



<b>ONR INSTRUCTION</b>			
<b>Preparation and Issue of Licence Instruments</b>			
<b>Document Type:</b>	Nuclear Safety Permissioning Instruction		
<b>Unique Document ID and Revision No:</b>	NS-PER-IN-001 Revision 8		
<b>Date Issued:</b>	January 2017	<b>Review Date:</b>	January 2020
<b>Approved by:</b>	Mark Foy	ONR – Deputy Chief Inspector	
<b>Record Reference:</b>	TRIM Folder 1.1.3.775. (2017/8970)		
<b>Revision commentary:</b>	Update to Appendix 2 and 3 for the inclusion of the ‘Approval’ form for LC 23(4), and the ‘Agreement’ form for extension of the operating period for LC 30(2), both forms being in part D.		

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Published 01/17

## 1. INTRODUCTION

- 1.1. ONR implements, in Great Britain, the nuclear site licensing regime established in law, and permissions activities using the powers provided by the site licence conditions and the arrangements made under them. The purpose of permissioning is to provide regulatory control of selected activities on nuclear licensed sites in proportion to the level of nuclear hazard and/or risk present on the site. In order to receive permission to undertake an activity, the licensee must provide an adequate safety justification. ONR will then assess the proposal to judge its adequacy, and when content will permission the activity by issuing a Licence Instrument (LI), using either primary or derived powers.
- 1.2. The primary and derived powers stem from the licence conditions and the arrangements made under them. 'Primary powers' are conferred directly by the licence and its conditions, whereas 'derived powers' are derived from the arrangements made by licensees under the conditions, by agreement with ONR. To allow for flexibility in permissioning activities on nuclear licensed sites, and where it is not considered proportionate to use primary powers to effect regulatory control, derived powers provide a working level alternative to exercise the necessary level of control. In both cases, issuing a LI must be done by a person within ONR with the authority to do so as set out in the [Administrative Arrangements for Delegated Authorities](#).
- 1.3. Both of these options for exercising regulatory control, are part of the approach collectively termed "Flexible Permissioning", which is adopted within ONR and described in more detail in the ONR guide to its use (Ref: 1).

## 2. PURPOSE AND SCOPE

- 2.1 This instruction has been prepared to ensure a consistent approach for issuing LIs by ONR nuclear safety inspectors. It applies to all staff undertaking work which results in the issue of a LI.
- 2.2 LIs shall be produced:
  - a) Where there is a legal requirement e.g. Approval under LC 13(2).
  - b) Where ONR decides there is a need e.g. Specifying under LCs or associated arrangements.
  - c) In response to a licensee / duty holder request under LCs or arrangements made under LCs invoking derived powers.
- 2.3 The withdrawal of a 'Consent', 'Approval' or 'Direction' shall be processed in a similar manner to its issue.
- 2.4 If only a part of a previous Licence Instrument is changed the new one will indicate clearly which part of the preceding one remains in force.

## 3. RESPONSIBILITIES

- 3.1 Management Groups (e.g. Delivery managers/Sub-Programmes) are responsible for managing the LI production in line with their programme and project plans.
- 3.2 The allocated inspector (typically a nuclear safety site inspector or other nuclear safety inspector to whom responsibility has been delegated from the management group) is responsible for ensuring the Licence Instrument has been through due process and is supported by a suitable Project Assessment Report (PAR).

- 3.3 The nuclear safety inspector acting as LI 'quality checker' is responsible for verifying that the due process has been correctly followed and that the LI is correct. The accompanying PAR will also require the necessary peer review.
- 3.4 The nuclear safety inspector with authority for signature is responsible for ensuring that the case for issuing the licence instrument has been adequately justified and has been properly made.

#### 4. PROCESS

- 4.1 Regulatory permissions related to nuclear activities make use of a combination of primary and derived powers. The use of flexible permissioning through issuing derived powers LIs or other means are appropriate for many of the detailed hold points required in a project. This may be coupled with use of primary powers such as 'Specifications' and 'Consents' to proceed beyond pre-determined project milestones. These milestones should be programmed in advance. The balance between the use of primary and derived powers is project specific and is determined by the safety significance and other factors.
- 4.2 Primary powers may also be used where the derived power arrangements have not delivered as intended. For example the regulation of construction, modification or commissioning via derived powers may not give adequate control and it may be necessary to permission activities via 'Specification' and Consent'.
- 4.3 The process for issuing LIs is set out in the process diagram contained in HOW2. The most commonly used LIs are listed in Appendix 2 and the format and contents for many of the 'routine' licence instruments is outlined in Appendix 3. It should be noted that the content of the routine LIs has been agreed with the Government Legal Department and therefore all LIs produced shall follow the prescribed wording in Appendix 3. Any other LIs produced shall be subject to clearance through the Government Legal Department, via the ONR Legal Advisor Service.
- 4.4 The allocated nuclear safety inspector will ensure:
- 1) the PAR, licence instrument and any other associated documents, are prepared correctly justifying the permissioning decision and that the auditable trail is comprehensive, complete and on a paper file in hard copy (where documents are particularly bulky or extensive, reference to their TRIM location(s) will be sufficient provided the top sheet with any signatures is on the paper file and the document is finalised in TRIM);
  - 2) Government departments and / or agencies have been consulted if relevant (e.g. EA, SEPA, MoD etc.);
  - 3) the check sheet (Form QCLI2 - Appendix 1) is completed, signed and countersigned by another, independent nuclear safety inspector as 'checker';
  - 4) that they agree and countersign any proposed 'non routine' licence instrument drafts before submission to the Government Legal Department;
  - 5) comments and alterations from the Government Legal Department are incorporated into a revised draft of a 'non routine' licence instrument;
  - 6) a senior nuclear safety inspector with the authority has signed the LI following suitable review /checking and has accepted the PAR (these need not be the same senior nuclear safety inspector). They are most often the allocated nuclear safety inspector's Programme Director/Delivery Leads;
  - 7) ONR Communications team is consulted on media aspects;
- 4.5 The LI quality checker is to ensure that:

- 1) the auditable trail set out in the check sheet has been complied with and is correct;
  - 2) the appropriate standard and format has been used for the draft licence instrument and that the information in it is correct
  - 3) the Government Legal Department has been consulted on the draft 'non routine' licence instrument(s) and for initialling the final draft after the Government Legal Department check (thereby agreeing that the draft is to the required standard) before the final document is presented to the nuclear safety inspector with authority for signature; and
  - 4) their allocated portion of the check sheet has been completed.
- 4.6 Once the checks are complete, the LI signed and the PAR accepted by the allocated nuclear safety inspector will pass the LI to programme delivery support (PDS) staff who will:
- confirm that the unique LI number supplied to the inspector is correct and has been used; and
  - following acceptance and signature, dispatch and distribute the LI and its associated PAR if this has not already been done. (Where a copy of the licence instrument has been faxed or emailed to the licensed site, in the interests of speed, the original must be forwarded to the licensee's company secretary as soon as possible). The PDS will arrange for a copy of the PAR, (appropriately redacted, to remove names and any other appropriate content) to be placed on to the ONR web site.
- 4.7 If issuing the LI may be deemed to be of wider interest or significance the originator should consult with their programme management and prepare a brief, through the Communications team, for the Press Office and/or management. The following criteria should be considered:
- where the issue is politically or commercially sensitive;
  - where the site has attracted considerable media attention in the recent past;
  - the situation giving rise to the issue of the licence instrument is unusual, e.g., a reactor start up following a prolonged outage for significant repairs.

## 5. DEFINITIONS

- 5.1 Licence Instrument (LI): Generic term for formal documents issued to a licensee which either permissions an activity or requires some form of action under Licence Conditions (LCs).
- 5.2 These instruments comprise those utilising the primary licence condition powers of 'Consent', 'Approval', 'Direction', 'Specification', 'Notification' and 'Agreement' and those utilising powers derived from the licensee's arrangements.
- 5.3 Routine Licence Instrument: Those licence instruments for which the general wording and format has been agreed with the Government Legal Department (Appendix 2) and do not need to be referred to them for checking.
- 5.4 Non Routine Licence instrument: All other licence instruments not listed in Appendix 2.
- 5.5 Auditable trail : The collection of records held on TRIM, referenced from TRIM or on the registered file that underpin how the outcome, conclusions and recommendations, have been derived in support of the LI.

- 5.6 Allocated nuclear safety inspector – the nuclear safety inspector responsible for drafting and clearing the LI and usually the nuclear safety inspector producing the associated PAR.

## 6. REFERENCES

1. Flexible Permissioning including the use of Derived Powers (NS-PER-GD-001 Version 1, April 2016)
2. [Administrative Arrangements for Delegated Authorities, located in Stage 4 of the Process Diagram: Deliver Permissioning Project.](#)

**7. APPENDIX 1 – CHECK SHEET FOR PRODUCTION OF LICENCE INSTRUMENTS****NAME OF SITE:****SITE LICENCE NUMBER:****LICENCE INSTRUMENT: (Description and Number)****LICENCE INSTRUMENT TITLE:**

<b>NO</b>	<b>CHECK</b>	<b>SIGNED</b>	<b>COUNTERSIGNED</b>
1	Licensee's application letter received and refers to correct Licence Condition		
2	All pre-conditions have been met, e.g. preliminary licence instruments		
3	All project documentation referenced is available and recorded		<b>Not Required</b>
4	Licence instrument satisfies requirements of licence condition and/or licensees' arrangements		
5	Number of licence instrument obtained from Administrative support		<b>Not Required</b>
6	Licence and licence condition numbers, text and references in text checked correct		
7	References in licence instrument same as those on relevant documents		
8	Minutes of appropriate licensee committee on file		<b>Not Required</b>
9	Project Assessment Report prepared		<b>Not Required</b>
10a	If a non routine licence instrument seen and approved (with or without amendment) by the Government Legal Department		<b>Not Required</b>
10b	Government Legal Department amendments taken on board		
11	Liaise with other regulatory functions in ONR and OGD's as required		
12	Documentation assembled on file with draft licence instrument ready for signature		<b>Not Required</b>
13	Has the need for a lessons learned (RLI) review been actively considered in line with the HOW2 RLI process? Yes / No		

<b>Site/Project Nuclear Safety Inspector</b>	
Print Name	
Signed	
Date	

<b>Checker</b>	
Print Name	
Signed	
Date	

**8. APPENDIX 2 – LIST OF ROUTINE LICENCE INSTRUMENTS FOR WHICH FORMAT AND CONTENTS HAVE BEEN AGREED WITH THE GOVERNMENT LEGAL DEPARTMENT**

**A. 'Specification' and initial 'Approval' of Licensee's Arrangements**

- LC 2(2) Marking of the site boundary
- LC 4(3) Restrictions on nuclear matter on the site
- LC 6(3) Documents, records, authorities and certificates
- LC 7(2) Incidents on the site
- LC 10(2) Training
- LC 11(2) Emergency Arrangements
- LC 12(3) Duly Authorised and other suitably qualified and experienced persons
- LC 14(2) Safety Documentation
- LC 15(2) Periodic Review
- LC 17(2) Quality Assurance
- LC 18(2) Radiological Protection
- LC 19(2) Construction or Installation of New Plant
- LC 20(2) Modification to design of plant under construction
- LC 21(2) Commissioning
- LC 22(2) Modification or experiment on existing plant
- LC 24(5) Operating Instructions
- LC 28(2) Examination, Inspection, Maintenance and Testing
- LC 32(2) Accumulation of radioactive waste
- LC 35(3) Decommissioning
- LC 36(3) Control of Organisation Change

