

Application for a Storage Licence under the Explosives Regulations 2014

- Please read the guidance notes before completing this form.
- You should not use this form for an application for a licence to store the explosives listed in note 1
- You should *only* use this form if you want to store less than 2,000kg of explosives
- If there is insufficient room to provide the information requested, please continue on a separate sheet(s) (see note 2)
- Please note that it is an offence under Section 33 of the Health and Safety at Work etc. Act 1974 to provide false information. Incomplete or inaccurate information could result in a delay in the processing of your application
- The information contained in this form may be stored electronically. The information may, where appropriate, be shared with other relevant bodies such as other local licensing and/or enforcement authorities, local Fire & Rescue Services, local Police or the Health and Safety Executive. You have the right to request a copy of any personal information and to have any inaccuracies corrected.
- Your personal data is held by West Sussex County Council in accordance with the Data Protection Act 2018. For further information please visit www.westsussex.gov.uk/privacy-policy
- Please complete this form using either **black** ink or type.

The application is for: *[tick the box that applies]*

New storage Licence Renewal storage Licence

If this is a renewal application, please state the date of expiry and any reference number

Expiry Date

Reference No.

Nature of business: *[tick the category or categories that apply to this application]*

Fireworks - Retail Fireworks - Import / Wholesale Fireworks - Display Operator

Recreational User Other (*please specify*)

Are you applying for a licence where the storage will be subject to separation distances? (*See note 5*)

Yes No

Number of years applied for (*please tick one box*): 1 year 2 years 3 years 4 years 5 years

[See note 10]

Details of the applicant: *[if you are applying on behalf of a company or limited liability partnership please give its name].*

Name of applicant

Companies House No. (*if applicable*)

Date and place of birth *[where applicant is an individual]*

National Insurance Number *[where applicant is an individual]*

Correspondence Address

Daytime telephone number

Mobile number

Correspondence email

Full postal address **where the explosives will be stored**

Do you have an explosives store/s at an address different to that above? Yes No

If yes, please provide the address (including postcode) of this store/s

Do you have a licence for this store/s? Yes No

If yes, please provide the licence number/s and date of expiry

Licence Number/s Expiry Date/s

If the applicant is not the owner/manager of the business, please give the details of the person with management responsibilities for the store.

Name Position

Address including postcode (*if different from above*)

Contact telephone number/s

Email

Out of hours contact details (*if different from above*) – please give the name and telephone number, including mobile if appropriate, of the person to be contacted in an emergency.

Name of Contact

Telephone No. Mobile No.

Explosives to be kept and quantities (please complete)

Hazard Type or UN number	Amount (net mass – kg)

[Please tick the box or boxes that apply]

1. Are you intending to store more than 75kg (net) of ammunition or pyrotechnic articles in a building that adjoins domestic premises? Yes No
2. Have you had a previous Licence or Registration¹ refused or revoked? Yes No
3. Have you been convicted of any offence under legislation on health and safety ***(See note 4)*** Yes No
4. Have you been convicted of any other offences relating to the storage, sale, supply, importation or possession of fireworks and/or any other explosives? ***(See note 4)*** Yes No
5. Have you been convicted of any offence under any other legislation including offences against the person, dishonesty offences and offences relating to the supply of controlled drugs? ***(See note 4)*** Yes No

If you have answered “Yes” to any of questions 2 - 5, please give date(s) and details, including the licensing authority and court where convicted

¹ See Regulation 11 of the Manufacture & Storage of Explosives Regulations 2005, SI 2005/1082

Signature of applicant (or applicant's representative)

By signing this form you agree to the information provided, in relation the explosives stored e.g. the type and quantity, being shared with the emergency services. **If signing on behalf of a company you should be a Director or enclose documentary evidence that this application has been approved by the board of directors.** It is an offence under Section 33 of the Health and Safety at Work etc Act 1974 to provide false information

Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position / Job Title	<input type="text"/>
Organisation (if applicable)	<input type="text"/>		

The completed application form, together with the following documents in support of the application, should be sent to:

Post: West Sussex County Council, Trading Standards Service
Parkside, Chart Way
Horsham, West Sussex, RH12 1XH

Email: TradingStandardsAdmin@westsussex.gov.uk

(Please tick the boxes to confirm the following have been submitted)

Application fee: [See note 10] (If you are unsure of the fee, please ask your licensing authority)

Supplementary information sheet (if applicable): [See note 2]

Plan of the site: [See notes 6, 7 & 11]

Floor plan (if explosives are to be kept on a shop floor or in a building that is to be used for other purposes as well as the storage of explosives): [See notes 8, 9 & 11]

For applications made on behalf a limited company (unless this application is signed by a Director):

Evidence this application has been approved by the board of directors:

For licensing authority use only

Application Ref:

Fee received with form
paid online
paid by phone
other (state) _____

Amount _____

Application form completed

Date Application received _____

Location Plan enclosed

Site Plan enclosed

Building Floor Plan enclosed

Number of years applied for: 1 year 2 years 3 years 4 years 5 years

Guidance notes to applicants

IMPORTANT: It is your responsibility to ensure you are aware of, and comply with, the Explosives Regulations 2014. The licensing authority has the power to prohibit storage of explosives at the site if it believes the site is no longer suitable. It may also take enforcement action if you are not storing safely.

If you are intending to supply fireworks **outside** the normal permitted period's (e.g. New Year, Chinese New Year, October 15th to November 10th and Diwali) you will also need to make a separate application to the local licensing authority for a licence to comply with the Fireworks Regulations 2004.

