be manufactured or stored?

Address of building or store, including post code (if different from above)

Is the store an ISO Container (as used on HGVs)?

Yes  No

Has planning permission been granted to store **and** to retail (if appropriate) explosives at this site?

Yes  No

If yes please give specific details below including reference numbers:

What is the nature of your business?

What are your intended activities and processes involving explosives? If the explosives include pyrotechnics and you intend to offer them for sale to the public at the site, please include details here, in particular the size of the sales area (in square metres) and what you intend to store there.

#### Separation Distances

Please submit a separation distance plan for your site (for information on separation distances and submitting a separation distance plan please see the accompanying guidance)

What separation distances are to be maintained around the site?

What separation distances are to be maintained within the site between storage and production buildings

Where are buildings located around the site, what is their use or intended use and how are they constructed?

Which areas (if any) will be used for activities such as fusing or the burning of waste explosives?

**4. Details of the type of explosives to be manufactured or stored**

Please provide details of the explosives you intend to manufacture or store, including the number of items and the aggregate Net Explosives Quantity (NEC) for each item. If you need more space please continue on a separate sheet.

UN Serial Number	Hazard Type	Name and Description	No/NEC
Total NEC being stored			

**For what purpose are you intending to use the explosives?** (tick the category or categories that apply)

- Quarrying/Mining      
 Firearms Dealing      
 Retail Sales (Fireworks)      
 Other (please specify below)   
 Firework Displays      
 Construction      
 Wholesale (Fireworks)

Have you had a licence refused or revoked? (tick the box that applies)

Yes  No

Have you been convicted of any offence under legislation on health and safety, or the Explosives (Fireworks) Regulations (Northern Ireland) 2002 (tick the box that applies)

Yes  No

If you have answered 'yes' to either of the previous two questions, please give date(s) and details, including the court where convicted. It is an offence under Article 31 of the Health and Safety at Work (Northern Ireland) Order 1978 to provide false information. If you need more space, please continue on a separate sheet.

## 5. Details of the variation required

Please provide details of the variation required.

The original licence number or the number of the current variation

Please indicate by ticking the relevant boxes below which parts of the licence you wish to have varied.

Explosives Schedule

Building Schedule

Plans

Please provide a brief description of the variation that you require

**The information gathered in this form may constitute personal data as defined in the Data Protection Act 1998. Any personal data will be processed in accordance with the requirements of that Act.**

**Please note that it is an offence under Article 31 of the Health and Safety at Work (Northern Ireland) Order 1978 to provide false information. Incomplete or inaccurate information could result in a delay in processing your application.**

**The information entered in this form may be stored electronically. The information may, where appropriate, be shared with other relevant bodies such as district councils, the Police Service of Northern Ireland, the Planning Service and Northern Ireland Fire and Rescue Service. You have the right to request a copy of any personal information and to have any inaccuracies corrected.**

**6. Applicant's Declaration**

I declare that the information I have provided is to the best of my knowledge true and accurate. I understand that if I provide false information or make a false declaration my licence may be refused or revoked.

Signed:

Date:

Name:

Position:

Please return this form and the fee for the licence and any other relevant documents e.g. site maps, separation distance plans and draft licence to:

**Firearms and Explosives Branch,  
Department of Justice  
Castle Buildings,  
Stormont Estate,  
Belfast, BT4 3SG**

## Guidance for applicants

If you need assistance or advice regarding the completion of this form please contact us:

Telephone (028) 9052 0760

Fax (028) 9052 0194

Email [feb@justice-ni.gov.uk](mailto:feb@justice-ni.gov.uk)

Web

### **Draft Licence – only applicable if you are applying for either a manufacturing licence or to keep more than 2000 kgs of explosives**

A draft licence should be enclosed with this application. If you have not enclosed a draft licence, please ensure that you have completed all the sections of the form that are relevant to your application (see Section 2 for details). Failure to enclose a draft licence or complete the relevant sections of the form will mean that the application will take longer and be more expensive to progress. It may also mean that your application is returned to you to be completed correctly.

Guidance on the preparation of draft licences is contained in “Guidance for Applicants for an Explosives Licence” available from [www.hseni.gov.uk](#) or from the address above. This guidance also contains practical details of the procedure to obtain a licence.

### **Applicant Details**

If the address you are providing is your home address, please ensure that you tick the box on the form to indicate this. The Department of Justice has a statutory obligation under regulation 21 to keep a register of all persons who have been granted a licence to manufacture or store explosives. Schedule 5 paragraph (2(b)) provides that where an applicant’s address is their home address, it will not be included in the register.

### **Approved Code of Practice and guidance**

An Approved Code of Practice (ACOP) and guidance relating to the Manufacture and Storage of Explosives in Northern Ireland is available at [www.hseni.gov.uk](http://www.hseni.gov.uk) and [www.nibusinessinfo.co.uk](http://www.nibusinessinfo.co.uk).

The ACOP gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has special legal status. If you are prosecuted for breach of Health and Safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a court will find you at fault.

### **Location of the Store**

If the store location does not have its own postal address (e.g. a store in a field) please include a map of sufficient scale showing clearly and accurately the location of the site and its surrounding area including any dwellings and places of public resort. A place of public resort is a place where more than 100 people are present, or are likely to be present, at any one time on a weekly or more frequent basis.

