

Work Health and Safety Act 2011 (WHS Act) –  
Work Health and Safety Regulation 2017 (WHS Regulation)

## SITE SEARCH FOR SCHEDULE 11 HAZARDOUS CHEMICALS ON PREMISES

This application must be accompanied with:

- a letter of authorisation from the owner of the land to be searched
- a clear map showing the actual location of the land to be searched

### 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 ☒ where required.

### Lodgement instructions

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

Email the application – do not send more than once.

**For assistance call 13 10 50**

Visit the website [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) to find your nearest office.

### SECTION 1. BUSINESS NAME OR INDIVIDUAL APPLYING FOR SITE SEARCH

### SECTION 2. POSTAL ADDRESS OF THE APPLICANT

Unit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Suburb

State

Postcode

### SECTION 3. CONTACT FOR SITE SEARCH ENQUIRY

Names

Daytime contact number

Email

Mobile number

### SECTION 4. STREET ADDRESS OF SITE TO BE SEARCHED

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

Street name

Suburb

State

Postcode

Nearest cross street

**SECTION 5. CURRENT/PREVIOUS SITE OCCUPIER'S NAME**

(AND TRADING NAME IF APPLICABLE)

Current

Previous

**SECTION 6. 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)<sup>1</sup> available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

Pay by credit card or PayPal using the following link:

[www.safework.nsw.gov.au/applicationpayments](http://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.

**SECTION 7. NAME OF APPLICANT**

Name

Applicant's signature

Date (DD/MM/YYYY)

**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* (PPIP 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. For determining an application to site search for schedule 11 hazardous chemicals on premises in accordance with Work Health and Safety Regulation 2017 and *Work Health and Safety Act 2011 No 10*.
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.

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 PPIP 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.

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

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 Statement](#)<sup>2</sup> describes when this may occur. You can find this information and our [Privacy Management Plan](#)<sup>3</sup> 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](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy)

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>