

RENEWAL APPLICATION CLASS A OR CLASS B ASBESTOS REMOVAL LICENCE

FEBRUARY 2022

Complete this form to apply for a renewal licence for asbestos removal work under the WHS Regulation 2017.

Please note:

- if your ABN or ACN number has changed, a new application for asbestos removal licence for Class A or Class B will need to be submitted.

The *Applicant guide for asbestos licences and notifications* (catalogue no. SW08125) provides more information about applying for an asbestos removal licence and is available at www.safework.nsw.gov.au.

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 www.safework.nsw.gov.au or call 13 10 50.

Lodgement instructions

Email: licensing@safework.nsw.gov.au

Identity documents

The applicant will need to provide certified copies of identification to the value of 100 points. A Justice of

the Peace (JP) must sight the identity documents and complete the declaration on 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 notice, 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

SECTION 1. TYPE OF LICENCE

Asbestos licence number

Expiry date (DD/MM/YYYY)

Name on the licence

Please tick only one box

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

Class A (friable asbestos and asbestos-contaminated dust or debris)

Class A Friable asbestos fire doors and safes only

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

SECTION 2. APPLICANT DETAILS

Individual	Corporation	
Registered name		ABN
		ACN
Registered business (trading) name (if applicable)		
		* The ABN or ACN must be attached to the legal name entered above

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

SECTION 2.1 INDIVIDUAL APPLICANT OR APPLICANT ON BEHALF OF A CORPORATION (DIRECTOR)

Title	Family/Surname	Date of birth (DD/MM/YYYY)
Given name		Daytime contact number
Other names		Email

SECTION 2.2 ADDRESS (STREET ADDRESS FOR AN INDIVIDUAL OR REGISTERED BUSINESS ADDRESS FOR A CORPORATION) (MUST NOT BE A PO BOX)

STREET ADDRESS (MUST NOT BE A PO BOX)	POSTAL ADDRESS	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

SECTION 2.3 CONTACT PERSON

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

Title	Family/Surname	Daytime contact number
Given name		Email
Date of birth (DD/MM/YYYY)		

SECTION 3. CERTIFIED SAFETY MANAGEMENT SYSTEM

This is required of all Class A applicants. The business must provide evidence that they have in place a safety management system which complies with AS4801: *Occupational health and safety management systems – Specification with guidance for use*, or a system that SafeWork NSW deems equivalent.

Friable asbestos (Class A) applicants are required to submit with their applications evidence that a certified safety management system is in place that complies with AS 4801: *Occupational health and safety management system or its equivalent*.

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* OR

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

SECTION 5. NOMINATED SUPERVISOR'S DETAILS

If the nominated supervisor details are unchanged please confirm the below and proceed to section 6. If you are nominating a new supervisor please complete and attach the *Asbestos removal supervisor nomination form* (catalogue no. SW08901 for each additional supervisor that you wish to nominate.

Confirm all nominated supervisor(s) on this licence have undertaken asbestos removal work within the licence period.

I am nominating additional supervisor(s)

Yes. Please complete the *Asbestos removal supervisor nomination form* (catalogue no. SW08901)

No. Please go to section 6

I have attached (insert the number) of asbestos removal supervisor nomination forms.

SECTION 6. EVIDENCE OF IDENTITY AND JUSTICE OF THE PEACE DECLARATION

Individual applicants will need to provide evidence of identity documents and the certified copies of the certificate for the relevant training qualification. Applicants including those who will be trading under a business name (Director of Company) must provide evidence of identification to the value of 100 points. A Justice of the Peace (JP) must sight the documents and complete the below section.

The nominated supervisor must provide evidence of identification (eg – drivers licence, proof of age card, passport).

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
2. Documents provided must contain the participants full name (not initials)	Utility bill in applicant's name (e.g. council rates notice, water, power or phone account)	25
	Medicare card	25
	Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted)	25

REQUIRED FOR ALL APPLICATIONS:

I have sighted identity documents that total to at least 100 points for the applicant

I have sighted identity documents for the nominated supervisor

Justice of the Peace's signature

Date (DD/MM/YYYY)

Justice of the Peace
registration stamp

Justice of the Peace registration number

State of issue

SECTION 7. EXPERIENCE REQUIRED

Please provide details of at least three (3) asbestos removal jobs performed within the last five (5) years. Attach with this application a document outlining the following: Notification reference numbers, dates, locations, quantities removed. For further information on what evidence to provide please refer to the *Applicants guide for asbestos licences and notifications* (catalogue no. SW08125).

Please Note: Any asbestos removal work not carried out by the licence holder or nominated supervisor(s) directly is not considered appropriate evidence to demonstrate competency to grant a renewal.