Maps should be based on the most recent issue of an Ordnance Survey ACEmap at the chosen scale with significant recent developments marked on it. ACEmaps can be purchased online at [www.osni.gov.uk](http://www.osni.gov.uk).

### **Planning Applications**

You should tick the box if you require planning permission for manufacturing or keeping the explosives. You should also provide details of the applications including the planning reference number where

applicable. You should also advise us if the building or store is subject to a planning application, and if planning permission has already been granted you should send us a copy of the letter granting it. Please note that Planning Permission is usually required for any development or change of use of land and/or buildings – such as using former agricultural buildings for commercial storage.

### Separation Distances

You must submit a plan (of sufficient scale and detail) of the site and its surrounding area clearly showing the separation distances around the building where the explosives are to be stored. If internal separation distances apply then your plan should show these.

Plans should be based on the most recent issue of an Ordnance Survey ACEmap at the chosen scale with significant recent developments marked on it. ACEmaps can be purchased online at [www.osni.gov.uk](http://www.osni.gov.uk).

### Quantities of explosives

The quantities referred to are the '*net mass*' or '*net explosives content*' of the explosives. These mean the weight of the explosives contained within an article (i.e. less packaging, casings etc). In the case of fireworks and other pyrotechnic articles this is often assumed to be one quarter of the gross weight of the article, unless you have more specific information from the manufacturer, importer or supplier.

### Information concerning the type of explosives to be stored or being stored or manufactured

The UN Serial Number of the explosives is normally printed on the packaging. If you are unsure of the details you should contact the manufacturer, importer or supplier. The Hazard Type (HT) is not displayed on the explosives packaging but in the majority of cases the Hazard Type will correspond to the Hazard Division displayed on the packaging i.e. UN HD 1.1 = HT1; UN HD 1.2 = HT2 etc. For example if the Hazard Division is 1.1G, then the Hazard Type would be 1.

If you are at all unsure about the Hazard Type of any explosive, you should refer to the ACOP or contact the manufacturer, importer or supplier. Please note, desensitised explosives are not allocated a hazard type and you therefore do not need to fill in this section.

### Variations

If you are applying for a variation to an existing licence, please provide your original licence or current variation number and tick the relevant box(es). You will also need to provide details of the variation(s) that you require, you should be as specific as possible. If you need more space then please continue on a separate sheet with your name and licence or current variation number at the top.

### Fees

Details of the fees for a licence or the variation of a licence can be found online at - <http://www.legislation.gov.uk/nisr/2009/248/contents/made>

or by contacting Firearms and Explosives Branch.

Fees can be paid by cheque or postal order made payable to 'DOJ No.1 Account'.

Payment in cash, post-dated cheque or by credit/debit card **cannot** be accepted.

### Important notes

It is your responsibility to ensure that you are aware of, and are complying with the Regulations on the manufacture and storage of explosives.

The store will normally be inspected prior to the issue of a certificate of registration. The Department of Justice may prohibit storage of explosives at the site if it believes the site is unsafe or the applicant is unfit. The Department may also take enforcement action if the storage is unsuitable.

**You should also be aware that a licence renewal must "be without amendment or gap in time".**

## **Privacy Notice – Explosives – Registration or Licence**

Firearms & Explosives Branch  
Department of Justice  
Room B4.22  
Castle Buildings  
Stormont  
Belfast  
BT4 3SG  
Tel: 028 90520760  
Email: [feb@justice-ni.gov.uk](mailto:feb@justice-ni.gov.uk)

DOJ Data Protection Officer  
Telephone: 028 9037 8617  
Email: [DataProtectionOfficer@justice-ni.gov.uk](mailto:DataProtectionOfficer@justice-ni.gov.uk)

### **Why are you processing my personal information?**

We are processing your information as you have applied to register or for a licence to manufacture and/or store explosives, in accordance with the Manufacture and Storage of Explosives (Northern Ireland) Regulations 2006 (MSER), as amended by MSER 2009, or to renew or vary these.

### **What categories of personal data are you processing?**

We require the applicant's name, or company name (if applicable), date of birth and the address of the site where the explosives will be manufactured/stored, together with contact details such as the postal address, telephone number and email address.

### **Where do you get my personal data from?**

We obtain your personal data from your application form, PSNI and Councils.

### **Do you share my personal data with anyone else?**

If necessary, we may share your personal data with Councils, the Health and Safety Executive (NI and GB), the NI Fire and Rescue Service or law enforcement or other statutory agencies.

### **Do you transfer my personal data to other countries?**

We do not transfer personal data to other countries.

### **How long do you keep my personal data?**

We will only retain your data for as long as necessary and in line with our Retention and Disposal Schedule ([Publication scheme | Department of Justice](#)).



### What rights do I have?

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- **You have the right to object to the processing, [in specific circumstances](#)**

### How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact *Department Data Protection Officer* at:

**Department of Justice**  
**Knockview Buildings**  
**Block 4**  
**Ballymiscaw**  
**Stormont Estate**  
**Belfast**  
**BT4 3SL**

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

**Information Commissioner's Office**  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
<https://ico.org.uk/global/contact-us/>