**B. 'Approvals' of alterations or amendments to licensees 'Approved' arrangements**

- LC 2(3) Marking of the site boundary
- LC 4(4) Restrictions on nuclear matter on the site
- LC 6(4) Documents, records, authorities and certificates
- LC 7(3) Incidents on the site
- LC 10(3) Training
- LC 11(3) Emergency Arrangements
- LC 12(4) Duly Authorised and other suitably qualified and experienced persons
- LC 14(3) Safety Documentation
- LC 15(3) Periodic Review
- LC 17(3) Quality Assurance
- LC 18(3) Radiological Protection
- LC 19(3) Construction or installation of new plant
- LC 20(3) Modification to design of plant under construction

LC 21(3) Commissioning

LC 22 (3) Modification or experiment on existing plant

LC 24(6) Operating instructions

LC 28 (3) Examination, inspection, maintenance and testing

LC 32(3) Accumulation of radioactive waste

LC 35(4) Decommissioning

LC 36(4) Control of organisation change

### **C. 'Specification' and 'Consent'**

LC 22(4) Modification or experiment on existing plant

LC 30(3) Periodic Shutdown

### **D. 'Specification' and 'Approval', and 'Agreement'**

LC 23(4) Operating rules

LC 23(5) Operating rules

LC 28(4) Examination, Inspection, maintenance and testing

LC 28(5) Examination, Inspection, maintenance and testing

LC 28(7) Examination, Inspection, Maintenance and Testing (operational sites)

LC 28(7) Examination, Inspection, Maintenance and Testing (non operational sites)

LC 30(2) Periodic Shutdown

### **E. 'Notification' and 'Consent'**

LC 21(8) Commissioning

### **F. 'Approvals'**

LC 13(2) Nuclear Safety Committee

LC 13(3) Nuclear Safety Committee

LC 13(11) Nuclear Safety Committee

LC 13(12) Nuclear Safety Committee

### **G. 'Specifications'**

LC 6(5) Documents, records, authorised certificates

LC 13(1)(b) Nuclear Safety Committee

LC 13(1)(c) Nuclear Safety Committee

LC 13(9) Nuclear Safety Committee

LC 14(4) Safety documentation

LC 16(4) Site plans, designs and specifications

LC 17(4) Quality Assurance

LC 23(2) Operating rules

LC 24(3) Operating instructions



LC 25(3) Operational records

LC 25(4) Operational records

**H. 'agreement', 'acknowledgement' or 'specification' derived from implementation of licensee's arrangements**

LC 19(1) Construction or installation of new plant

LC 20(1) Modification to design of plant under construction

LC 21(1) Commissioning

LC 22(1) Modification or experiment on existing plan

LC 35(1) Decommissioning

LC36 (2) Change to organisation, structure or resource

**I. 'Withdrawal of Approval'**

LC2(2), LC3(3), LC4(3), LC6(2), LC6(3), LC7(2), LC10(2), LC11(2), LC12(3), LC13(2), LC14(2), LC15(2), LC17(3), LC18(2), LC19(2), LC20(2), LC21(2), LC22(2), LC23(4), LC24(5), LC28(2), LC28(4), LC32(2), LC35(3), LC36(3).

**Please note availability of specimen format and content of Licence instrument 3DA, when considering withdrawing an Approval.**

## 9. APPENDIX 3 - SPECIMEN FORMAT AND CONTENT OF ROUTINE LICENCE INSTRUMENTS AGREED WITH GOVERNMENT LEGAL DEPARTMENT

- [A.1 Format and Content for a 'Specification' to approve licensee's arrangements](#)
- [A.2 Example of 'Specification' to approve licensee's arrangements under Licence Condition 28\(2\)](#)
- [A.3 Format and Content for an initial 'Approval' of licensee's arrangements](#)
- [A.4 Example of an initial 'Approval' of licensee's arrangements](#)
- [B.1 Format and Content for an 'Approval' for the alteration or amendment to licensee's approved arrangements](#)
- [B.2 Example of an 'Approval' for the alteration or amendment to licensee's approved arrangements under Licence Condition 15\(3\)](#)
- [C.1 Format and Content of 'Specification' issued Under LC22\(4\)](#)
- [C.2 Format and Content of 'Consent' Granted Under LC22\(4\)](#)
- [C.3 Format and Content of 'Specification' issued Under LC30\(3\)](#)
- [C.4 Format and Content of 'Consent' Granted Under LC30\(3\)](#)
- [D.1 Format and Content for a 'Specification' to approve operating rules](#)
- [D.2 Format and Content for a 'Specification' to approve part or parts of a plant maintenance schedule](#)
- [D.3 Format and Content of an initial 'Approval' of operating rules](#)
- [D.3A Format and Content of an initial 'Approval' of operating rules and withdrawal of approval of previous operating rules](#)
- [D.4 Format and Content of an initial 'Approval' of part or parts of a plant maintenance schedule](#)
- [D.5 Format and Content of the 'Approval' of an Alteration or Amendment to approved operating rules](#)
- [D.6 Format and Content of the 'Approval' of an Alteration or Amendment to any approved part or parts of a plant maintenance schedule](#)
- [D.7 Format and Content of the 'Agreement' of an extension to any interval specified in the plant maintenance schedule for operational sites](#)
- [D.8 Format and Content of the 'Agreement' of an extension to any interval specified in the plant maintenance schedule for non-operational sites](#)
- [D.9 Format and Content for an 'Agreement under LC30\(2\) Periodic Shutdown](#)
- [E.1 Format and Content for a 'Notification' under LC21 Commissioning](#)
- [E.2 Format and Content for a 'Consent' under LC21 Commissioning](#)
- [F.1 Format and Content for initial 'Approval' of terms of reference of a nuclear safety committee](#)
- [F.2 Format and Content of 'Approval' of alteration or amendment to the terms of reference of a nuclear safety committee](#)
- [F.3 Format and Content for initial 'Approval' of a nuclear safety committee's arrangements for obtaining consideration, or advice on urgent safety proposals](#)
- [F.4 Format and Content of 'Approval' of alterations or amendments to a nuclear safety committee's arrangements for obtaining consideration, or advice, on urgent safety proposals](#)
- [G.1 Format and Content for 'Specification'](#)
- [G.2 Example of a 'Specification' issued under Licence Condition 14\(4\)](#)
- [H.1 Format and Content for an 'agreement' issued under licensee's arrangements](#)
- [H.2 Example of an 'agreement' issued under licensee's arrangement for Licence Condition 19\(1\)](#)
- [H.3 Format and Content for an 'acknowledgement' issued under licensee's arrangements](#)
- [H.4 Example of an 'acknowledgement' issued under licensee's arrangements for Licence Condition 22\(1\)](#)
- [H.5 Format and Content for a 'specification' issued under licensee's arrangements](#)
- [H.6 Example for a 'specification' issued under licensee's arrangements for Licence Condition 22\(1\)](#)

