



If you are applying for the renewal of a registration, please ensure that we receive your application at least 7 days prior to the date of the expiry of your registration as **A RENEWAL MUST BE WITHOUT AMENDMENT OR GAP IN TIME.** A late application will be treated as a new one and will be subject to a higher fee.

Your current reference number

Expiry date of current registration

Application for Registration under the Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 as Amended

Please read the attached 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:**

Company Name and registration number:

Applicant's Postal Address: (including Postcode)

Please tick if this is your home address

Date of Birth:

Place of Birth:

Contact Tel No(s):

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

Name:

Position:

Address: Including postcode (if different from above)

Daytime Tel No:

FAX:

2. Details of the store and the quantity of explosives kept or to be kept.

If the store does not have a postal address please submit a map clearly showing its location. For information on submitting a map please see the accompanying guidance notes.

Address of store:

Is the store an ISO container? (as carried by HGV lorries) Yes No

Has planning permission been granted to store (and retail) explosives at the site? Yes No

It is likely that Planning Permission will be required for the development of an existing site (such as placing an ISO container), even temporarily, or for a change of use (from agricultural use to commercial storage) or for storage or retailing from the curtilage of a dwelling.

If you believe that planning permission is not required, please explain:

Please explain, briefly, what is the nature of your business?

Schedule 3, Regulation 13(6) of MSER restricts the quantity of Hazard Type 4 Pyrotechnic Articles (for example Garden Fireworks), that may be stored in the sales area according to the floor area.

Please state the total floor area of the sales area in square metres:

The maximum quantity to be kept or being kept. [Please tick the box or boxes that apply]

Regulation 10(2) sets out the quantities of explosives which can be stored without a certificate of registration. Please read the notes on page 9 of this form and if you qualify for an exemption under Regulation 10(2) please tick this box, complete Sections 3 and 4 and return the form. If you are exempt from registration we will confirm this in writing and a registration fee will not be payable. You will however, require police consent under the provisions of the Explosives Act 1970.

30 kilograms of explosives of any hazard type (i.e. a combination of explosives of different hazard types)

100 kilograms of Hazard Type 3 explosives

100 Kilograms of a combination of Hazard Type 3 explosives with explosives of Hazard Type 4

250 Kilograms of Hazard Type 4 explosives

250 Kilograms of small ammunition and percussion caps and 30 kilograms of shooters' powder

Other explosives (please specify below)

Separation Distances

Will a separation distances apply? If yes, please submit a separation distance plan (There is guidance on creating a separation distance plan attached to this form.)

Yes No

Please indicate the separation distance (in metres) for your site

Risk Assessment

Have you carried out a Risk Assessment in accordance with the Management of Health and Safety at Work Regulations (Northern Ireland) 2007? If you are keeping fireworks, this must include an assessment of the quantity of fireworks you can keep safely in your store.

Yes No

If you have not carried out a risk assessment, you should explain why in the space below.

3. Details of the type of explosives kept or to be kept and their intended use.

(This information can be obtained from your supplier.)

If you need more space please continue on a separate sheet and put your name and address at the top

UN Serial Number	Hazard Type (1 – 4)	Name and Description

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

Quarrying/Mining	<input type="checkbox"/>	Firearms Dealing	<input type="checkbox"/>	Retail Sales (Fireworks)	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Firework Displays	<input type="checkbox"/>	Historical Re-enactments	<input type="checkbox"/>	Wholesale (Fireworks)	<input type="checkbox"/>	Recreational Use	<input type="checkbox"/>
Theatrical Effects	<input type="checkbox"/>	Car Repairs	<input type="checkbox"/>	Life Saving	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>

Are you intending to store more than 75 kilograms of Hazard Type 4 explosives in a building that contains/adjoins domestic/sleeping accommodation?

Yes No

Have you had an explosives licence or registration refused or revoked?

Yes No

Have you been convicted of any offence under legislation on health and safety, or on the sale or supply of fireworks?

Yes No

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.

