

STATE NUCLEAR POWER SAFETY INSPECTORATE

DESCRIPTION OF THE PROVISION OF ADMINISTRATIVE SERVICES OF ISSUING, REVISING, AMENDING ANNEXES OF, SUSPENDING, CANCELING OF SUSPENSION AND REVOKING LICENCES AND TEMPORARY PERMITS AUTHORISING ACTIVITIES WITH SOURCES OF IONISING RADIATION IN NUCLEAR ENERGY AREA, DEFINED IN PARAGRAPH 3 OF ARTICLE 12 OF LAW ON RADIATION PROTECTION OF THE REPUBLIC OF LITHUANIA

1.	Title of administrative service	Issuance, revision, amendment of annexes, suspension, cancellation of suspension and revocation of licences and temporary permits authorising activities with sources of ionising radiation in nuclear energy area, defined in the Paragraph 3 of Article 12 of the Law on Radiation Protection of the Republic of Lithuania.
2.	Recipients of administrative service	<p>2.1. Licences and temporary permits authorising activities with sources of ionising radiation in nuclear energy area, defined in Paragraph 3 of the Article 12 of [12.1] (hereinafter – licences and temporary permits) can be obtained by:</p> <p>2.1.1. a citizen of the Republic of Lithuania or a citizen of other European Union Member State or European Economic Area (hereinafter – Member State), other natural person exercising the right of free movement in the Member States under the laws of the EU (European Union) (hereinafter – natural person);</p> <p>2.1.2. a legal entity established in the Republic of Lithuania or a legal entity established in other Member State, other organisation or affiliates thereof, as well as the affiliates of a foreign legal entity or other organisation established in the Republic of Lithuania (hereinafter – legal person);</p> <p>2.1.3. Natural and legal persons, when complying with these requirements:</p> <p>2.1.3.1. to have workplaces and / or premises suited for relevant type of activities in compliance with the requirements of the legislation on radiation protection and / or physical security;</p> <p>2.1.3.2. to have radiation protection and / or physical security measures (legal, organisational and technical) in compliance with the legislation on radiation protection and / or physical security;</p> <p>2.1.3.3. to have workers with professional qualification is in compliance with the requirements in the legislation on professional qualification for workers and trained in radiation protection and / or physical security in accordance with the procedure laid down in [12.1] Article 26;</p> <p>2.2. Administrative services of revision, amendment of annexes, suspension, cancellation of suspension and revocation of licences or temporary permits may be obtained by the holders of licences and temporary permits.</p>
3.	Type of administrative service: on-line / off-line service	Off-line services
3.1.	Link to on-line administrative service (<i>if</i>	–

	<i>service is on-line)</i>	
3.2.	Link to application form(s) (<i>if service is off-line)</i>	<p>3.2.1. Approved application forms as specified in [12.4]:</p> <ol style="list-style-type: none"> 1. Application form for a licence (in Lithuanian); 2. Application form for a temporary permit (in Lithuanian). <p>3.2.2. The requests for the amendment of annexes, for suspension, for cancellation of suspension and for revocation of licences and temporary permits shall be submitted to the State Nuclear Power Safety Inspectorate (hereinafter – VATESI) in free form application.</p> <p>3.2.3. Requests for revision of licences or temporary permits are not submitted to VATESI.</p>
3.3.	Links to descriptions of administrative service	<p>PAS229 (Issuance of licences and temporary permits authorising activities with sources of ionising radiation in nuclear energy area to operate, store, maintain, repair, recycle sources of ionising radiation and / or handle (carry out pre-treatment of radioactive waste (collect, sort, decontaminate), carry out treatment of radioactive waste, store) radioactive waste);</p> <p>PAS232 (Issuance of licences and temporary permits authorising activities with sources of ionising radiation in nuclear energy area to assemble sources of ionising radiation);</p> <p>PAS235 (Issuance of licences and temporary permits authorising activities with sources of ionising radiation in nuclear energy area to perform activities subject to occupational exposure to ionising radiation in nuclear facility);</p> <p>PAS238 (Issuance of licences and temporary permits authorising activities with sources of ionising radiation in nuclear energy area to transport radioactive material and / or radioactive waste).</p>
4.	Provision duration of administrative service	<p>4.1. The duration of the procedure of issuance of licences and temporary permits is defined in the Paragraphs 2 and 3 of Article 14 of [12.1]: VATESI shall, within 30 calendar days from receipt of all duly completed documents required for issuance of a licence or a temporary permit, issue the licence or temporary permit or within this term issue a reasoned decision to refuse issuance of the licence or temporary permit and shall, not later than within 5 business days, inform in writing the applicant about refusal. If the applicant has submitted an incomplete set of documents required for the issuance of a licence or a temporary permit, VATESI shall, not later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a licence or a temporary permit and set the deadline, but not less than 30 calendar days, by which the applicant has to provide the missing documents.</p> <p>4.2. The duration of the procedure of revision of licences and temporary permits is defined in the Paragraph 40 of [12.2] (10 business days).</p> <p>4.3. The duration of the procedure of amendment of annexes of licences and temporary permits is defined in Paragraph 42 of [12.2] (30 calendar days).</p> <p>4.4. The duration of the procedure of suspension of licence and temporary permit is defined in the Subparagraph 4 of Paragraph 3 of Article 16 of [12.1]: the licence or temporary permit shall be suspended, if the holder of the licence or temporary permit submits a request to VATESI to suspend the licence or temporary permit, indicating in the request the due date of the suspension of the licence or temporary permit, but the due date shall not exceed 6 months from the date of suspension of licence or temporary permit. If the holder of the licence or temporary permit submits a request</p>

