

Renewal Application Class A or Class B Asbestos Removal Licence

June 2024

Complete this form to renew a licence for asbestos removal work under the *Work Health and Safety Regulation 2017* (WHS Regulation).

Please note:

- if your ABN or ACN number has changed, a new application for a Class A or Class B, Asbestos Removal Licence will need to be submitted.

For more information about renewing your asbestos removal licence refer to the SafeWork website safework.nsw.gov.au/licences-and-registrations/licences

For SafeWork NSW to accept your application, the form must be completed correctly, all supporting documentation must be included and payment of the prescribed fee **MUST** be included. Failure to do so will delay the processing of your application.

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 available at safework.nsw.gov.au or call 13 10 50.

Lodgement instructions

Email: licensing@safework.nsw.gov.au

Identity documents

If the licence is held by a company, and there has been a change of Director during the licence period, 100 points of identification signed by a Justice of the Peace is required for the new Director. Refer to Section 6.

Privacy Collection Notice

1. Who we are

Your information is being collected by SafeWork NSW, the NSW Work Health and Safety Regulator. SafeWork NSW gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and *Health Records and Information Privacy Act 2002* (HRIP Act).

If you have any questions about this document, or how we handle your personal information, you can contact our Privacy team using the contact details at the end of this notice.

2. Why we collect your personal information

SafeWork NSW is collecting your personal information for the purposes of processing an application to renew a Class A or Class B, Asbestos Removal Licence, in accordance with the WHS Regulation.

3. Failure to provide information

Your information is provided voluntarily however if you choose not to provide your information, we may be unable to process your application.

4. How we may use this information

We may use the information we collect in the following ways:

- To assess your application to renew a Class A or Class B, Asbestos Removal Licence, in accordance with Part 8.10 Division 5 of the WHS Regulation.
- Internal administrative purposes, including liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the *Work Health and Safety Act 2011* (WHS Act) and the WHS Regulation.
- To administer and update your licence, including to send you information that we consider important such as reminders to renew licences and to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW.
- To support more informed policy making, program management, evaluation, research, and service planning as it can facilitate more efficient service delivery for residents and business in NSW.

- To record information on a public register which is published online (as required by clause 702B of the WHS Regulation). This will include your name or your business name, suburb, licence number, contact number, email address, licence type and validity, licence classes and conditions, associated compliance history and the NSW region/s in which you provide licensed services.
- To verify your proof of identity documents.
- Other directly related purposes.

5. Who we may share your information with

If required, we may make enquiries and exchange information with other NSW Government agencies, or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes. We may disclose your information to such bodies for these purposes.

We will also disclose personal information to third parties for the purpose of verifying the qualifications provided in this application. Your personal information may also be shared with third-party service providers engaged by SafeWork NSW for the purpose of printing and mailing your licence card to you.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. [Our Privacy Statement](#) describes when this may occur.

6. Protecting your information

We will store and manage your information in accordance with the provisions of the PPIP and HRIP Acts. We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will only keep information for as long as we need it to fulfil the purposes we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

See our [Privacy Management Plan](#) for more information about how we handle your personal information.

7. Your rights

Subject to certain conditions, you have the right to access or correct your personal information. If you wish to invoke any of the above rights, please contact us using the details below.

8. Contact us

If you would like to make a privacy enquiry or complaint, you can contact us on (02) 9219 3999 or at privacy@safework.nsw.gov.au

Section 1. Type of Licence

Asbestos licence number

Licence holder's name

Indicate the asbestos removal licence which you are applying to renew. Mark one box only.

Note: Class A licence holders are also authorised to carry out Class B asbestos removal work.

Class A

Class A (asbestos fire doors and safes only)

Class B (more than 10 square metres of non-friable asbestos)

Section 2. Licence holder details

Ensure all fields are filled out with current information relating to the business and nominated contact person.

Individual

Corporation

Registered name

ABN

Registered business (trading) name (if applicable)

ACN

The ABN or ACN must be attached to the legal name entered above

Section 2.1 Individual Licence holder or Director on behalf of a corporation

Change of previous Director – 100 points of Justice of the Peace (JP) certified identity documents must be provided with this application. Refer to details in Section 6.