If applying to store fireworks, please tick if you are content to have your details added to the firework retailers list on NIDirect. Please see <http://www.nidirect.gov.uk/index/information-and-services/leisure-home-and-community/support-and-safety-in-your-home/fireworks/firework-retailers.htm> for further information.

Yes No

In which District Council Area are the explosives kept or to be kept?

The information gathered in this form may be stored electronically and 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.

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 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.

4. 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 registration may be refused or revoked. I confirm that I have read and understood the guidance relating to the Manufacture and Storage of Explosives in Northern Ireland.

Signed:

Date:

Name

Position:

Checklist for applicants

Please ensure that you have

- Completed the form clearly and accurately?
- Enclosed a cheque or Postal order as payment of the appropriate fee. The fee will not, normally, be refunded if an application is refused.
- Carried out a risk assessment?

Please return this application and any other relevant documents e.g. site maps, separation distance plans (if applicable) to:

Firearms and Explosives Branch
Department of Justice
Room B4.22 Castle Buildings
Stormont
Belfast
BT4 3SG

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

DOJ Data Protection Officer
Telephone: 028 9037 8617
Email: 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
<https://ico.org.uk/global/contact-us/>

Guidance for Applicants

There is a general duty for an applicant (or registered person) to familiarise themselves with both the provisions of the Manufacture and Storage of Explosives Regulations (Northern Ireland) 2006 as Amended (hereafter MSER) and the Approved Code of Practice (ACOP) that accompanies it.

MSER can be accessed at <http://www.opsi.gov.uk/sr/sr2006/20060425.htm>

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

Telephone: (028) 9052 0760

Fax: (028) 9052 0194

E-Mail: feb@justice-ni.gov.uk

The ACOP

1. 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 ACOP gives advice. The ACOP can be accessed at <http://www.hseni.gov.uk/resources/codes-of-practice.htm>. You may, however, use alternative methods to those set out in the ACOP in order to comply with the law. The ACOP has special legal status and if you are prosecuted for a breach of health and safety law and it is proved that you did not follow the relevant provisions of the ACOP, you will need to show that you have complied with the law in some other way or a court will find you at fault.

2. MSER and the ACOP are accompanied by guidance (such as the standards governing electrical installations) which does not form part of the ACOP. Following the guidance is not compulsory and you are free to take other action. However, if you do follow the guidance you will normally be doing enough to comply with the law. Health and Safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

Information about the explosives to be stored or being stored

3. MSER uses 'Hazard Types' to describe the risk represented by an explosive, normally stored in its transport packaging, in manufacture and/or storage conditions. The definition of the Hazard Types is given here together with additional explanatory information.

Hazard Type 1 - an explosive which, as a result of, or as a result of any effect of, the conditions of its storage or process of manufacture, has a mass explosion hazard (a mass explosion is one in which the entire body of explosives explodes as one);

Hazard Type 2 - an explosive which, as a result of, or as a result of any effect of, the conditions of its storage or process of manufacture, has a serious projectile hazard but does not have a mass explosion hazard;

Hazard Type 3 - an explosive which, as a result of, or as a result of any effect of, the conditions of its storage or process of manufacture, has a fire hazard and either a minor blast hazard or a minor projectile hazard, or both, but does not have a mass explosion hazard (i.e. those explosives which give rise to considerable radiant heat or which burn to produce a minor blast or projectile hazard); and

Hazard Type 4 - an explosive which, as a result of, or as a result of any effect of, the conditions of its storage or process of manufacture, has a fire or slight explosion hazard, or both, with only local effect (i.e. those explosives which present only a low hazard in the event of ignition or initiation, where no significant blast or projectile or fragments of appreciable size or range is expected).

The Hazard Type (HT) is not normally displayed on the explosives packaging but in the majority of cases the Hazard Type will correspond to the Hazard Division (HD) 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.

4. If you are at all unsure of the Hazard Type of any explosive, you should refer to the ACOP or contact your supplier or the manufacturer. Please note, desensitised explosives are not allocated a hazard type.

