



Department for
Business, Energy
& Industrial Strategy

Application for authorisation to ship radioactive waste and spent fuel

Guidance on the completion of forms



OGL

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Introduction

This document provides guidance on how to complete and submit forms for an application to ship radioactive waste or spent fuel pursuant to the [Transfrontier Shipment of Radioactive Waste and Spent Fuel \(EU Exit\) Regulations 2019](#).

Terminology

UK CA: UK Competent Authority

Type E: Export application/shipment

Type I: Import application/shipment

Type T: Transit application/shipment

Overview of the forms

The forms

There are two sets of forms, set A and set B:

- Set A is to be used for shipments of radioactive waste.
- Set B is to be used for shipments of spent fuel (including spent fuel destined for final disposal and as such categorised as waste).

This guidance is applicable for both sets of forms.

Form	Title	To be completed by
1	Application for authorisation of shipments	Applicant
2	Acknowledgement of receipt of application	Competent Authority
3	Refusal or consent	Competent Authority
4a	Authorisation of shipment	Competent Authority
4b	Refusal of shipment	Competent Authority
5	Description of consignment/list of packages	Applicant
6	Acknowledgement of receipt of shipment	Applicant

What to do with the forms

Form 1: Application for authorisation of shipment(s) of radioactive waste/spent fuel

Once you have duly completed form 1, you must send it to the competent authority responsible for authorising the shipment along with an options assessment for the management of waste.

Note: when applying to import radioactive waste or spent fuel into the UK from any other country you, the applicant, must include evidence that you have made an arrangement with the exporter, and which has been accepted by the exporter's competent authority, obliging them to take back the radioactive waste or spent fuel if the shipment cannot be completed in accordance with the regulations.

You must ensure that a duly completed copy of form 1 accompanies the shipment(s) along with forms 4a and 5.

Forms 2, 3, and 4

Forms 2, 3, and 4 are to be completed by the Competent Authority responsible for issuing the authorisation.

You will be sent form 4a by the Competent Authority responsible for authorising the shipment(s) and you must ensure that a copy accompanies the shipment(s) along with forms 1 and 5.

Form 5: Description of radioactive waste/spent fuel consignment and list of packages

In the case of authorisations for multiple shipments, you must duly complete form 5 for each individual shipment.

Having duly completed Form 5, you must ensure that it accompanies the shipment(s) along with forms 1 and 4a.

Upon completion of the shipment, you must send form 5, along with form 6, to the Competent Authority responsible for authorising the shipment.

Form 6: Acknowledgement of receipt of the shipment

When the shipment is of type I, you, the applicant, must duly complete form 6.

When the shipment is of type E or T, you, the applicant, must request that upon completion of each shipment, the consignee must duly complete form 6 or a different document providing at least the same information contained in form 6.