Family name

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number

Other names

Email

Business address for Corporations
Residential address for Individuals
(Must not be a PO Box)

Unit number/Street number/Property number
(include Lot or DP number if applicable)

Postal address
same as business/residential address

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

Section 2.2 Contact person

Licence applications will only be discussed with the contact person for the application, a Director or partner of the entity applying for the licence.

Family name

Daytime contact number

Given name

Email

Section 3. Certified Safety Management System (CSMS)

Friable asbestos (Class A) licence holder is required to submit evidence they have a current CSMS in place that complies with ISO 45001:2018 Occupational health and safety management systems – Requirement with guidance for use, and be certified by a JAS-ANZ accredited certification body.

I am a Class A licence holder and have attached the current CSMS certification.

Section 4. Insurance

If you are an employer and not exempt under the *Workers Compensation Act 1987* from holding a workers compensation insurance policy, you must supply a certificate of currency for workers compensation insurance with this application.

Workers compensation insurance

I am an exempt employer under the *Workers Compensation Act 1987*

I have attached a copy of the certificate of currency for workers compensation

Section 5. Nominated supervisor(s) details

If the nominated supervisor(s) details are unchanged please go to section 5.2.

If you are nominating a new supervisor or changing the personal details of an existing supervisor, complete section 5.1 and attach the [Asbestos Removal Supervisor Nomination Form](#) for each supervisor.

Section 5.1 New supervisor(s) or changing details

I am nominating a new supervisor / changing personal details of an existing supervisor.

Yes, and I have attached (insert number) of Asbestos Removal Supervisor Nomination Form(s)

No. Please go to section 5.2

Section 5.2 Remove supervisor

Are any nominated supervisor(s) previously listed on your licence required to be removed?

Yes. Please provide details below.

No. Please go to Section 6

Name

Date of removal (DD/MM/YYYY)

Name

Date of removal (DD/MM/YYYY)

Name

Date of removal (DD/MM/YYYY)

Section 6. Checklist of documents required

Use this checklist to ensure you have your required documents ready to submit with your application.

Certified Copies of Original Documents

A certified copy is a photocopy of the original document, certified as a true copy by a Justice of the Peace (JP).

The JP must declare on the photocopy:

- that it is a true copy of the original document
- the JP's signature and date
- the JP's registration number and the state where they are registered.

Change of previous Director – 100 points of JP certified identity documents

Copy of the Certificate of Currency for Workers Compensation

Class A licence holder only: Copy of current Certified Safety Management System certificate

Any required Asbestos Removal Supervisor Nomination forms are completed ready to submit with this application

Identity Documents

| Document type | Document | Points |
|--|--|--------|
| Primary documents | | |
| Only use one document | Australian Birth Certificate / card issued by the Registrar of Births, Deaths and Marriages | 70 |
| | Passport – Australian or international (current or expired within the last two years but not cancelled) | 70 |
| | Australian citizenship certificate | 70 |
| Secondary documents | | |
| 1. Allowed to use a combination of secondary documents | Current Australian Driver's licence / permit | 40 |
| | Student card issued by a tertiary institution | 40 |
| | Current Medicare card | 25 |
| | Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted) | 25 |
| 2. Documents provided must contain the licence holder's full name (not initials) | Property lease agreement with current address | 25 |
| | Utility bills issued in the last three (3) months | 25 |
| | Telephone account issued in the last three (3) months | 25 |

Section 7. Disclosure statements

For legal purposes, the term 'you' on this page means:

- the licence holder
- in the case of a corporation – the corporation itself and each officer of the corporation

Have you 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

Have you 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

Was there any condition(s) placed on the licence?

Yes. If yes provide details

No

Was the licence suspended, cancelled or disqualified?

Yes. If yes provide details

No

Section 8. Licence holder's declaration

A Director must complete and sign this declaration on behalf of a Corporation.