		<p>to VATESI for an extension of the period of suspension of the licence or temporary permit due to objective circumstances, indicating in the request the due date of the suspension extension, but the due date shall not exceed 6 months from the date of suspension extension of licence or temporary permit, then VATESI takes a decision on the suspension extension of the licence or temporary permit within 5 business days and informs the holder of the licence or temporary permit thereof.</p> <p>4.5. The duration of the procedure of cancellation of suspension of licences and temporary permits is defined in Paragraphs 48 and 50 of [12.2] (5 business days for reaching a decision and 3 business days for a notification of the holder of the licence or temporary permit thereof).</p> <p>4.6. The duration of the procedure of revocation of licence or temporary permit is defined in Paragraph 25 of [12.5] (20 business days).</p>
5.	Price of administrative service	<p>The amount of the obligatory State fee is defined in [12.2] in these Subparagraphs:</p> <ol style="list-style-type: none"> 1. In Subparagraphs 3.26, 3.27, 3.28, 3.28¹ – issuance of licences; 2. In Subparagraphs 4.597, 4.598, 4.598¹, 4.599 – issuance of temporary permits.
6.	Means of payment and procedure <i>(including the payment option for foreigners)</i>	<p>The obligatory State fee is paid into any budget revenue collection account published on the website of the State Tax Inspectorate under the Ministry of Finance https://www.vmi.lt/cms/biudzeto-pajamu-surenkamoji-saskaita.</p> <p>Payee of the obligatory State fee – the State Tax Inspectorate under the Ministry of Finance.</p> <p>When paying for the administrative service, it is important to indicate the payment code. When paying obligatory State fee for administrative services specified in this description the payment code is 5780.</p>
7.	Description of administrative service procedure	<p>7.1. Issuance of the licences and temporary permits: the applicant for obtaining licence or temporary permit, submits to VATESI an application or request in a form approved by the head of VATESI either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other secure electronic means) as well as through the Point of Single Contact for Services and Products together with the documents specified in the application or request form (subparagraph 3.2 of the description of administrative services).</p> <p>If the applicant has submitted an incomplete set of documents required for the issuance of a licence or a temporary permit, VATESI shall, not later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a licence or a temporary permit and set the deadline, but not less than 30 calendar days, by which the applicant has to provide the missing documents (Paragraph 3 of the Article 14 of [12.1]).</p> <p>The administrative service can be granted only after verifying and evaluating the documents provided for specific administrative service.</p> <p>Issuance of the licence or temporary permit shall be denied, if:</p> <ol style="list-style-type: none"> 1) natural or legal person does not comply with the requirements of the Paragraph 5 of Article 12 of [12.1]; 2) documentation required for the issuance of the licence or temporary permit defined in [12.2] is incomplete, incomprehensive or improperly filled, and no deficiencies have been remedied within due time set by VATESI;