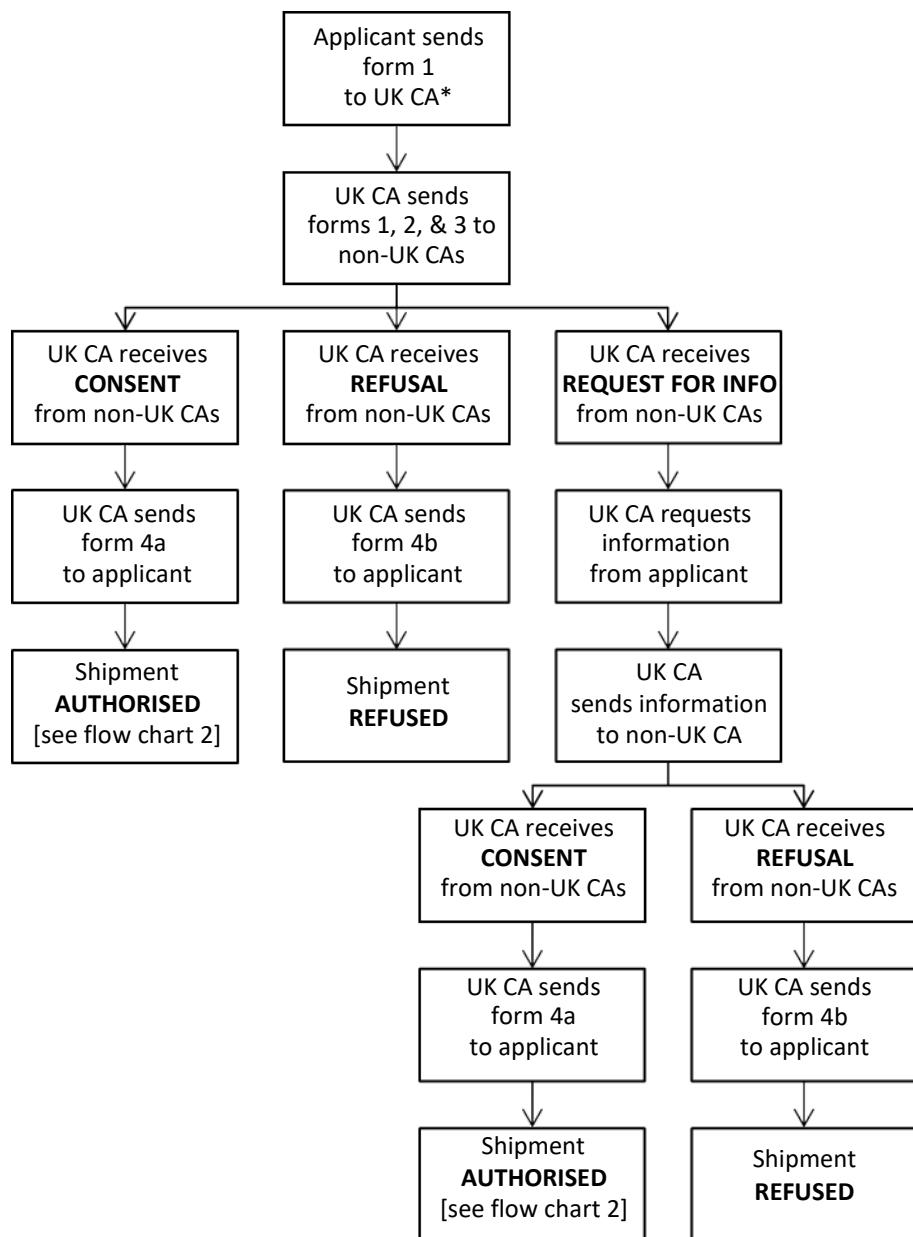
Upon completion of each shipment, form 6 or equivalent documentation must be sent to the competent authority who authorised the shipment(s) along with form 5.

Overview of the process

Application process

Follow the process in flow chart 1 to apply for an authorisation for one or multiple shipment.

