

## DEMOLITION SUPERVISOR NOMINATION – APPLICATION

DEMOLITION – 03 FEBRUARY 2023

Complete this form to:

- add a supervisor to a new or existing demolition licence
- update details of a supervisor attached to a demolition licence
- add another demolition work authorisation to an existing supervisor
- remove a supervisor from a demolition licence.

The licence holder must advise SafeWork NSW of the removal of a named supervisor within 14 days of the change. A supervisor is not a named supervisor for the purposes of the WHS Regulation until SafeWork NSW has approved the nomination.

### How to fill in this form

Complete one *Demolition supervisor nomination – application* (catalogue no. SW08100) (Demolition – 03) for each named supervisor.

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.

All sections must be completed.

**For assistance call 13 10 50**

### Fees

There is no fee associated with this form.

### Lodgement instructions

Required with Digital New Demolition Licence Application online or lodge separately to add to existing licence via:

Email: [licensing@safework.nsw.gov.au](mailto:licensing@safework.nsw.gov.au)

### Identity documents

The named supervisor will need to provide certified copies of identification. 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.

### Primary identification documents

- Birth certificate, citizenship certificate or passport (passport must be current or expired within the last two years, but not cancelled).
- A licence issued under Australian law (for example driver's permit or licence), which contains a photograph or signature.
- Student card issued by a tertiary institution.

### Secondary identification documents

- Current Medicare card
- Property lease agreement
- Home insurance papers
- Utility bills issued in the last three (3) months
- Current motor vehicle registration
- Motor vehicle insurance papers
- Telephone account issued in the last three (3) months.

### 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. LICENCE HOLDER DETAILS

Demolition licence number

Licence holder's name

OR

Nomination of an additional supervisor for a new demolition licence application.

## SECTION 2. TYPE OF CHANGE

Mark one box only.

Add a supervisor. Complete all sections of the form.

Change supervisor's personal details. Complete sections 3, 8 and 9 only.

Remove a supervisor. Complete sections 3 and 8.

Add another demolition work authorisation to an existing supervisor. Complete all sections of this form.

## SECTION 3. NAMED SUPERVISOR DETAILS

Family/Surname

Date of birth (DD/MM/YYYY)

Given name

Mobile number

Middle names

Email

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

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

Suburb

Street name

State

Postcode

## SECTION 4. TYPE OF DEMOLITION

Mark the demolition work for which the supervisor is seeking authorisation. Mark one box only.

Restricted demolition. Please go to section 5.

Upgraded restricted demolition. Please go to section 4.1.

Unrestricted. Please go to section 5.

### SECTION 4.1 UPGRADED RESTRICTED DEMOLITION

Mark the appropriate boxes.

Demolition of chemical installations

Demolition of pre-tensioned or post-tensioned structures

Demolition using a tower crane on site

Demolition above 15 metres in height

Demolition using explosives

Demolition involving floor propping

Demolition using a mobile crane with a rated capacity of more than 100 tonnes

## SECTION 5. EVIDENCE OF IDENTITY AND JUSTICE OF THE PEACE DECLARATION

Named supervisor(s) will need to provide **certified** copies of identification. A Justice of the Peace (JP) must sight the identity documents and then complete the below section.

Photo identification	Document
Only use one document	Current Australian Driver's licence / permit
	Passport – Australian or international (current or expired within the last two years but not cancelled)
	Photo Australian citizenship card
Secondary documents	Document
1. Allowed to use a combination of secondary documents  2. Documents provided must contain the participants full name (not initials)	Australian Birth Certificate / card issued by the Registrar of Births, Deaths and Marriages
	Student card issued by a tertiary institution
	Utility bill in applicant's name (e.g. council rates notice, water, power or phone account issued in last three (3) months)
	Medicare card
	Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted issued in the last three (3) months)

### REQUIRED FOR ALL APPLICATIONS:

I have sighted identity documents for the named supervisor and

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 6. QUALIFICATIONS (OF PRE APPROVED INDIVIDUAL APPLICANT OR THE NAMED SUPERVISOR)

For more details about qualifications required for a supervisor refer to the SafeWork website <https://www.safework.nsw.gov.au/licences-and-registrations/licences>

Have you previously been authorised to supervise demolition work on another NSW issued licence?

