

May 2026

Demolition supervisor nomination form

Complete this form to:

- Add a supervisor to a 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 nominated supervisor within 14 days of the change. A supervisor is not a nominated supervisor for the purposes of the *Work Health and Safety Regulation 2025* (WHS Regulation) until SafeWork NSW has approved the nomination.

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

How to fill out this form

Refer to the Guide for applicants for demolition licences and notifications (catalogue no. SW08018) when completing this application. Complete one Demolition supervisor nomination form (catalogue no. SW08100) (Demolition-03) for each 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.

For assistance call [13 10 50](tel:131050).

Return of licence

Recovered (subsequent to the licence being lost or stolen) or damaged licences and those with printing errors must be returned to SafeWork NSW within seven days of receipt of the replacement to: Customer Service Centre, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

Fees

There is no fee associated with this form.

Lodgement instructions

Email: licensing@workcover.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.

1. Who we are

This Privacy Collection Notice applies to individuals who are applying, renewing, or replacing their asbestos removal, asbestos assessor or demolition licence.

Before collecting your personal information, we are required to provide you with the information contained in this notice. Your information is being collected and held by the SafeWork NSW Agency (**the SafeWork NSW Agency**). SafeWork NSW is the primary work health and safety regulator in New South Wales. Its functions, powers and operations are authorised under the *Work Health and Safety Act 2011* (WHS Act) and the *Work*

Health and Safety Regulation 2025 (NSW) (Regulation) and it is responsible for engaging with the NSW community to prevent work related fatalities, serious injuries, and illnesses and securing compliance with work health and safety laws.

The SafeWork NSW Agency gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act).

2. Why we collect your personal information

The personal and health information contained in your application may be used for the following purposes:

- Determining your application for and, if your application is approved, issuing you with an asbestos removal, asbestos assessor or demolition licence in accordance with Part 4.6 and/or Part 8.10 of the Regulation.
- To verify your identity, including (with your consent) by requesting verification with the Document Verification Service (DVS). The DVS is managed by the Commonwealth Attorney General's Department. For details on its operation and management of the DVS, visit www.ag.gov.au
- To record your information on a licence register, parts of which will be published online.
- Internal administration, including assessing and liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the WHS Act and the WHS Regulation.
- 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.
- Other directly related purposes.

3. The kinds of information we collect

We collect the following kinds of personal information:

- Your full name, date of birth, contact details (including residential address, email address and phone/mobile numbers).
- Licence information and payment information.
- Proof of identity information, which may include your photo identity documents, such as a passport or drivers' licence, your Medicare card details and/or other proof of identity.
- A photo of your face that will be used on your licence to verify your identity.
- Additional personal information if it is required to satisfy the eligibility requirements for the licence.

4. How we may use this information

We may use the personal and health information contained in your application for the purposes for which it was collected, including:

- To verify your proof of identity documents with the DVS. The DVS is used only to confirm your identity by matching your identity documents. We receive a verification result:

- (e.g., match/no match) and do not receive biometric templates.
- Confirming your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW.
- Administration and updates to your licence, including sending you important information.
- Notifying you about updates or changes to legislation that may impact your licence.
- Sending reminders about safety requirements and obligations as per legislation.
- Sending notifications, reminders and updates to you relating to your licence.
- Some personal information will be recorded on a licence register as required by section 702B(1) of the WHS Regulation. Parts of this register information will be published on a public register as provided for by section 702B(5) of the WHS Regulation.
- Artificial intelligence (AI) technologies to assist in processing, analysing, or responding to the information you provide. All use of AI is conducted in accordance with applicable privacy laws and data protection standards.
- Other directly related purposes as permitted by law.

5. Failure to provide information

Your information is provided voluntarily, however, by law, if you are an individual applying for or renewing your licence, you are required to provide us with the information captured in this application. Failure to provide the relevant information will result in your application not being considered or renewed.

We are legally required to obtain your consent before requesting a DVS check. If you do not consent to your identity documents being validated through the DVS, we are able to validate your identity manually with the issuing authorities. You can contact the SafeWork NSW Agency on the details at the bottom of this notice to discuss further if required.

6. Who we may share your information with

If required, we may share your information with the following third parties:

- Other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes.
- Third party service providers engaged by the SafeWork NSW Agency for the purpose of processing, printing and issuing your licence.

Some personal information will be recorded on a licence register as required by section 702B(1) of the WHS Regulation. Parts of this register information will be published on a public register as provided for by section 702B(5) of the WHS Regulation.