Flow chart 1: application process



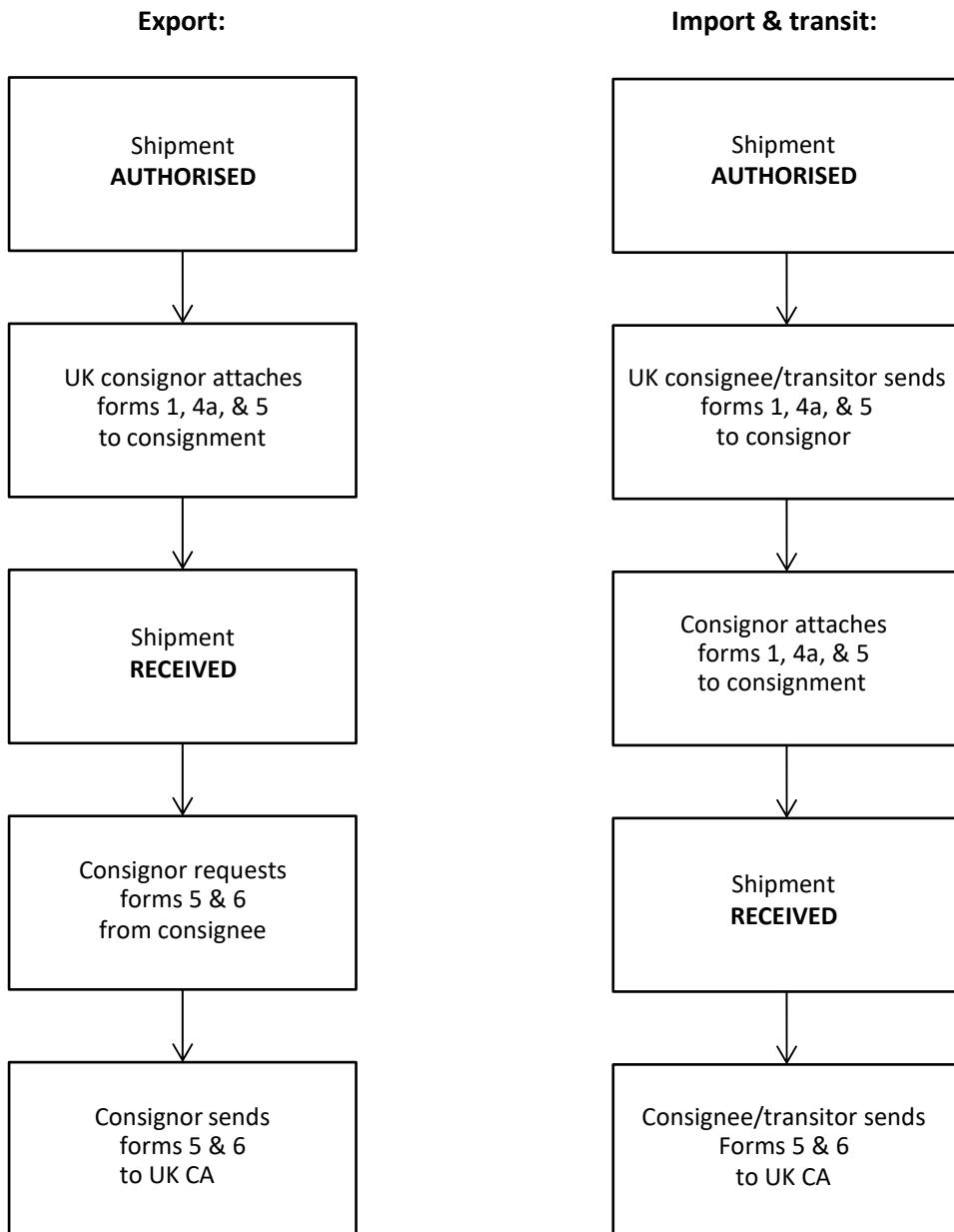
* CA: Competent Authority

Shipment process

Follow the process in flow chart 2 when conducting a shipment. You should only do this once you have received the authorisation (form 4a) for your shipment(s).

You must ensure that duly completed copies of forms 1, 4a, and 5 accompany the shipment(s).

Flow chart 2: shipment process



Guidance on the completion of forms

This section provides guidance on completing the individual items on the relevant forms.

Form 1: Application for authorisation of shipment(s) of radioactive waste/spent fuel

Item 1:

Tick type I (import) for shipments into the UK. The application must contain evidence that you have an arrangement with the consignor, which has been accepted by the consignor's competent authority, obliging the consignor to take back the radioactive waste or spent fuel where a shipment cannot or may not be completed, or is not as described in the application.

OR

Tick type E (export) for shipments out of the UK.

OR

Tick type T (transit) for shipments passing through the UK. The application must contain evidence that the consignee in the importing country has an arrangement with the consignor in the exporting country, which has been accepted by the consignor's competent authority, obliging the consignor to take back the radioactive waste or spent fuel where a shipment cannot or may not be completed.

Item 2:

Tick the relevant box clearly stating:

That the application covers only one shipment within a period of time (e.g. 05/2020, 2019, or 2020-2021).

OR

- That the application covers more than one shipment within a period of time, but not more than a period of three years from the date of authorisation.

A single application may be sent in respect of more than one shipment, provided the following conditions are met as set out in regulation 5(1) of the Transfrontier Shipment of Radioactive Waste and Spent Fuel (EU Exit) Regulations 2019:

- The radioactive waste or spent fuel to which it relates essentially has the same physical, chemical and radioactive characteristics;
- The shipments are to be made from the same holder to the same consignee and involve the same competent authorities.

Item 3:

Fill in your organisation's trade name, address, and contact details. The trade name, also known as trading name or a business name, is the name which the business trades under for commercial purposes, although its registered legal name, used for contacts and other formal situations, may be another.