I.1 I.1 Standard template for the WITHDRAWAL by ONR of an APPROVAL issued under LC2(2), LC3(3), LC4(3), LC6(2), LC6(3), LC7(2), LC10(2), LC11(2), LC12(3), LC13(2), LC14(2), LC15(2), LC17(3), LC18(2), LC19(2), LC20(2), LC21(2), LC22(2), LC23(4), LC24(5), LC28(2), LC28(4), LC32(2), LC35(3), LC36(3).

Note: Remember D3A when considering this template.

A.1 Format and Content for a 'Specification' to approve licensee's arrangements

Site Licence [Insert relevant No.]  
No:

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition [Insert relevant No.] of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition [Insert relevant No.] of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall submit to the ONR for approval [that part/those parts] of the arrangements [insert wording for specific arrangements as in the appropriate licence condition] which [is/are] set out in the document titled [insert relevant document title references, date and issue number].

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**A.2 Example of ‘Specification’ to approve licensee’s arrangements under Licence Condition 28(2)**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition 28(2) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 28(2) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall submit to the ONR for approval [that part/those parts] of the arrangements for the regular and systematic examination, inspection, maintenance and testing of all plant which may affect safety which [is/are] set out in the document titled [insert relevant document title, references, date and issue number].

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf

### A.3 Format and Content for an initial 'Approval' of licensee's arrangements

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

#### NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)

#### APPROVAL

Granted under Condition [Insert relevant No.] of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

#### [NAME OF SITE AS PER LICENCE]

The Office for Nuclear Regulation, for the purposes of Condition [Insert relevant No.] of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves [that part/those parts] of the arrangements made by the licensee under Condition [Insert relevant No.] of that Schedule [insert wording for specific arrangements as in the appropriate licence condition] which [is/are] set out in the document titled [insert relevant document title, references, date and issue number].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

#### A.4 Example of an initial 'Approval' of licensee's arrangements

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

### NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)

#### APPROVAL

Granted under Condition 11(2) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

#### [NAME OF SITE AS PER LICENCE]

The Office for Nuclear Regulation, for the purposes of Condition 11(2) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves [that part/those parts] of the arrangements made by the licensee under Condition 11(1) of that Schedule for dealing with any accident or emergency arising on the site and their effects which is set out in the document titled [insert relevant document title, references, date and issue number].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**B.1 Format and Content for an ‘Approval’ for the alteration or amendment to licensee’s approved arrangements**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition [Insert relevant No.] of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition [Insert relevant No.] of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the following alteration or amendment to part of the arrangements made by the licensee under Condition [Insert relevant No.] of that Schedule [insert wording for specific arrangements as in the appropriate licence condition]:

The substitution of the document titled [insert relevant document title, reference, date and issue number].

For the document titled [insert relevant document title, reference, date and issue number previously approved].

In accordance with Condition 1(3) of the said Schedule 2, [Licence Instrument No. or Approval No.] [Insert relevant previous No.], which was granted under Site Licence [Insert relevant No.] on [Day Month Year] [by the Health and Safety Executive – *this reference required only if the LI being withdrawn/modified/revised was granted before 1 April 2014*] is hereby [withdrawn, or modified or revised to the extent necessary to give effect to this Approval].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf



**B.2 Example of an ‘Approval’ for the alteration or amendment to licensee’s approved arrangements under Licence Condition 15(3)**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 15(3) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 15(3) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the following alteration or amendment to part of the arrangements made by the licensee under Condition 15(1) of that Schedule for the periodic and systematic review and reassessment of safety cases:

The substitution of the document titled [insert relevant document title, reference, date and issue number].

For the document titled [insert relevant document title, reference, date and issue number previously approved].

In accordance with Condition 1(3) of the said Schedule 2, [Licence Instrument No. or Approval No.] [Insert relevant previous No.], which was granted under Site Licence [Insert relevant No.] on [Day Month Year] [by the Health and Safety Executive - *this reference required only if the LI being withdrawn/modified/revised was granted before 1 April 2014*] is hereby [withdrawn, or modified or revised to the extent necessary to give effect to this Approval].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf

**C.1 Format and Content of 'Specification' issued Under LC22(4)**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition 22(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 22(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall not commence nor thereafter proceed with [identify the modification or experiment], without the consent of the ONR.

