

# ASBESTOS ASSESSOR LICENCE – APPLICATION

ASBESTOS – 02 DECEMBER 2017

This form is used to apply for an asbestos assessor licence under the WHS Regulation.

## How to fill in this form

Please type directly into the form. When complete, save a copy before emailing or printing.

If completing by hand, please print clearly and mark box(es) with a tick  where required.

**For assistance call 13 10 50**

## Fees

Refer to the SafeWork NSW fees schedule on the SafeWork NSW website or contact the Customer Service Centre on 13 10 50.

## Lodgement instructions

**Email (preferred):** [licensing@safework.nsw.gov.au](mailto:licensing@safework.nsw.gov.au)  
(credit card payments only)

**Post:** SafeWork NSW – Locked Bag 2906,  
Lisarow, NSW 2252.

Email or post the application – do not send more than once.

## Identity documents

The applicant will need to provide certified copies of identification, to the value of 100 points, and two passport size and quality photographs.

A Justice of the Peace (JP) must sight the identity documents and the photographs and then complete the declaration in this application form.

Certified copy means a photocopy of the original document that has been certified as a true copy by a JP. The JP must provide, beneath the certification, their signature, the date on which the certification was made, their JP registration number and the state in which they are registered. Certification in respect to qualifications will be verified.

## Primary identification documents – only one can be used

- Birth certificate, citizenship certificate or passport (passport must be current or expired within the last two years, but not cancelled). 70 points

## Secondary identification documents

- A licence issued under Australian law (for example driver's permit or licence), which contains a photograph or signature. 40 points
- Student card issued by a tertiary institution. 40 points
- Utility bill in applicant's name (for example council rates, water, power or phone account). 25 points
- Medicare card. 25 points
- Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted). 25 points

## Privacy compliance statement

Information that you voluntarily provide in this form is collected by SafeWork NSW to assess and process your application.

SafeWork NSW intends to use and disclose the information (including any personal information) you have provided in the following ways:

1. to exercise its functions under the *Work Health and Safety Act 2011*, including to administer, monitor and enforce compliance with that Act
2. to record your information on a licence register, parts of which will be published online
3. to disclose your information to other state, territory and the Commonwealth regulatory authorities
4. to educate about work health and safety and contribute to external research about work health and safety
5. as otherwise required or permitted by law, including for the purpose of prosecution.

SafeWork NSW has a Privacy Management Plan which provides more detailed information about who SafeWork NSW is, how to contact SafeWork NSW, and how SafeWork NSW manages personal and health information in line with NSW privacy laws. A copy of the Privacy Management Plan is available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

The Privacy Management Plan provides detailed information about how you may access or amend personal information held about you by SafeWork NSW.

## SECTION 1. TYPE OF APPLICATION

New application. Please go to section 3.

Renewal. Please go to section 2.

Interstate application. Please go to section 2.

## SECTION 2. LICENCE DETAILS

Renewals and interstate applications only.

Name on the asbestos assessor licence State/territory or Commonwealth of issue

Licence number

Was your expiring licence issued by another work health and safety regulator?

Yes. Provide reasons for requesting the renewal in NSW No

Provide details of licensed asbestos assessor work performed in the last five years.

Please go to section 3.

## SECTION 3. APPLICANT DETAILS

You must submit with the application two passport size and quality photographs with your name and date of birth on the back of the photographs.

I have attached two passport size and quality photographs (required for all applications).

Title	Family/Surname	Date of birth (DD/MM/YYYY)
Given name	Daytime contact number	Mobile number
Other names	Email	
<b>STREET ADDRESS (MUST NOT BE A PO BOX)</b>	<b>POSTAL ADDRESS</b>	Same as street address
Unit number/Street number/Property number (include Lot or DP number if applicable)	Unit number/Street number/Property number (include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)	
Street name	Street name	
Suburb	Suburb	
State	Postcode	State Postcode

Renewals and interstate applications - Please go to section 6.

## SECTION 4. EVIDENCE OF TRAINING/QUALIFICATION

### New applications only

Attach a certified copy of the certificate showing successful completion of the vocational education and training course or tertiary qualification. Refer to the *Guide for applicants for asbestos removal and asbestos assessor licences and notifications* (catalogue no. SW08125) for more information.

I have attached a certified copy of my certificate/tertiary qualification.

### GENERAL CONSTRUCTION INDUCTION TRAINING

It is a requirement of the WHS Regulation that workers carrying on construction work must have a General Construction Induction Training (GIT) card, or training certification pending the issue of a GIT card.

GIT card number

If a GIT course was completed within the last 60 days, provide the Statement of Training number issued by the registered training organisation

If issued outside NSW, provide the state or territory where issued (a copy of the front and back of the interstate card must also be attached)

## SECTION 5. EXPERIENCE

### New applications only

Evidence of experience must be completed and attached to the application form that outlines work undertaken over a two year period to inspect/monitor the air for asbestos fibres at friable asbestos removal sites. Evidence may include, but is not limited to, letters from employers or persons conducting a business or undertaking, contracts evidencing the engagement of asbestos assessment services and work diaries or logbooks for the work undertaken. This must include dates and locations of jobs and a description of the job. It must also include referees that can be contacted to verify the work undertaken. Refer to the *Guide for applicants for asbestos removal and asbestos assessor licences and notifications* (catalogue no. SW08125) for more information.