Yes. Please indicate the type(s) of demolition work, and the licence holder name and/or the licence number for whom you supervised the work.

No. You must provide evidence your qualifications and experience. Please go to section 7.

## DEMOLITION

### Restricted demolition work

Licence number

Licence holder name

## Unrestricted work

Licence number

Licence holder name

## DEMOLITION TYPES

## Demolition of chemical installations

Licence number

Licence holder name

## Demolition of structures above 15 metres

Licence number

Licence holder name

### Demolition using a tower crane

Licence number

Licence holder name

### Demolition of pre or post tensioned structures

Licence number

Licence holder name

### Demolition involving floor propping

Licence number

Licence holder name

Demolition using a mobile crane rated capacity more than 100 tonne

Licence number

Licence holder name

### Demolition using explosives

Licence number

Licence holder name

If pre approved, please proceed to section 7.3

## SECTION 7. EVIDENCE OF EXPERIENCE AND TRAINING / QUALIFICATIONS

All named supervisors will be required to meet the training and experience requirements.

### SECTION 7.1 EXPERIENCE

#### RESTRICTED DEMOLITION – EVIDENCE OF EXPERIENCE

Demolition work is high risk construction work and currency of experience is necessary to demonstrate safe work practices.

To demonstrate this, you must:

- submit evidence including a minimum 3 examples of the work your named supervisor/s were involved in which should not be older than 5 years. The examples must be in a relevant industry such as:
  - demolition
  - carpentry
  - building
  - general construction
  - civil construction
  - excavation

Experience can be demonstrated by supplying the following types of information:

- operating load shifting machinery during excavation work where demolition techniques were required
- general construction work, including building and carpentry where demolition methodology can be demonstrated
- dismantling structures or components of structures, such as:
  - prefabricated structures
  - radio towers
  - light posts
  - aerials
  - masts

You must provide details including:

- description of your named supervisor/s role in each of the minimum 3 work examples.
- dates and addresses of when/where the works took place.
- reference letters supporting the work experience from people who can verify the named supervisor/s undertook the work.
- at least 3 safe work method statements, one for each example of work.
- optional supporting evidence may include; contracts, engineering plans, work diaries or logbooks, demolition plans, toolbox talks, site inductions and photographs.

The below table has an example filled in of how to complete the table and present your evidence of experience, including suggested naming conventions to enable efficient processing of your application.

### RESTRICTED DEMOLITION

Example number	Work type/s	Date and address where work type/s took place	Description of the tasks you undertook	Supporting Evidence Documents (must supply)
1.	Demolition Carpentry Building, General construction, Civil construction Excavation	8 Smith Street, Smithtown, NSW 2345 25/2023 – 30/4/2023	Excavator operator undertaking mechanical demolition of a single storey brick veneer residential property	Reference/s from persons to support work undertaken ( <i>see file named "Reference J Smith for example No 1"</i> ) 2 x SWMS ( <i>see file named "SWMS ABC for example No 2"</i> )  Other (optional) ( <i>see file named... for example No 3</i> ) <ul style="list-style-type: none"> <li>• Photos</li> <li>• Contracts</li> <li>• Engineering/plans</li> <li>• Toolbox talks</li> </ul>

### UNRESTRICTED EVIDENCE OF EXPERIENCE

Demolition work is high risk construction work and currency of experience is necessary to demonstrate safe work practices.

#### To demonstrate this:

- you must submit evidence that your named supervisor/s have experience carrying out unrestricted demolition work for an unrestricted demolition licence holder.
- The experience should not be older than 10 years.
- you must submit at least 2 examples of the named supervisor/s undertaking work in each of the 7 unrestricted demolition types listed below (note that more than one demolition type can be included in each example):
  - over 15 metres high, and
  - on a chemical installation, and
  - involving a tower crane on site, and
  - involving a mobile crane with a rated capacity of more than 100 tonnes, and
  - with structural components that are pre-tensioned or post-tensioned, and
  - involving floor propping, and
  - involving explosives

#### You must provide details including:

- project name, date/s and location.
- unrestricted demolition licence holder name/s and licence number/s.
- description of the named supervisor/s role in each of the work examples.
- 2 Safe work method statements for each of the 7 demolition type examples provided, that includes the name and licence details of the unrestricted demolition licence holder. (More than one demolition type can be included in each safe work method statement).
- all 7 unrestricted demolition types.
- signed, dated reference letters that verify the work undertaken by the named supervisor/s in each of the 7 demolition types, on a business letterhead.
- optional supporting evidence may include, contracts, engineering plans, work diaries, logbooks, demolition plans, toolbox talks, site inductions and photographs.