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**C.2 Format and Content of 'Consent' Granted Under LC22(4)**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**CONSENT**

Granted under Condition 22(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 22(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby consents to the modification: [Name of site as per licence] [description of modification or experiment].

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**C.3 Format and Content of ‘Specification’ issued Under LC30(3)**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition 30(3) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 30(3) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall not start up [identify the plant or process], which has been shutdown as required by Condition 30(1) and in accordance with the requirements of its plant maintenance schedule referred to in Condition 28, without the consent of the ONR.

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**C.4 Format and Content of ‘Consent’ Granted Under LC30(3)**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**CONSENT**

Granted under Condition 30(3) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 30(3) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby consents to the start up of [Name of site as per licence] [description of plant or process] which was shutdown in pursuance of Condition 30(1).

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D.1 Format and Content for a ‘Specification’ to approve operating rules**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition 23(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 23(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall submit to the ONR for approval the operating rules set out in the document titled [insert relevant document title, reference, date and issue number].

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D.2 Format and Content for a ‘Specification’ to approve part or parts of a plant maintenance schedule**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition 28(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 28(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall submit to the ONR for approval [that part/those parts] of the plant maintenance schedule set out in the document titled [insert relevant document title, reference, date and issue number].

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D.3 Format and Content of an initial 'Approval' of operating rules**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 23(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 23(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the operating rules set out in the document titled [insert relevant document title, references, date and issue number].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY - signatory will date on day of signing] For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf



**D.3A Format and Content of an initial 'Approval' of operating rules and withdrawal of approval of previous operating rules**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 23(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

And

**WITHDRAWAL OF APPROVAL**

Withdrawal pursuant to condition 1(3)(a)

of Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

a) The Office for Nuclear Regulation, for the purposes of Condition 23(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the operating rules set out in the document titled [insert relevant document title, references, date and issue number]; and

b) The approval granted under Condition 23(4) of Schedule 2 attached to Nuclear Site Licence No. [Insert relevant No.], by Licence Instrument No. [Insert relevant LI number] on [Day Month Year] by the Health and Safety Executive / Office for Nuclear Regulation is hereby withdrawn.

This Approval and Withdrawal shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year  
ONLY - signatory will date  
on day of signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D.4 Format and Content of an initial 'Approval' of part or parts of a plant maintenance schedule**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 28(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 28(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves [that part/those parts] of the plant maintenance schedule as set out in the document titled [insert relevant document title, references, date and issue number].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D.5 Format and Content of the ‘Approval’ of an Alteration or Amendment to approved operating rules**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 23(5) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 23(5) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the following alteration or amendment to the [Name of site as per licence] operating rules: The substitution of [details of those rules being introduced, title, reference, date and issue number] for [details of rules being replaced, reference, date and issue number]. In accordance with Condition 1(3) of the said Schedule 2, [Licence Instrument No. or Approval No.] [Insert relevant previous No.], which was granted under Site Licence No. [Insert relevant No.] on [Day Month Year] [by Health and Safety Executive - *this reference required only if the LI being withdrawn/modified/revised was granted before 1 April 2014*] is hereby [withdrawn, or modified or revised to the extent necessary to give effect to this Approval]

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf

**D.6 Format and Content of the ‘Approval’ of an Alteration or Amendment to any approved part or parts of a plant maintenance schedule**

Site Licence [Insert relevant No.]  
No:

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 28(5) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 28(5) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the following alteration or amendment to [that part/those parts] of the plant maintenance schedule: The substitution of [details of new parts being introduced, title, reference, date and issue number] for [details of part(s) being replaced, reference, date and issue number]. In accordance with Condition 1(3) of the said Schedule 2, [Licence Instrument No. or Approval No.] [Insert relevant previous No.], which was granted under Site Licence No. [Insert relevant No.] on [Day Month Year] [by the Health and Safety Executive - *this reference required only if the LI being withdrawn/modified/revised was granted before 1 April 2014*] is hereby [withdrawn, or modified or revised to the extent necessary to give effect to this Approval].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D.7 Format and Content for an ‘Agreement’ to the extension of any interval specified in the plant maintenance schedule for operational sites**

**TO BE USED ONLY FOR OPERATIONAL SITES FOR: (A) INTERVALS OTHER THAN PERIODIC SHUTDOWN; AND (B) IF RELEVANT PART OF PLANT MAINTENANCE SCHEDULE IS APPROVED UNDER LC28(4)**

Site Licence [Insert relevant No.]  
No:

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**AGREEMENT**

Granted under Condition 28(7) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF OPERATIONAL SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 28(7) of Schedule 2 attached to Nuclear Site Licence No. [Insert relevant no], hereby agrees to the extension of [any relevant interval] OR [insert details of the specific intervals covered by agreement] specified in the plant maintenance schedule made in accordance with the [procedures/arrangements] specified in [insert relevant page number] of the document titled [insert relevant document title, section, reference, date and issue number].

