

## Application for Storage Licence under the Explosives Regulations 2014

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

- You should not use this form for an application for a licence to store the explosives listed in note 3.
- You should only use this form if you want to store less than 2000kg of explosives (see note 4, below).
- If there is insufficient room to provide the information requested, please continue on a separate sheet(s) (see note 5).
- 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 authorities or the Health and Safety Executive. You have the right to request a copy of any personal information and to have any inaccuracies corrected.
- Please complete this form using either **black** or **dark blue** ink or type.

The information gathered on 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.

<b>Part 1 – Type of Application</b> ( <i>tick the box that applies</i> )							
New Storage Licence							
Renewal Storage Licence							
If this is a renewal application, please state							
• date of expiry:							
• reference number:							
<b>Nature of business</b> ( <i>tick the category or categories that apply to this application</i> )							
Fireworks – retail		Fireworks – import/wholesale		Fireworks – display operator		Recreational User	
Other ( <i>please specify</i> ):							
Are you applying for a licence where the storage will be subject to separation distances? ( <i>see note 8</i> )							
Yes/No ( <i>delete as appropriate</i> )							
<b>Part 2 – Applicant Details</b> ( <i>if you are applying on behalf of a company or limited partnership please give its name</i> )							
Full Name of Applicant							
Companies House Number ( <i>if applicable</i> )							
Date and place of birth ( <i>where applicant is an individual</i> )							
National Insurance Number ( <i>where applicant is an individual</i> )							

Address, including postcode <i>(If the applicant is a company, please give registered office)</i> :
Daytime Telephone Number:
Mobile:
Email:
Fax Number:
<b>Part 3 - Store Location</b>
Name of Premises:
Full Address <i>(including postcode)</i> of the place where the explosives will be stored:
<b>Part 4 – Details of the person with management responsibilities for the store</b>
Title: <i>(delete as appropriate)</i> Mr Mrs Miss Ms Other <i>(Please state)</i>
Surname:
First Name:
Position Held:
Address (including postcode):
Contact telephone number:
Email Address:
<b>Out of hours contact details <i>(if different from above)</i>:</b> <i>Please give the name and telephone number, including mobile if appropriate, of the person to be contacted in an emergency.</i>
<b>Name and address of contact for queries regarding this application</b>
Title: <i>(delete as appropriate)</i> Mr Mrs Ms Other <i>(please state)</i>
Surname:
First Name:
Address (including postcode):

--

Telephone Number:

Mobile Number:

**Part 5 – Other Store Location(s) – use a separate sheet if more than one store**

Do you have an explosives store(s) at an address different to that stated in Part 3? Yes/No (delete as appropriate)

If yes, please provide the full addresses including the postcodes of the store(s):

Do you have a licence(s) for these store(s)? Yes/No (delete as appropriate)

If yes, please provide

- licence number(s):

- expiry date(s):

**Part 6 – Explosives to be kept and quantities (see notes 14 and 15)**

Hazard Type or UN number (e.g. HT4)	Maximum amount (net mass in kg) (e.g. 250kg)

**Part 7 – Additional Information (tick the box that applies)**

	Yes	No
A. Are you (the applicant) intending to store more than 75kg 'net mass' of ammunition or pyrotechnic articles in a building that adjoins domestic premises?		
B. Have you (the applicant) had a previous licence or registration refused or revoked?		
C. Have you (the applicant) been convicted of any offence under legislation on health and safety? (see note 7)		
D. Have you (the applicant) been convicted of any other offences relating to the storage, sale, supply, importation or possession of fireworks and/or any other explosives? (see note 7)		
E. Have you (the applicant) been convicted of any offences under any other legislation including offences against the person, dishonesty offences relating to the supply of controlled drugs? (see note 7)		

If you have answered "Yes" to any of the questions B-E, please give date(s) and details, including the licensing authority and court where convicted:

**Part 8 – Signature of applicant (s) (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 in the event of an incident. 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		Date	
Print Name		Position held	
Organisation ( <i>if applicable</i> )			

**Part 9 - Checklist**

The completed application form, together with the following documents in support of the application, should be sent to the address at the head of this form.  
Please tick the boxes to confirm that you are submitting the following:

• Application Fee ( <i>see note 13</i> )	
• Supplementary Information Sheet ( <i>see note 5</i> )	
• Plan of the site ( <i>see notes 9, 12 and 14</i> )	
• Floor plan ( <i>if explosives are to be kept on the shop floor, or in a building that is to be used for other purposes as well as the storage of explosives - see notes 10 and 11</i> )	

**For Licensing Authority’s use only**

Application form completed  Fee Enclosed  Site Plan enclosed  Building plan enclosed  Shop floor plan

### Guidance Notes to Applicants

1. It is your responsibility to ensure that 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.
2. If you are intending to supply fireworks **outside** the normal permitted periods e.g. New Year, Chinese New Year, October 15<sup>th</sup> – November 10<sup>th</sup> and Diwali, you will also need to make a separate application to the Licensing Team for a licence to comply with the Fireworks Regulations 2004.
3. This form should **not** be used for an application for a licence to store
  - a) relevant explosives (explosives for which an explosives certificate is required under regulation 5 of the Explosives Regulations 2014) (fireworks are not relevant explosives),
  - b) ammunition, the acquisition of which is regulated or prohibited by virtue of the Firearms Acts to 1968 to 1997,
  - c) smokeless powder or percussion caps, or
  - d) 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 must complete a separate form (ER2), available from the HSE.

4. **You should only use this form if you want to store less than 2000kg of explosives.** If you want to store more than 2000kg of explosives you should apply to the Health and Safety Executive for a

licence. Further information on licensing can be found [www.hse.gov.uk/explosive/licensing/how-to-apply.htm](http://www.hse.gov.uk/explosive/licensing/how-to-apply.htm)

5. 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.
6. Please contact the Licensing Partnership, Licensing Partnership, P.O. Box 182, Sevenoaks, Kent TN13 1GP (telephone 01732 227004 ) if you have any questions about completing this form or your application. Alternatively, you can contact the Trading Standards Officer at the London Borough of Bexley on 020 3045 5616 or 020 3045 5631.
7. Any previous convictions you have may be subject to the Rehabilitation of Offenders Act 1974; you do not have to include convictions that are 'spent' on this application form. Where the application relates to a corporate body or company, convictions of all directors should be listed. Where the application relates 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](http://www.hse.gov.uk/explosives/index.htm)
8. Separation distances – please see Regulation 27 of the Explosives Regulations 2014. You will not normally be required to maintain separation distances if you store **no more** than
  - 250kg HT4,
  - 25kg HT3 (or combination of HT3 and HT4),
  - 0.1kg HT1, or
  - 0.1kg HT2

on one site. If you are unsure whether your store, or places where you will be manufacturing or processing explosives, are subject to separation distances, contact the Trading Standards Team directly.

**The following documents should be submitted with the application form:**

9. 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.
10. If you intend to store or display more than 12.5kg of fireworks on a shop floor, you must submit a floor plan of the sales area.
11. 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.
12. If the store is subject to separation distances you will also need to provide an Ordnance Survey site plan (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 the Explosives Regulations 2014. The scale will depend on the separation distance. For a distance of up to 200 metres, a 1:1250 would normally be required, while greater distances would require a 1:2500 or even a super plan. 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 9 above.
13. The fee must also be submitted with the application. Information on fees can be found at [www.hse.gov.uk/explosives/licensing/fees.htm](http://www.hse.gov.uk/explosives/licensing/fees.htm), or contact the Licensing Partnership.

**Renewal of licence**

14. 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 it will not, in general, be necessary for a new plan to be submitted to the Licensing Authority. This will be at the discretion of the Local Authority.

### **Hazard type and quantity**

15. We will need to know the hazard type and quantity of the explosives you wish to store to determine whether your store is suitable. The quantity you will be allowed to store will depend on the hazard type. Please contact your supplier if you are uncertain about the hazard types of explosive you wish to store.
16. 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**

17. Licences for fireworks and other explosives that do not require an explosives certificate will be granted for a period not exceeding one year. This period has been agreed by the Council's Licensing Sub Committee.

### **Insurance**

18. Most employers are required by law to insure against liability for injury or disease to their employees arising out of their employment. The Employer's 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 <http://www.hse.gov.uk/pubns/hse40.pdf>
19. 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.