The below table has an example filled in of how to complete the table and present your evidence of experience, including suggested naming conventions to enable efficient processing of your application.

### UNRESTRICTED DEMOLITION

Example number	Project name, date, location and unrestricted licence holder name and number	Demolition type/s	Description of the tasks your named supervisor undertook	Supporting Evidence Documents (must supply)
1.	Demolition of ABC Tower, Market St, Sydney 1/1/2023 – 30/4/2023 Demo 123 Pty Ltd Lic: AD123456	Demolition over 15 Floor propping Mobile crane over 100 tonnes	Excavator operator undertaking mechanical demolition of columns and beams on a 50-storey concrete framed building with suspended floors.	References from Named Supervisor/s SWMS's that include each demolition type at least twice.  Other (optional) (see file named... for example No 3) • Photos • Contracts • Engineering/plans • Toolbox talks

### SECTION 7.2 TRAINING AND QUALIFICATIONS

Attach copy of the certification issued to applicant for the specified VET course. For current units of competency required – refer to SafeWork website <https://www.safework.nsw.gov.au/licences-and-registrations/licences>:

Plan and prepare for activities on demolition sites

Read and interpret plans and specifications

Select and use small plant and equipment for demolition tasks. This unit has a prerequisite unit

Demolish small buildings and structure using hand tools and small plant equipment

Identify hazards on demolition sites and apply risk management strategies

Select and use tools and equipment for hot work in the demolition industry

Manage demolition recyclable and waste materials using load shifting equipment

Supervise individual activities on demolition sites

Plan and supervise demolition work to minimise environmental and public health and safety impact

Manage occupational health and safety in the building and construction workplace

Finalise demolition activities and supervise property handover

**CONSENT TO VALIDATE QUALIFICATION CERTIFICATES****Declaration**

I, \_\_\_\_\_ (print name)  
hereby authorise (insert name(s) of educational provider who issued your training certificate)

To provide SafeWork NSW with any educational training records that relate to my application for a demolition licence.

Signature

Date (DD/MM/YYYY)

**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 for the named supervisor

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)

**PRIVACY STATEMENT**

This information is collected by SafeWork NSW for the purpose of verifying the training documents supporting this application for a demolition licence. The information will not be accessed by any third parties in a way that would identify you, unless the disclosure is required by law.

Please go to section 8.

**SECTION 7.3 SUPERVISOR'S DECLARATION**

I acknowledge and agree:

To be the named supervisor in this application

With the change in details as provided in this application

To the removal of my name against the licence as outlined in this application

To be named as a supervisor for the additional demolition work outlined in this application.

Supervisor's signature

Date (DD/MM/YYYY)

The supervisor is no longer in my (licence holder's) employment. This declaration does not require completion.



## SECTION 8. LICENCE HOLDER'S DECLARATION

I, \_\_\_\_\_ (print name)  
 \_\_\_\_\_ (Must be director or contact person associated to the licence)

declare and understand that:

- the information provided is true and correct in every particular
- relevant enquiries will be made in relation to this application
- I have the authority to make this application on behalf of the licence holder (corporation applicants only).
- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in that statement
- To the extent that I have provided personal information about another person, I have authority from that person to complete and submit this application and to provide consent on that person's behalf.

Applicant's signature

Date (DD/MM/YYYY)

## SECTION 9. CHECKLIST TO SUBMIT YOUR APPLICATION

Attached Document

Certified ID for Named Supervisor.

Evidence of Experiences, including supporting documents as outlined in section 7.1.

Written references that support the description of the work undertaken.  
 (Only required if seeking authorisation for the first time.)

Copy of the certificate or transcript or statement of attainment showing successful completion of SafeWork NSW recognised training course. (Only required if seeking authorisation for the first time).

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