[In this licence instrument “relevant interval” means an interval specified in the plant maintenance schedule **other than** the interval within which the reactor must be shut down to enable the examination, inspection, maintenance or testing of plant (that is, the interval specified in [insert relevant paragraph no] of the [document title, section, reference, date and issue number]). ***This paragraph is required only if ONR is approving extensions to all intervals in the PMS other than periodic shut down***

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D8. Format and Content for an 'Agreement' to the extension of any interval specified in the plant maintenance schedule for non operational sites**

**TO BE USED ONLY FOR: (A) NON-OPERATIONAL SITES; AND (B) IF RELEVANT PART OF PLANT MAINTENANCE SCHEDULE IS APPROVED UNDER LC28(4)**

Site Licence [Insert relevant No.]  
No:

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**AGREEMENT**

Granted under Condition 28(7) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF NON OPERATIONAL SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 28(7) of Schedule 2 attached to Nuclear Site Licence No. *[Insert relevant no]*, hereby agrees to the extension of *[[any interval] OR [insert details of the specific intervals covered by agreement]]* specified in the plant maintenance schedule made in accordance with the *[procedures/arrangements]* specified in *[insert relevant page number]* of the document titled *[insert relevant document title, section, reference, date and issue number]*.

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**D. 9 Format and Content for an 'Agreement under LC30(2) Periodic Shutdown**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**NOTIFICATION**

Issued under Condition 30(2) of  
Schedule 2 attached to  
Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 30(2) of Nuclear Site Licence No. [Insert relevant No.], hereby agrees to the extension of the operating period of [Insert name of plant and reactor] from [Date] to [Date].

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that  
behalf

**E.1 Format and Content for a ‘Notification’ under LC21 Commissioning**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**NOTIFICATION**

Issued under Condition 21(8) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 21(8) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby notifies the licensee to submit to the ONR the safety case for [provide unambiguous description for the requisite plant or processes] and not to commence operation of the aforesaid [plant/process] without the consent of the ONR.

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf



## E.2 Format and Content for a 'Consent' under LC21 Commissioning

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

### NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)

#### CONSENT

Granted under Condition 21(8) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

#### [NAME OF SITE AS PER LICENCE]

The Office for Nuclear Regulation, for the purposes of Condition 21(8) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby consents to the operation of [provide unambiguous description for requisite plant or processes as used in relevant specification].

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**F.1 Format and Content for initial 'Approval' of terms of reference of a nuclear safety committee**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 13(2) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 13(2) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the terms of reference of the nuclear safety committee set out in the document titled [insert relevant document title, reference, date and issue number].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**F.2 Format and Content of ‘Approval’ of alteration or amendment to the terms of reference of a nuclear safety committee**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 13(3) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 13(3) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the following alteration or amendment to [name of site as in licence] Nuclear Safety Committee’s Terms of Reference:

The substitution of the document titled [insert relevant document title, reference, date and issue number] for the document titled [insert relevant document title, reference, date and issue number previously approved].

In accordance with Condition 1(3) of the said Schedule 2, [Licence Instrument No. or Approval No.] [Insert relevant previous No.], which was granted under Site Licence No. [Insert relevant No.] on [Day Month Year] [by the Health and Safety Executive - *this reference required only if the LI being withdrawn/modified/revised was granted before 1 April 2014*] is hereby [withdrawn, or modified or revised to the extent necessary to give effect to this Approval].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf

**F.3 Format and Content for initial 'Approval' of a nuclear safety committee's arrangements for obtaining consideration, or advice on urgent safety proposals**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 13(11) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 13(11) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the Nuclear Safety Committee's arrangements for obtaining consideration of, or advice on, urgent safety proposals set out in the document titled [insert relevant document title, reference, date and issue number].

This Approval shall come into effect at [Time] on [Day Month Year].

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf

**F.4 Format and Content of ‘Approval’ of alterations or amendments to a nuclear safety committee’s arrangements for obtaining consideration, or advice, on urgent safety proposals**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**APPROVAL**

Granted under Condition 13(12) of  
Schedule 2 attached to  
Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 13(12) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby approves the following alteration or amendment to [name of site as in licence] Nuclear Safety Committee’s arrangements for obtaining consideration, or advice on urgent safety proposals.

The substitution of the document titled [insert relevant document title, reference, date and issue number] for the document titled [insert document title, reference, date and issue number previously approved].

In accordance with Condition 1(3) of the said Schedule 2, [Licence Instrument No. or Approval No.] [Insert relevant previous No.], which was granted under Nuclear Site Licence No. [Insert relevant No.] on [Day Month Year] [by the Health and Safety Executive - *this reference required only if the LI being withdrawn/modified/revised was granted before 1 April 2014*] is hereby [withdrawn, or modified or revised to the extent necessary to give effect to this Approval].

This Approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**G.1 Format and Content for ‘Specification’**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition [Insert relevant No.] of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition [Insert relevant No.] of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall [insert wording for specific requirements as in the appropriate licence condition and insert relevant document title, reference, date and issue number].

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

**G.2 Example of a 'Specification' issued under Licence Condition 14(4)**

Site Licence No: [Insert relevant No.]

Licence Instrument No: [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**SPECIFICATION**

Issued under Condition 14(4) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

**[NAME OF SITE AS PER LICENCE]**

The Office for Nuclear Regulation, for the purposes of Condition 14(4) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant No.], hereby specifies that the licensee shall furnish to the ONR a copy of [Insert relevant document title, reference, date and issue number].

Dated: [Insert Month and Year ONLY -  
signatory will date on day of  
signing]

For and on behalf of the  
Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated  
Authority]

A person authorised to act in that behalf

## H.1 Format and Content for an 'agreement' issued under licensee's arrangements

### ONR Letter Headed Paper

The Company Secretary  
[Full Postal Address for relevant licensee]

Direct Dial: 0151-951 [Ext]

Your Ref: [Insert relevant No.]

File Ref: [Insert relevant file(s)/ part/ enc  
no.]

Unique No: [Insert relevant No.]