		<p>3) it is established during the state supervision of radiation protection that the submitted data are misleading, inaccurate, incomplete.</p> <p>4) the supervision, prior to the issuance of the licence or temporary permit, has established that the readiness of the natural or legal person to carry out the activities defined in the Paragraph 3 of Article 12 of [12.1] does not comply with the requirements laid down in the Paragraph 3 of Article 17 of [12.1].</p> <p>Failure to issue a licence or temporary permit, or failure to provide a reasoned refusal to issue the licence or temporary permit within due time, shall not be deemed to constitute the issuance of the licence or temporary permit.</p> <p>7.2. The amendment of annexes, suspension, cancellation of suspension and revocation of licences and temporary permits: the holder of the licence or temporary permit submits requests to VATESI to amend the annexes, to suspend, to cancel the suspension or to revoke the licence or temporary permit either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other secure electronic means) as well as through the Point of Single Contact for Services and Products in accordance with Subparagraph 4 of Paragraph 3 of Article 16 of [12.1] (for suspension of licences and temporary permits) or Paragraph 5 of Article 16 of [12.1] (for cancellation of suspension of licences and temporary permits) or Subparagraph 1 of Paragraph 6 of Article 16 of [12.1] (for revocation of licences and temporary permits) or Paragraph 41 of [12.2] (for amendment of annexes of licences and temporary permits) in accordance with appropriate administrative service procedure.</p> <p>7.3. The licences and temporary permits are revised in accordance with the requirements set in the Paragraph 40 of [12.2].</p>
8.	Information and documents to be submitted	<p>8.1. The documents, which a natural or legal person shall submit with the application for the licence, are defined in the Paragraph 23 of [12.2].</p> <p>8.2. The documents, which a natural or legal person shall submit with the request for a temporary permit, are defined in the Paragraph 25 of [12.2].</p> <p>8.3. The requirements for the requests and documents of the holder of licence or temporary permit for the amendment of annexes of licences or temporary permits are defined in the Paragraph 41 of [12.2].</p> <p>8.4. The requirements for the requests and documents of the holder of licence or temporary permit for the suspension of licences or temporary permits are defined in the Subparagraph 4 of Paragraph 3 of Article 16 of [12.1].</p> <p>8.5. The requirements for the requests and documents of the holder of licence or temporary permit for the cancellation of suspension of licences or temporary permits are defined in the Paragraph 5 of Article 16 of [12.1].</p> <p>8.6. The requirements for the requests and documents of the holder of licence or temporary permit for the revocation of licences or temporary permits are defined in the Subparagraph 1 of Paragraph 6 of Article 16 of [12.1].</p> <p>8.7. The information required for the revision of the licence or temporary permit is defined in the Paragraph 40 of [12.2].</p>
9.	Administrative service provider	<p>Chief Inspector of the Division of Transportation and Radiation Safety Asta Nekrasovaitė Tel.: (8 5) 2661 578 E-mail: asta.nekrasovaite@vatesi.lt</p>

		<p>Head of the Division of Transportation and Radiation Safety Kristina Tumosienė Tel.: (8 5) 2661 591 E-mail: kristina.tumosiene@vatesi.lt</p> <p>VATESI Deputy Head for Radiation Safety Darius Lukauskas Tel.: (8 5) 266 1593 E-mail: darius.lukauskas@vatesi.lt</p>
10.	Procedure for appealing (inaction) decisions adopted by administrative service provider	<p>Decisions of VATESI may be appealed to the Lithuanian Administrative Disputes Commission (Vilnius str. 27, 01402 Vilnius) under the procedure established by the Law on Pre-Trial Administrative Disputes or to Vilnius Regional Administrative Court (Žygimantu str. 2, 01102 Vilnius) under the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania optionally, but not later than one month from the date of the notification of the decision to the party.</p> <p>If VATESI fails to fulfil its duties or delays in resolving the matter and fails to resolve it within the prescribed time limit, such failure to act may be appealed within 2 months from the date of expiry of the time limit for resolving the matter prescribed by law or any other regulation.</p>
11.	Contacts of organisations that can provide information or practical assistance to recipients (<i>if such organisations are known</i>)	–
12.	Applicable legislation	<p>12.1. Law on Radiation Protection of the Republic of Lithuania;</p> <p>12.2. The Resolution No. 918, September 12th, 2018, of the Government of the Republic of Lithuania “On the Implementation of the Law on Radiation Protection of the Republic of Lithuania” (establishes Rules of Legalizing Activities involving Sources of Ionising Radiation and Rules on Management of Orphan Radioactive Sources, Orphan Nuclear Fuel Cycle Materials, Orphan Nuclear and Fissile Material and Goods, Contaminated with Radioactive Material);</p> <p>12.3. The Resolution No. 1458, December 15th, 2000, of the Government of the Republic of Lithuania “On approval of List of Values of Concrete State Fee and Approval of Rules on Payment and Refund of State Fee”;</p> <p>12.4. Order No. 22.3-290, 29th of November, 2018, approved the Head of State Nuclear Power Safety Inspectorate “On Approval of Forms of License, Temporary Permit, Application for Registration, Issuance of Temporary Permit, License and Form of Records of Registered Activities for Activities in the Area of Nuclear Energy involving Sources of Ionising Radiation”;</p> <p>12.5. The Resolution No. 875, 22nd August, 2007, of the Government of the Republic of Lithuania “On Approval of Rules for Handling of Applications and Complaints and Providing Services for Persons in Public Administration Institutions”.</p>