On 1 July 2025, the SafeWork NSW Agency was established as an Executive Agency related to the Department of Customer Service (DCS). DCS provide some corporate service functions to the SafeWork NSW Agency under formal agreement and assist us with our business operations by providing software and storing data on our behalf. For further information, please see how DCS manage personal information.

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. For further information, please see our privacy statement.

Service NSW

Service NSW provides a digital front door, and your MyServiceNSW Account will be used to initiate this application and verify your identity.

Service NSW collects and uses your personal information to:

- Initiate the application using your MyServiceNSW Account details.
- Verify your identity with the DVS.
- Share details from your MyServiceNSW Account with the SafeWork NSW Agency.

Other information you provide through the application to demonstrate your eligibility for a licence or certificate will be collected and stored by the SafeWork NSW Agency only.

Service NSW, if requested by the SafeWork NSW Agency, may complete a photo capture for your licence and share this with the SafeWork NSW Agency. Service NSW will not store the image.

Service NSW also maintains and uses your personal information for internal administrative purposes, including for the purposes of our interactions with you. For more information about how Service NSW handles personal information, please visit the [Service NSW privacy statement](#).

Digital NSW

We are partnered with Digital NSW (part of the DCS) who assist us with our business operations by providing software and storing data on our behalf. Digital NSW have a [Privacy Statement](#) which outlines their contact details and information about how they look after this data.

Digital NSW also provide us with access to the DVS so that we can check your identity documents and verify your identity. The [Digital NSW Proof of Identity Privacy Collection Notice](#) outlines how Digital NSW handle your data on our behalf when you grant us your consent to process an identity document check.

7. Protecting your information

We will store, manage, and dispose of your information in accordance with the provisions of the PPIP Act and HRIP Act, and 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.

We are legally obligated to protect your information by limiting collection to what is necessary and ensuring its secure disposal. All information is disposed of safely, with reasonable safeguards in place to prevent loss, unauthorised access, misuse, modification, disclosure, or any other improper use.

Please see our [privacy management plan](#) for more information about how we handle your personal information.

8. Your rights

Subject to certain conditions, you have the right to access or correct your personal information. In situations where your safety or wellbeing may be compromised, you may be able to request that your personal information be excluded from the public register. If you wish to invoke any of these rights in relation to this application, you can contact licensing@safework.nsw.gov.au

9. Contact us

For further information visit the SafeWork NSW website, email licensing@safework.nsw.gov.au or call [13 10 50](tel:131050). If you would like to make a privacy enquiry or complaint in relation to any of the processes or other details outlined in this notice, you can contact us at privacy@safework.nsw.gov.au

The SafeWork NSW Agency
92-100 Donnison Street
Gosford 2250 NSW

Section 1. Licence/card holder details

Please provide the licence number(s), if known.

Demolition licence number

Licence holder full name

or

Nomination of an additional supervisor for a new demolition licence application

Section 2. Type of change

Add a supervisor. Complete all sections of the form.

Remove a supervisor. Complete sections 3 and 8 only.

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

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

Section 3. Nominated supervisor details

Title

Date of birth (DD/MM/YYYY)

Family/Surname

Daytime contact number

Given name

Mobile number

Other names

Email

Street address (Must not be a PO Box)

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

Street name

Suburb

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

Select the type of demolition work for which the supervisor is seeking authorisation. Mark appropriate boxes.

Demolition of chemical installations

Demolition of pre-tensioned or post-tensioned structures

Demolition using a tower crane on site

Demolition using explosives

Demolition above 15 metres in height

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.

Document type	Document
Photo identification	
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	
1. Allowed to use a combination of secondary documents	Australian Birth Certificate / card issued by the Registrar of Births, Deaths and Marriages
	Student card issued by a tertiary institution
	Current Medicare card
2. Documents provided must contain the licence holder's full name (not initials)	Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted)
	Utility bill in applicant's name (e.g. council rates notice, water, power or phone account issued in 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

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

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 25/1/2023 – 30/4/2023	Excavator operator undertaking mechanical demolition of a single storey brick veneer residential property	Reference/s from persons to support work undertaken (see file named "Reference J Smith for eg: No 1") 2 x SWMS (see file named "SWMS ABC for eg: No 2") Other (optional) (see file named... eg: No 3) • Photos • Contracts • Engineering/plans • Toolbox talks

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...eg: 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 _____ (enter fullname)
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.

I confirm that I am authorised to provide the personal details presented.

I consent to my information being checked with the document issuer for the purpose of confirming my identity.

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 the position held in the business)

(enter full name)

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.

I confirm that I am authorised to provide the personal details presented.

I consent to my information being checked with the document issuer for the purpose of confirming my identity.

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.