I have attached evidence of experience.

## SECTION 6. FURTHER INFORMATION

Have you ever been convicted or found guilty of an offence under the WHS Act or WHS Regulation or under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details.                      No

Have you been convicted or found guilty of any offence in relation to the unlawful disposal of hazardous waste under the *Protection of the Environment Operations Act 1997*?

Yes. If yes provide details.                      No

*Section 6 continued over...*

Have you ever entered into an enforceable undertaking under the WHS Act or under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details. No

Have you been previously refused an equivalent licence under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details. No

Have you previously held an equivalent licence under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details. No

Was there any condition(s) on the licence?

Yes. If yes provide details. No

Was the licence suspended or cancelled? (include details of any suspension, cancellation or disqualification)

Yes. If yes provide details. No

## SECTION 7. JUSTICE OF THE PEACE DECLARATION

### Required for all applications

- I have sighted identity documents (as described on page 1 of this application form) that total to at least 100 points for the applicant and their certificate of training/qualification (as described on page 3 of this application form).
- The photographs (as described on page 1 of this application form) sighted appear to be that of the applicant.

JP signature

Date (DD/MM/YYYY)

Justice of the Peace registration number

State of issue

Justice of the Peace registration stamp

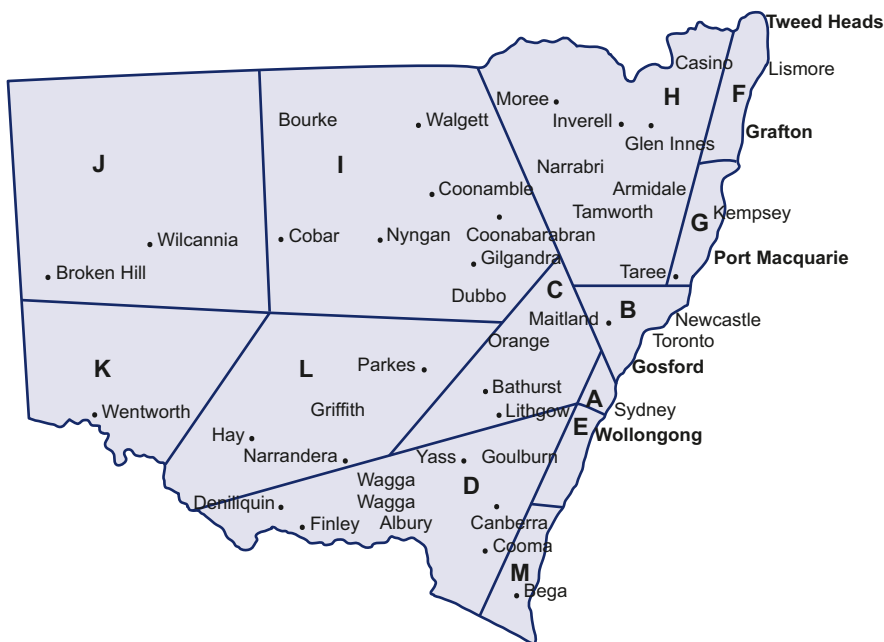
## SECTION 8. APPLICANT'S DECLARATION

I, (print name)  
 declare that:

- the information in this application is true and correct to the best of my knowledge
- I consent to SafeWork NSW making enquiries and exchanging information with work health and safety regulators in other states, territories, or the Commonwealth regarding any matter relevant to this application
- I consent to SafeWork NSW making enquiries and validating my qualifications with the educational provider who issued my qualification certificates
- I consent to SafeWork NSW contacting my referees to verify my evidence of experience
- I have maintained my competency to carry out the work covered by the licence (renewals only)
- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in that statement.

Please mark the proposed region(s) you will operate in, as per the SafeWork NSW region map key below:

A B C D E F G H I J K L M or ALL



Applicant's signature

Date (DD/MM/YYYY)

**Note:** It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Act. The maximum penalty is \$10,000. Referees may be contacted to verify the information in this application.

## SECTION 9. LODGEMENT FEES

A fee must be paid on lodgement of the application form.

Refer to the [SafeWork NSW fees schedule](http://www.safework.nsw.gov.au) available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

Please charge \$ \_\_\_\_\_ to my:    MasterCard    Visa

A payment processing fee of 0.40% applies to MasterCard and Visa

Card number

Card expiry date (MM/YYYY)

Cardholder name (please print name as displayed on credit card)

Cardholder signature

Date (DD/MM/YYYY)

## SECTION 10. CHECKLIST TO SUBMIT YOUR APPLICATION

### Attached Document

Two passport size and quality photographs have been submitted with the application.

Certified copies of the documentation showing completion of the vocational education and training course or tertiary qualification have been submitted with this application (new applications only).

Evidence of experience that includes a description of the work undertaken in supervising or undertaking asbestos assessor work has been submitted with this application (new applications only).

Copy of General Induction Training card (front and back) if issued outside NSW.

Made a copy of the application and supporting evidence for your records.

Completed payment details.

Minimum 100 points evidence of identity documents, certified by a JP.