Has the licence holder ensured asbestos removal work of the type authorised by the licence, been carried out during the term of the licence period?

Yes

No

If no, please provide details why the licence holder has not carried out licensed asbestos removal work.

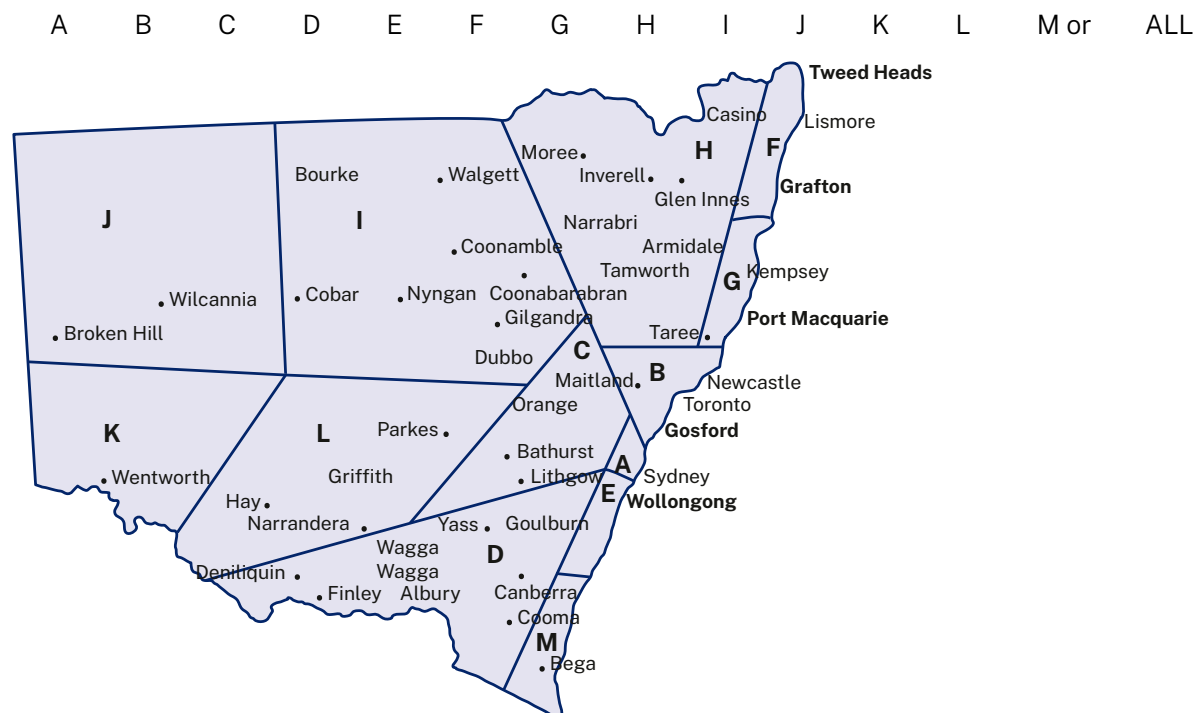
Section 8. Licence holder's declaration (continued)

I (print name) declare:

- the information supplied 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 confirm nominated supervisor(s) on this licence have maintained their competency to carry out work covered by the licence safely and competently.
- the licence holder does not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.
- I have read the privacy collection notice.

SafeWork NSW compiles a public register of asbestos removal licence holders on verify.licence.nsw.gov.au

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



Signature

Date (DD/MM/YYYY)

A Director must sign on behalf of a Corporation

Note: It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Act. Penalties may apply.

Section 9. Fees and lodgement of form

Fees

A fee must be paid before lodging this application form. Refer to the SafeWork NSW fees schedule available at www.safework.nsw.gov.au

Pay by credit card or PayPal using the following link: www.safework.nsw.gov.au/applicationpayments

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging the application; not providing this information may result in delays in processing your application.

Receipt number

Note: If you are having difficulty lodging this payment online, please contact SafeWork NSW on 13 10 50.

Lodgement

Send completed form and required documents to: licensing@safework.nsw.gov.au