General information on completing the application:

1. This form should **not** be used for an application for a licence to store the explosives listed below:

- relevant explosives
- ammunition the acquisition of which is regulated or prohibited by virtue of the Firearms Acts 1968 to 1997
- smokeless powder or percussion caps
- explosives stored by a person who is registered as a firearms dealer under Section 33 of the Firearms Act 1968

If you want to store the explosives listed above, you should use form ER2.

You should only use this form if you want to store less than 2,000kg (Net Mass) of explosives. If you want to store more than 2,000kg of explosives you should apply to the Health and Safety Executive for a licence. Further information on licensing can be found at www.hse.gov.uk/explosives/licensing/how-to-apply.htm

2. If there is insufficient room to provide the information requested, please continue on a separate sheet(s). You should also put your name and address at the top of each sheet before attaching the sheet(s) to your application form.

3. Please contact your local licensing authority if you have any questions about completing this form or about your application. If you live in the metropolitan counties (i.e. West Midlands, Merseyside, Greater Manchester, Tyne and Wear, South and West Yorkshire) or in Oxfordshire, Cornwall or Norfolk, you will need to apply to the Fire & Rescue Service. In other areas you will normally need to contact the Trading Standards department of your local authority.

4. Please note: Any previous convictions you may have may be subject to the Rehabilitation of Offenders Act 1974 and you do not have to include convictions that are 'spent' on this application form. The Rehabilitation of Offenders Act does not apply to corporate bodies or companies. Where the application relates to a corporate body or company, convictions of all directors should be listed. Where the application relates in Scotland to a partnership, convictions of all partners should be listed. Information on how Licensing Authorities will consider the relevance of previous convictions to an application for a licence can be found at www.hse.gov.uk/explosives/index.htm

5. Separation distances - Please see Regulation 27 of the Explosives Regulation 2014. You will not normally be required to maintain separation distances if you store **no more than** one of the following:

- a) 250kg Hazard Type 4
- b) 25kg Hazard Type 3 (or any combination of Hazard Type 4 and Hazard Type 3)
- c) 0.1kg Hazard Type 2
- d) 0.1kg Hazard Type 1

If you are unsure whether your store or on places where you will be manufacturing or processing explosives on site are subject to separation distances, you should contact your local licensing authority.

Cont ... /

The following documents should be submitted with the application form (see note 11 below):

6. A plan to a scale sufficient to show the location of the site in relation to its surroundings (i.e. named or numbered roads, hamlets, villages or geographical features).

Where the site does not have a postal address this should normally be a minimum scale of 1:25000

7. If the store is subject to separation distances you will also need to provide an Ordnance Survey Siteplan (or similar) map showing the location of the store and distances to any neighbouring buildings. The plan should also show any areas where you intend to process or manufacture explosives where a licence for those activities is not required under Regulation 6 of Explosives Regulations 2014.

The scale of the plan will depend on the applicable separation distance/s. For a distance of up to 200 metres, a 1:1250 would normally be required while greater distance would require a 1:2500 or even a SuperPlan. Where this plan clearly identifies the location of the site in relation to its surroundings it can be substituted for the plan referred to in 6 above.

8. If you intend to store or display more than 12.5kg of fireworks on a shop floor, the licensing authority will require you submit a floor plan of the sales area.

9. If you intend to store, process or manufacture explosives within a building that is also used for other purposes you should include a floor plan showing the places within the building where you intend storing, processing or manufacturing the explosives.

10. The licence fee must be paid before the application will be processed. Details of all fees for explosives licences can be found in the Health and Safety and Nuclear Fees Regulations 2016 (Schedule 7, Part 2) www.legislation.gov.uk/ukxi/2016/253/made If you are unsure of the fee that applies to your site, or how payment should be made, please contact your licensing authority.

For West Sussex Trading Standards: Tel: 01243 642124 Email: trading_standards@westsussex.gov.uk

Renewal of an existing licence:

11. Providing the previous licence to store explosives is renewed before its expiry; if there have been no relevant changes to the site usage, layout or places where explosives are stored, or to the proximity of protected places to the stores since the licence was originally granted or last renewed, then generally it will not be necessary for a new plan/s to be submitted to your licensing authority.

Hazard type and quantity:

12. The licensing authority will need to know the hazard type and quantity of the explosives you wish to store, to determine whether your premises are suitable. The quantity you will be allowed to store will depend on the hazard type of the explosives. Please contact your supplier if you are uncertain about the hazard types of explosive you wish to store.

13. The "quantity" refers to the '*net mass*' of the explosives. This means the weight of the explosive contained within an article i.e. less packaging, casings, etc.

Period of validity:

14. Licences for fireworks and other explosives that do not require an explosive certificate may be granted for up to five years as the licensing authority determines (subject to the appropriate application fee).

Insurance:

15. Most employers are required by law to insure against liability for injury or disease to their employees arising out of their employment. The Employers' Liability (Compulsory Insurance) Act 1969 ensures that you have at least a minimum level of insurance cover against any such claims. For more information visit www.hse.gov.uk/pubns/hse40.pdf

16. Public liability insurance is not required by health and safety law. However, if you are manufacturing or storing explosives (including fireworks) you may wish to take out public liability insurance. Many industry trade associations and professional bodies require this as a condition of membership. Professional display operators using category F4 fireworks, T2 theatrical pyrotechnics or P2 pyrotechnic articles are required by product safety law to have public liability insurance in place covering their use.