Date: [Day Month Year]

Dear Sir

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**  
**[NAME OF RELEVANT LICENSEE AS ON LICENCE]**  
**[NAME OF SITE AS ON LICENCE]**  
**NUCLEAR SITE LICENCE No: [Insert Relevant No.]**  
**LICENCE INSTRUMENT No: [Insert Relevant No.]**  
**AGREEMENT UNDER ARRANGEMENTS MADE UNDER CONDITION [Insert Relevant Condition No.]**

**TITLE: AGREEMENT TO [Insert appropriate title of licensee's submission]**

The Office for Nuclear Regulation, for the purposes of arrangements made by the licensee under Condition [insert relevant Condition No.] of Schedule 2 attached to Nuclear Site Licence No. [insert relevant Licence No.] to [insert wording for specific arrangements as in the appropriate licence condition] hereby agrees to [what licensee has requested in the submission and as required by the licensee's arrangements], as described in the document titled [insert relevant document title, reference, date and issue number] and as requested in the licensee's letter [insert relevant unique number and date of letter]. [If appropriate refer to any continuing restrictions or constraints imposed by the licensee in the submission letter]. I am copying this letter to [provide necessary details in accordance with local agreement, eg Station Director/Plant Manager, Health & Safety Manager/Site Inspector, DNSR Inspector].  
Yours faithfully

**[Name of Inspector with Delegated Authority]**  
[Grade of Inspector with Delegated Authority]



## H.2 Example of an 'agreement' issued under licensee's arrangement for Licence Condition 19(1)

### ONR Letter Headed Paper

The Company Secretary  
[Full Postal Address for relevant licensee]

Direct Dial: 0151-951 [Ext]

Your Ref: [Insert relevant No.]

File Ref: [Insert relevant file/ part/ enc  
no.]

Unique No: [Insert relevant No.]

Date: [Day Month Year]

Dear Sir

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**[NAME OF RELEVANT LICENSEE AS ON LICENCE]**

**[NAME OF SITE AS ON LICENCE]**

**NUCLEAR SITE LICENCE No: [Insert Relevant No.]**

**LICENCE INSTRUMENT No: [Insert Relevant No.]**

**AGREEMENT UNDER ARRANGEMENTS MADE UNDER CONDITION 19(1)**

**TITLE: AGREEMENT TO [Insert appropriate title of licensee's submission]**

The Office for Nuclear Regulation, for the purposes of arrangements made by the licensee under Condition 19(1) of Schedule 2 attached to Nuclear Site Licence No. [insert relevant Licence No.] to construct or install any new plant which may affect safety, hereby agrees to [what licensee has requested in the submission and as required by the licensee's arrangements], as described in the document titled [insert relevant document title, reference, date and issue number] and as requested in the licensee's letter [insert relevant unique number and date of letter]. [If appropriate refer to any continuing restrictions or constraints imposed by the licensee in the submission letter].

I am copying this letter to [provide necessary details in accordance with local agreement, eg Station Director/Plant Manager, Health & Safety Manager/Site Inspector, DNSR Inspector].

Yours faithfully

**[Name of Inspector with Delegated Authority]**

[Grade of Inspector with Delegated Authority]

### H.3 Format and Content for an 'acknowledgement' issued under licensee's arrangements

#### ONR Letter Headed Paper

The Company Secretary  
[Full Postal Address for relevant licensee]

Direct Dial: 0151-951 [Ext]

Your Ref: [Insert relevant No.]

File Ref: [Insert relevant file/ part/ enc no.]

Unique No: [Insert relevant No.]

Date: [Day Month Year]

Dear Sir

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**[NAME OF RELEVANT LICENSEE AS ON LICENCE]**

**[NAME OF SITE AS ON LICENCE]**

**NUCLEAR SITE LICENCE No: [Insert Relevant No.]**

**LICENCE INSTRUMENT No: [Insert Relevant No.]**

**ACKNOWLEDGEMENT UNDER ARRANGEMENTS MADE UNDER CONDITION [Insert Relevant Condition No.]**

**TITLE: ACKNOWLEDGEMENT OF [Insert appropriate title of licensee's submission]**

The Office for Nuclear Regulation, for the purposes of arrangements made by the licensee under Condition [insert relevant Condition No.] of Schedule 2 attached to Nuclear Site Licence No. [insert relevant Licence No.] to [insert wording for specific arrangements as in the appropriate licence condition] hereby acknowledges receipt of:-

The document titled [insert relevant document title, reference, date and issue number] as requested in the licensee's letter [insert relevant unique number and date of letter].

I am copying this letter to [provide necessary details in accordance with local agreement, eg Station Director/Plant Manager, Health & Safety Manager/Site Inspector, DNSR Inspector].

Yours faithfully

**[Name of Inspector with Delegated Authority]**

[Grade of Inspector with Delegated Authority]

#### H.4 Example of an 'acknowledgement' issued under licensee's arrangements for Licence Condition 22(1)

##### ONR Letter Headed Paper

The Company Secretary  
[Full Postal Address for relevant licensee]

Direct Dial: 0151-951 [Ext]

Your Ref: [Insert relevant No.]

File Ref: [Insert relevant file/ part/ enc no.]

Unique No: [Insert relevant No.]

Date: [Day Month Year]

Dear Sir

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**  
**[NAME OF RELEVANT LICENSEE AS ON LICENCE]**  
**[NAME OF SITE AS ON LICENCE]**  
**NUCLEAR SITE LICENCE No: [Insert Relevant No.]**  
**LICENCE INSTRUMENT No: [Insert Relevant No.]**  
**ACKNOWLEDGEMENT UNDER ARRANGEMENTS MADE UNDER CONDITION 22(1)**

**TITLE: ACKNOWLEDGEMENT OF [Insert appropriate title of licensee's submission]**

The Office for Nuclear Regulation, for the purposes of arrangements made by the licensee under Condition 22(1) of Schedule 2 attached to Nuclear Site Licence No. [insert relevant Licence No.] to control any modification or experiment carried out on any part of the existing plant or processes which may affect safety, hereby acknowledges receipt of:-

The document titled [insert relevant document title, reference, date and issue number] as requested in the licensee's letter [insert relevant unique number and date of letter].

