

## Application for Extension of Location Test Certificate

This application is made in accordance with Clause 7 of the Hazardous Substances (Classes 1 to 5 Controls) Regulations 2001 for extension of a location test certificate.

### Applicant Details *(name that will be recorded in register)*

Applicant's Name	<input type="text"/>	Phone Number(s)	<input type="text"/>
Contact Name	<input type="text"/>	Facsimile Number	<input type="text"/>
Postal Address	<input type="text"/>	Location Test Certificate Number	<input type="text"/>

### Location Details

Location of premises	<input type="text"/>
Description of premises	<input type="text"/>
Details of test certifier	<input type="text"/>
Statement as to why it is believed the extension should be granted	<input type="text"/>

### Applicant's Signature

Signature	<input type="text"/>	Date	<input type="text"/>
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### Application Costs:

There is an application fee of \$112.50 incl GST which is to accompany the application. Additional time is to be charged at \$112.50 incl GST per hour and actual costs for external experts will be charged at cost.

Date application received	<input type="text"/>	Date application fee received	<input type="text"/>
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## 1. Guidance: Application for Extension of a Location Test Certificate

Pursuant to regulation 7(1) of the Hazardous Substances (Classes 1 to 5 Controls) Regulations 2001, an application may be made to specify a longer time limit for which a location test certificate (for hazardous substances with hazard classes 2 to 5) is valid. **This is subject to the site already holding a valid location test certificate.**

The maximum period is 3 years. At the end of this period a new location test certificate will be required and if it is intended to extend the duration of this new certificate, a new application for an extension will need to be made.

In order to extend the duration of a location test certificate, the Authority will require satisfaction that either:

- the management system in place at the location is sufficient to manage risks associated with the hazardous substances in question for the period of the requested extension;
- or
- the risks from the hazardous substances stored at the location are inherently low.

## 2. Forwarding the Application

Forward the application and accompanying documentation to:  
Environmental Risk Management Authority  
PO Box 131  
Wellington  
Attention: Hazardous Substance Compliance

## 3. Information Required to Support the Application

When making an application, it is **necessary** to provide as much information as possible in order to convey the risks posed by the activity and the substances at the site. The **following three tables should therefore be filled out and attached** to the application.

**In addition** to these three tables, include:

- a copy of your current location test certificate, and
- a report from your test certifier supporting the application.



**Table 2 - Management and Monitoring Systems**

Ref		Yes/No	Date	Evidence Sought	Tick When Included
T2.1	Does the location have a health, safety and environmental policy and associated procedures?			Copy of relevant section of policy and procedures.	
T2.2	Is the health and safety system subject to an external audit: <ul style="list-style-type: none"> <li>• ACC Workplace Safety Management Practices</li> <li>• NZCIC Prince Audit</li> <li>• ISRS Audit</li> <li>• others</li> </ul>			Copy of latest audit report	
T2.3	Is there a quality/environmental management system in place: <ul style="list-style-type: none"> <li>• ISO 9001</li> <li>• ISO 14001</li> <li>• other equivalent audits</li> </ul>			Copy of latest audit report	
T2.4	Are there regular checks of: <ul style="list-style-type: none"> <li>• workplace exposures</li> <li>• environmental exposures</li> <li>• electrical equipment in hazardous atmosphere zones</li> <li>• hazardous substances register and inventory</li> <li>• equipment used to handle hazardous substances (if applicable)</li> <li>• control over activities in controlled zones and hazardous atmosphere zones</li> <li>• other equivalent systems</li> </ul>			Copy of latest check results	
T2.5	Regulatory health monitoring <ul style="list-style-type: none"> <li>• needs assessment completed</li> <li>• carried out</li> <li>• up to date</li> </ul>			Copy of latest assessment results	
T2.6	Regulatory environmental monitoring <ul style="list-style-type: none"> <li>• identified and scheduled</li> <li>• carried out</li> <li>• up to date</li> </ul>			Copy of latest monitoring results	
T2.7	Other controls in place			List the controls	

### Table 3– Compliance History

Where an organisation has been subject to a compliance or enforcement action in the last two years the Test Certificate will not be extended.

Ref		Yes/No	Date	Evidence Sought	Tick When Included
T3.1	<p>Hazardous Substances and New Organisms Act</p> <p>In the last 3 years, have you been the subject of a:</p> <ul style="list-style-type: none"> <li>• Compliance order</li> <li>• Infringement offence</li> <li>• Offence</li> </ul>			Copy of any notices or orders made	
T3.2	<p>Health and Safety in Employment Act</p> <p>In the last 3 years, has the location been the subject of a:</p> <ul style="list-style-type: none"> <li>• Improvement notice</li> <li>• Prohibition notice</li> <li>• Hazard notice</li> <li>• Offence</li> </ul>			Copy of any notices made	
T3.3	<p>Resource Management Act</p> <p>In the last 3 years, has the location been the subject of a:</p> <ul style="list-style-type: none"> <li>• Compliance order</li> <li>• Abatement Notice</li> <li>• Offence</li> </ul>			Copy of any notices or orders made	
T3.4	<p>Previous legislation – The HSNO Act replaced, among others, the Dangerous Goods Act and Toxic Substances Acts. In the last 3 years, have you been the subject of an offence under:</p> <ul style="list-style-type: none"> <li>• Dangerous Goods Regulations</li> <li>• Toxic Substances Regulations</li> </ul>			Copies of any notices, orders or judgements	
T3.5	<p>Have any significant incidents been reported in the last three years?</p> <ul style="list-style-type: none"> <li>• Significant harm to people that requires reporting to the Department of Labour</li> <li>• Damage to the environment that requires the involvement of the local authorities or enforcement agency</li> </ul>			Copies of any reports made to the Department of Labour, local authority or enforcement agency	
T3.6	<p>Has an extension to the Location Test Certificate been declined in the past? If so, on what grounds?</p>			Copies of applications made and letters of decline.	
T3.7	<p>Any other relevant information:</p>			Details of the information	