

APPLICATION FOR A STORAGE LICENCE

UNDER THE EXPLOSIVES REGULATIONS 2014

For Official Use Only	
Last Date for Consideration:	
Date Received:	
Receipt No.	
Date to Officers:	

- **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 no more than 2000kg 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 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 **ink** or type.

The information gathered on this form may constitute personal data as defined in the Data Protection Act 2018. Any personal data will be processed in accordance with the requirements of that Act.

1. The application is for: *(tick the box that applies)*

New storage licence Licence renewal

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

Expiry Date _____ Reference No. _____

2. 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

3. Details of the applicant: [if you are applying on behalf of a company or limited liability partnership (or, in Scotland only, a partnership), please give its name].

Name of applicant _____

Companies House No (if applicable) _____

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

N.I. number: *(where applicant is an individual)* _____

Address (including postcode) _____

If the applicant is a company, please give the registered office address

Daytime Tel. No. _____ Mobile _____

Email _____

Full address (including postcode) of the place where the explosives will be stored:

4. Do you have an explosives store at an address different to that above? YES NO

If yes, please provide the full address including postcode of this store

5. Do you have a licence for this store? YES NO

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

Licence No. _____ Expiry Date _____

6. 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*) _____

Daytime Tel. No. _____ 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 _____

7. Explosives to be kept and quantities

HAZARD TYPE OR UN NUMBER	AMOUNT (net mass - kg)

(Please tick the box or boxes that apply)

- 8.** Are you intending to store more than 75kg (net) of ammunition or pyrotechnic articles in a building that adjoins domestic premises? YES NO
- 9.** Have you had a previous licence or registration * refused or revoked? YES NO
- 10.** Have you been convicted of any offence under legislation on health and safety (See note 4) YES NO
- 11.** 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
- 12.** Have you been convicted of any offence under any other legislation including offences against a 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 8–12, please give date(s) and details, including the licensing authority and court where convicted.

* See Regulation 11 of the Manufacture and Storage of Explosives Regulations 2005, SI 2005/1082

LICENSING OFFICE PRIVACY NOTICE

The information you have provided on this application form, and from supporting documentary evidence – where applicable – will be used by East Lothian Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 in order to process your licensing application.

The Council may check information provided by you, or information about you provided by a third party such as Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

In order to process your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of East Lothian Council.

Please note that you should read this service specific Privacy Notice in conjunction with the Council’s Full Privacy Statement which is accessible on the Council’s website at **www.eastlothian.gov.uk**

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided for the above purposes. I hereby make application to East Lothian Council for the grant or renewal of the licence applied for.

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 in the event of an incident.

Signed _____

Date _____

Name _____

Position/Job Title _____

Organisation (if applicable) _____

The completed application form, together with the following documents in support of the application, should be sent to your licensing authority.

(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]

- Floor plan** (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 8 & 9]

- Risk Assessment – Must be completed**

GUIDANCE 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–November 10th and Diwali, you will also need to make a separate application to your 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 no more 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 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.

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. 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:
- 250kg HT4
 - 25kg HT3 (or combination of HT3 and HT4)
 - 0.1kg HT1
 - 0.1kg HT2

on one site. 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, contact your local licensing authority.

The following documents should be submitted with the application form:

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 ER2014. 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 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 fee must also be submitted with the application. Information on fees can be found at <http://www.legislation.gov.uk/uksi/2016/253/made>, or contact your licensing authority for advice.
11. Completed HSE Risk Assessment.

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 store is 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 5 years as the licensing authority determines.