EVIDENCE OF WORK TABLE

Date	Project name/location	Duties performed	Nominated Supervisor	Supporting documents
<ul style="list-style-type: none"> Date work completed Duration of job 	Asbestos removal project name / Site details / location / quantities removed (m2) *Min of 3 examples over a three (3) year period.	Type of asbestos removal work carried out	Provide details of the nominated supervisor that supervised this work	Supporting documents as outlined in the applicant guide

SECTION 8. CHECKLIST OF DOCUMENTATION REQUIRED

Copy of the *Asbestos removal supervisor nomination form* (catalogue no. SW08901)

Detailed evidence of at least three (3) asbestos removal jobs over the five (5) year term of the licence. This includes notification reference numbers, dates, locations and quantities removed.

100 points of certified identity documents

Certified identity document(s) for nominated supervisor

Evidence of a certified safety management system (Class A applicants only)

SECTION 9. FURTHER INFORMATION

Have you and in the case of a corporation applicant, has the corporation and each officer of the corporation 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 and in the case of a corporation applicant, has the corporation and each officer of the corporation 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 and in the case of a corporation applicant, has the corporation and each officer of the corporation 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 and in the case of a corporation applicant, has the corporation and each officer of the corporation 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 and in the case of a corporation applicant, has the corporation and each officer of the corporation 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 disqualification)

Yes. If yes provide details No

SECTION 10. APPLICANT'S DECLARATION

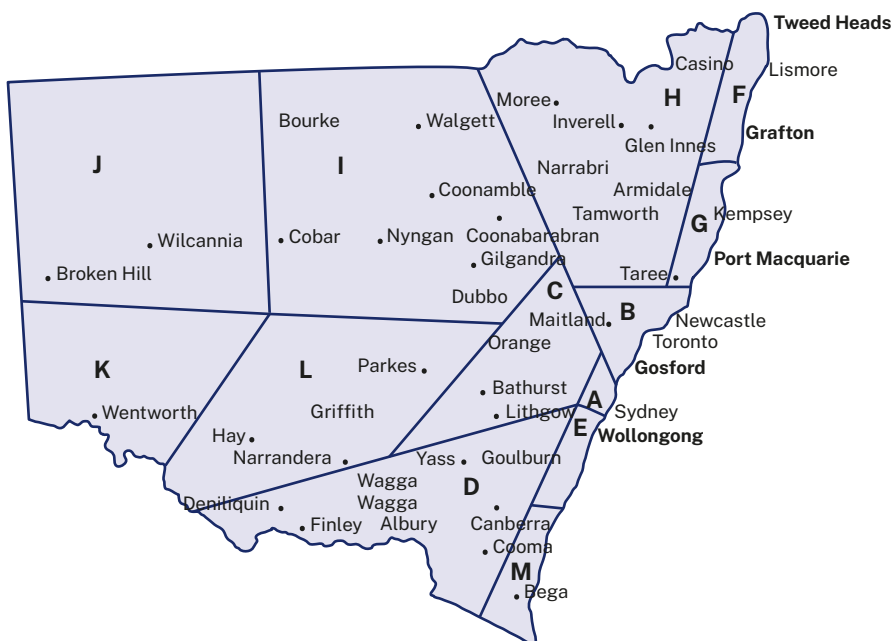
I, _____ (print name)
hereby declare:

- 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 consent to SafeWork NSW contacting referees to verify my evidence of experience
- I have maintained my competency to carry out the work covered by the licence.
- the applicant does not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.
- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in the statement.

SafeWork NSW compiles a public register of asbestos removal licence holders on the SafeWork NSW website.

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.

SECTION 11. LODGEMENT FEES

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

Refer to the [SafeWork NSW fees schedule¹](#) 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.

Privacy compliance statement

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by SafeWork NSW and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To exercise its functions under the *Work Health and Safety Act 2011*, including to administer, monitor and enforce compliance with that Act, specifically for determining an application for Asbestos Removal Licence in accordance with *Work Health and Safety Act* (WHS Act) and ss 516 and 518 of the *Work Health and Safety Regulation 2017* (WHS Regulation).
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information 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.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PIIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement²](#) describes when this may occur. You can find this information and our [Privacy Management Plan³](#) on our website.

Please see <https://www.safework.nsw.gov.au/about-us/privacy> for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit

www.service.nsw.gov.au/privacy

¹ <http://www.safework.nsw.gov.au/media/publications/licences-and-registrations/licensing-fees>

² <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-nsw-privacy-statement>

³ <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-privacy-management-plan>