5. The UN Serial Number and description of the explosives required in section 3 of the application form is normally printed on the transport packaging. If you are unsure of the details you should contact the manufacturer or your supplier.

Exemptions in Relation to the Storage of Explosives

6. Regulation 10 of MSER sets out the quantities of explosives which can be kept without a certificate of registration. The amount will depend on the type and quantity of explosives. For example, there are allowances for storage of shooters' powders and for certain lower-risk pyrotechnic articles which include UN 0336 fireworks, flares, fog signals, industrial safety cartridges, car air bags and seat-belt pre-tensioners.

7. Exemptions from the requirement to register specified in regulation 10(2)(b) to (e) of MSER are alternatives and are not cumulative. However, the effect of 10(2)(a) is cumulative, and permits the keeping of up to 15kg of 'black powder' and other shooters' powder, of which no more than 5 kg shall be shooters' powder (other than black powder) and/or explosives listed in Schedule 2 of the regulations. In addition, 15kg of percussion caps or small arms ammunition may be kept under the allowance. The table below illustrates what may be kept without a licence or certificate of registration under regulation 10(2).

Hazard Type or Description (Regulation)	What can be kept without a Licence or Certificate of Registration (Kg net Mass)	Duration of Storage
Black Powder [Regulation 10(2)(a)(i)]	Up to 10 Kg	Indefinite
Any explosive listed in Schedule 2 and/or any type of shooters' powder [Regulation 10(2)(a)(ii)]	5Kg in total	Indefinite
Percussion caps and small arms ammunition [Regulation 10(2)(a)(iii)]	15 Kg	Indefinite
Hazard Type 1 or 2 explosives [Regulation 10(2)(b)(i)] or a combination of Hazard Type 1 or 2 explosives with explosives of another Hazard Type [Regulation 10(2)(b)(ii)]	7 Kg	Up to 24 hours
Hazard Type 3 and 4 explosives [Regulation 10(2)(c)]	Unlimited	Up to 24 hours
Hazard Type 3 fireworks; shooters' powders or a combination of shooters' powders and Hazard Type 3 and 4 fireworks [Regulation 10(2)(d)(i), (ii) and (iii)]	100Kg	Up to 3 days in their place of intended use
Hazard Type 4 explosives or Hazard Type 4 fireworks [Regulation 10(2)(e)(i) and (ii)]	250 Kg	Up to 3 days in their place of intended use
	50 Kg	Up to 21 days and not for sale or for use at work

8. If you believe that you may be exempt from the requirement to register please submit a fully completed application form and explain why. Once we have considered your position and consulted our advisers we will write to you again to either confirm you are correct or explain why we do not agree with you. You will, almost certainly, require the consent of the Chief Constable under the Explosives Act 1970 to purchase, acquire, transfer or dispose of explosives and you should contact the police about that.

Applicant Details

9. An application is made by 'a person' which is defined as an individual or a company that is a legal entity, i.e. (usually) a business registered with the Companies Registry and able to quote a company registration number. A partnership, for example, that is not registered with the Companies Registry would require one of the partners or an employee to be registered to store the explosives.

10. If the address you are providing as your place of storage is your home address please ensure that you tick the box on the form to indicate this. Under Regulation 21 of MSER the Department of Justice has to keep a register of all persons who have been licensed or registered to manufacture or to store explosives. However, Schedule 5(2)(b) provides that where that person's address is his home address, it will not be included in the register.

Location of the Store

11. 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 to clearly and accurately show the location of the store 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.

12. 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 or from Ordnance Survey of Northern Ireland Map Shop, Colby House, Stranmillis Court, Malone Lower, Belfast, BT9 5BJ.

Planning Permission

13. Planning permission is, generally, required for any development or the change of use of a property – such as using an agricultural building or dwelling for commercial storage. You should tick the box for yes if you have planning permission for keeping explosives at the site. If planning permission has already been granted you should also send us a copy of the letter from the Planning Service granting it and include the planning reference number. If you do not consider that planning permission is required you should explain why. It is unlikely that premises which do not have appropriate planning permission will be registered.