I am copying this letter to [provide necessary details in accordance with local agreement, eg Station Director/Plant Manager, Health & Safety Manager/Site Inspector, DNSR Inspector].

Yours faithfully

**[Name of Inspector with Delegated Authority]**  
[Grade of Inspector with Delegated Authority]

## H.5 Format and Content for a 'specification' issued under licensee's arrangements

### ONR Letter Headed Paper

The Company Secretary  
[Full Postal Address for relevant licensee]

Direct Dial: 0151-951 [Ext]

Your Ref: [Insert relevant No.]

File Ref: [Insert relevant file/ part/ enc  
no.]

Unique No: [Insert relevant No.]

Date: [Day Month Year]

Dear Sir

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**  
**[NAME OF RELEVANT LICENSEE AS ON LICENCE]**  
**[NAME OF SITE AS ON LICENCE]**  
**NUCLEAR SITE LICENCE No: [Insert Relevant No.]**  
**LICENCE INSTRUMENT No: [Insert Relevant No.]**  
**SPECIFICATION UNDER ARRANGEMENTS MADE UNDER CONDITION [Insert Relevant  
Condition No.]**

**TITLE: SPECIFICATION [Insert the action to be taken]**

The Office for Nuclear Regulation, for the purposes of arrangements made by the licensee under Condition [insert relevant Condition No.] of Schedule 2 attached to Nuclear Site Licence No. [insert relevant Licence No.] to [insert wording for specific arrangements as in the appropriate licence condition] hereby specifies that [insert details of the activity that we are proposing to intervene in and the relevant document title, reference, date and issue number], shall be submitted to and not implemented without the agreement of the Office for Nuclear Regulation.

I am copying this letter to [provide necessary details in accordance with local agreement, eg Station Director/Plant Manager, Health & Safety Manager/Site Inspector, DNSR Inspector].  
Yours faithfully

**[Name of Inspector with Delegated Authority]**  
[Grade of Inspector with Delegated Authority]

## H.6 Example for a 'specification' issued under licensee's arrangements for Licence Condition 22(1)

### ONR Letter Headed Paper

The Company Secretary  
[Full Postal Address for relevant licensee]

Direct Dial: 0151-951 [Ext]

Your Ref: [Insert relevant No.]

File Ref: [Insert relevant file/ part/ enc  
no.]

Unique No: [Insert relevant No.]

Date: [Day Month Year]

Dear Sir

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**  
**[NAME OF RELEVANT LICENSEE AS ON LICENCE]**  
**[NAME OF SITE AS ON LICENCE]**  
**NUCLEAR SITE LICENCE No: [Insert Relevant No.]**  
**LICENCE INSTRUMENT No: [Insert Relevant No.]**  
**SPECIFICATION UNDER ARRANGEMENTS MADE UNDER CONDITION 22(1)**

**TITLE: SPECIFICATION [Insert the action to be taken]**

The Office for Nuclear Regulation, for the purposes of arrangements made by the licensee under Condition 22(1) of Schedule 2 attached to Nuclear Site Licence No. [Insert relevant Licence No.] to control any modification or experiment carried out on any part of the existing plant or processes which may affect safety, hereby specifies that [insert details of the activity that we are proposing to intervene in and the relevant document title, reference, date and issue number], shall be submitted to and not implemented without the agreement of the Office for Nuclear Regulation.

I am copying this letter to [provide necessary details in accordance with local agreement, eg Station Director/Plant Manager, Health & Safety Manager/Site Inspector, DNSR Inspector].  
Yours faithfully

**[Name of Inspector with Delegated Authority]**  
[Grade of Inspector with Delegated Authority]

**I.1 Standard template for the WITHDRAWAL by ONR of an APPROVAL issued under LC2(2), LC3(3), LC4(3), LC6(2), LC6(3), LC7(2), LC10(2), LC11(2), LC12(3), LC13(2), LC14(2), LC15(2), LC17(3), LC18(2), LC19(2), LC20(2), LC21(2), LC22(2), LC23(4), LC24(5), LC28(2), LC32(2), LC35(3), LC36(3).**

Site Licence No: [Insert relevant No.]

Licence Instrument No. [Insert relevant No.] [Month Year]

**NUCLEAR INSTALLATIONS ACT 1965 (AS AMENDED)**

**WITHDRAWAL OF APPROVAL**

Withdrawal pursuant to Condition 1(3)(a) of

Schedule 2 attached to

Nuclear Site Licence No: [Insert relevant No.]

of approval granted under Condition [Insert relevant Condition under which approval was granted\*] of Schedule 2 attached to that Nuclear Site Licence

**[NAME OF SITE AS PER LICENCE]**

Pursuant to Condition 1(3)(a) of Schedule 2 attached to Nuclear Site Licence No: [Insert relevant current licence No.], the approval granted under : [Condition]of Schedule 2 attached to Nuclear Site Licence No [Insert original licence number that the LI was granted against] by Licence Instrument No: [Insert relevant LI number]on [insert date that licence instrument was signed] by the [Health and Safety Executive/Office for Nuclear Regulation] is hereby WITHDRAWN.

This WITHDRAWAL of approval shall come into effect at [Time] on [Day Month Year]

Dated: [Insert Month and Year ONLY - signatory will date on day of signing]

For and on behalf of the Office for Nuclear Regulation

Signed:

[Name of Inspector with Delegated Authority]

A person authorised to act in that behalf