You must tick the appropriate box to define your function, which is:

- The consignee in the case of a shipment of type I;
- The consignor in the case of a shipment of type E;
- The person responsible for the shipment in the UK in the case of a shipment of type T.

Item 4:

Fill in the trade name, address and contact details of the location, where the radioactive waste or spent fuel is held before the shipment. This can be different from the address of the applicant.

Item 5:

Fill in the trade name, address and contact details of the consignee. In case of type I shipments, this information is identical with that of item 3.

Item 6:

Fill in the trade name, address and contact details of the location, where the radioactive waste or spent fuel will be held after shipment. This can be different from the address of the consignee.

Item 7:

Complete all fields either by ticking the appropriate box, you can complete more than one per answer if needed, or filling in the specific characteristics and values of the radioactive waste or spent fuel. These values may be estimates in case of several shipments.

Item 8:

Complete all fields, you can complete more than one per answer if needed. These values may be estimates in case of several shipments.

Item 9:

Define the type of activity giving rise to the radioactive waste or spent fuel. More than one answer is possible.

Item 10:

Define the purpose of the shipment and tick the appropriate box (only one answer is possible) or specify any other activity. More than one answer is possible.

Item 11:

List the different modes of transport foreseen for the shipment (road, rail, sea, air, inland waterway).

Add accordingly the relevant point of departure, point of arrival, and the planned carrier (if already known).

Changes to this schedule at a later point during the application procedure are possible and should be notified to the competent authority and might not require a new application for approval.

Item 12:

List all the countries concerned in the shipment, starting with the first country where the radioactive waste of spent fuel is being held and ending with the last country where it will be held after completion of the shipment.

A new application is required should you wish to change the sequential list of countries.

Item 13:

Where the shipment is of type I, you must attach evidence that you have an arrangement with the

consignor, which has been accepted by the consignor's competent authority, obliging the consignor to take back the radioactive waste of spent fuel where a shipment cannot or may not be completed.

OR

Where the shipment is of type E, you must declare that you will take back the radioactive waste or spent fuel in case the shipment(s) cannot take place or the conditions for shipment cannot be fulfilled.

OR

Where the shipment is of type T, you must attach evidence that the consignee in the importing country has an arrangement with the consignor in the exporting country, which has been accepted by the consignor's competent authority, obliging the consignor to take back the radioactive waste of spent fuel where a shipment cannot or may not be completed.

Forms 2, 3, and 4

Forms 2, 3, and 4 are to be completed by the Competent Authority responsible for issuing the authorisation.

Form 5: Description of radioactive waste/spent fuel consignment and list of packages

Item 1:

Fill in your organisation's trade name, address, and contact details. The trade name, also known as trading name or a business name, is the name which the business trades under for commercial purposes, although its registered legal name, used for contacts and other formal situations, may be another.

Item 2:

Tick the appropriate box, indicating whether the authorisation covers a single shipment or several shipments. In case of several shipments, the appropriate serial number must be filled in.

Item 3:

Define the nature of the radioactive waste or spent fuel. More than one answer is possible. The values must not be estimates.

Item 4:

Complete the table and indicate at the bottom:

- the total number of packages;
- the total number of each type of package;
- the total gross mass of all packages;
- the total net mass of all packages;
- the total activity (GBq) of all packages.

If the place provided in the document is not sufficient, please attach a separate list with the information requested.

The values must not be estimates.

Item 5:

Indicate the date of dispatch of the shipment, an exact date must be given.

Form 6: Acknowledgement of receipt of the shipment

Item 1:

Fill in the tradename, address and contact details of the consignee.

Item 2:

Fill in the trade name, address and contact details of the location, where the radioactive waste or spent fuel will be held after shipment. This can be different from the address of the consignee.

Item 3:

Define the type of authorisation granted. In the case of an authorisation for multiple shipments, indicate if the shipment received is the last shipment covered by the authorisation.

Item 4:

Indicate the country of destination or transit and the border post used, and alternative declaration may be attached.

Item 5:

Indicate the date of receipt of the shipment and the date of the dispatch of the acknowledgment of the shipment within 15 days of its receipt, exact dates must be given.

Item 6:

When the shipment is of type I, tick “not applicable”.

When the shipment is of type E or T, attach the equivalent documentation supplied by the consignee if they did not fill form 6.

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