Quantities of Explosives

14. The quantities of explosives referred to in MSER are the 'net mass' of the explosives. This means the weight of the explosives contained within an article (ie, less packaging, casings etc). The manufacturer or supplier should provide you with this information in writing and you should have a running total of what you are holding at any time to show that you are complying with the conditions of your registration.

15. MSER specifically states the maximum quantities of particular types of explosives which can be stored under a registration:-

- 30 kilograms of explosives of any Hazard Type (this means a combination of explosives of different Hazard Types up to a maximum of 30 kilograms);
- 100 Kilograms of Hazard Type 3 explosives;
- 100 Kilograms of combination of Hazard Type 3 explosives with explosives of Hazard Type 4;
- 250 Kilograms of Hazard Type 4 explosives; or
- 250 Kilograms of small arms ammunition and percussion caps and 30 kilograms of shooters' powder.

16. Schedule 3 of MSER restricts the quantity of Hazard Type 4 pyrotechnic articles (most commonly fireworks) which are stored in the “sales area” at the site in relation to the floor area, in square metres. The sales area means an area where Hazard Type 4 pyrotechnic articles are sold and to which any person who is not an employee of the registered person has access. This means that MSER specifies a limit to the Hazard Type 4 pyrotechnic articles that can be stored in the shop but they should be kept behind the counter or in cabinets to which the public do not have access. The balance of the quantity of Hazard Type 4 pyrotechnic articles that a registration permits the registered person to store must be kept in a separate store room to which the public do not have access.

Separation Distances

17. Separation Distances will apply if you are keeping:-

- Any Hazard Type 1 or 2 explosives; or
- more than 25 kilograms of Hazard Type 3 explosives.

Separation Distances will not apply if you are keeping:-

- only Hazard Type 4 explosives;
- very small quantities of explosives, ie 100 grams or less;
- 30 kilograms of shooters’ powder, 300 grams of primers and small arms ammunition, subject to certain conditions (see paragraphs 407-417 ACOP); or
- up to 200 detonators and 5 kilograms of water-based explosive and detonating cord, or 5 kilograms of water-based explosive of detonating cord, subject to certain conditions (see paragraphs 418-424 ACOP).

18. If separation distances apply, you must submit a plan of sufficient scale and detail of the site and its surrounding area which clearly shows the separation distances around the building where the explosives are to be stored.

19. 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 or from Ordnance Survey of Northern Ireland Map Shop, Colby House, Stranmillis Court, Malone Lower, Belfast, BT9 5BJ.

Risk Assessment

20. You are required under various legislation, including the Management of Health and Safety at Work Regulations (Northern Ireland) 2000, to carry out a risk assessment. If you are keeping fireworks, this will include an assessment of the quantity of fireworks that you can keep safely in your store. If you conclude that you cannot keep 250 kg safely, you should state the quantity that you assess you can store in Section 2, Maximum Quantity, Other. Paragraphs 29-84 of the ACOP will assist you in carrying out a risk assessment.

Fees

21. The fee for a new registration is £225.00 for up to 5 years and the renewal of a registration is £174.00.

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

Payment in cash or by credit/debit card cannot be accepted.

The fee will not, normally, be refunded if an application is refused.

Refusal of registration

22. Paragraph 529 of the Approved Code of Practice that accompanies MSER explains that Regulation 14 of MSER requires the DOJ to refuse an application for registration where:

(a) it considers that the proposed site is unsuitable on safety grounds for the storage of explosives. An obvious example would be someone wanting to store fireworks at a petrol station (see also paragraph 311). This might also be due to the examples given in paragraph 511 or the Department's belief that the storage would present an unacceptable risk to people living in adjoining residential premises; or

(b) it believes that the applicant is not a fit person to store explosives. This would normally only be the case if the DOJ has evidence of persistent or flagrant breaches of the safety requirements or other legal requirements and does not have confidence in the applicant's willingness or ability to abide by the Regulations

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 of Justice may also take enforcement action if the storage is unsuitable.