

## AMEND A RESTRICTED DEMOLITION LICENCE – APPLICATION

DEMOLITION – 03 FEBRUARY 2023

Complete this form to upgrade your restricted or conditional restricted demolition licence. If you are upgrading your restricted or conditional restricted demolition licence to include ALL of the following demolition types you will be issued with an Unrestricted demolition licence:

- Demolition of chemical installations
- Demolition above 15 metres in height
- Demolition using a tower crane on site
- Demolition using a mobile crane with a rated capacity of more than 100 tonnes
- Demolition of pre-tensioned or post-tensioned structures
- Demolition involving floor propping
- Demolition using explosives.

If you are not upgrading to all demolition types, you will be issued with a conditional restricted licence.

Use the *Change of details form* (catalogue no. SW08163) for changes to directors, address or contact details.

Use the *Demolition supervisor nomination form* (Demolition – 03) (catalogue no. SW08100) to add or remove a supervisor or change details of a supervisor.

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

For more information about applying for a demolition licence see <https://www.safework.nsw.gov.au/licences-and-registrations/licences>

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

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

### 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 DETAILS (YOU MUST PROVIDE)

Demolition licence number

Licence holder's name

## SECTION 2. AMEND A RESTRICTED DEMOLITION LICENCE

### SECTION 2.1 UPGRADE OR DOWNGRADE

If selecting downgrade only complete sections 1, 2 and 9.

Upgrade

Downgrade

### SECTION 2.2 UPGRADED/DOWNGRADED TYPES

Mark appropriate boxes for types to be upgraded/downgraded.

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 3. INSURANCE

If you are an employer and not exempt under the *Workers Compensation Act 1987* (WC Act) from holding a workers compensation insurance policy, you must supply a certificate of currency for workers compensation insurance with this application. You must also provide a certificate of currency for public liability insurance with 'demolition' listed as the business activity.

### 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.

### PUBLIC LIABILITY INSURANCE

I have attached a copy of the public liability insurance certificate of currency with 'demolition' listed as the business activity.

## SECTION 4. NAMED SUPERVISOR DETAILS

Whenever licensed demolition work is being carried out, there must be a SafeWork approved, named supervisor on site, supervising the demolition work.

I am an individual applicant. Please go to section 5.

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

Please go to section 4.1

### SECTION 4.1 ADDITIONAL SUPERVISOR(S)

You must complete and attach the *Demolition supervisor nomination – application* (Demolition – 03) (catalogue no. SW08100) for each additional supervisor that you wish to nominate.

I am nominating additional supervisor(s):

Yes, I have attached (insert the number) demolition supervisor nomination forms.

No. Please go to section 5.

## SECTION 5. EVIDENCE OF IDENTITY DECLARATION

Individual Applicant/Director for Corporation will need to **attend** Service NSW office to complete facial verification and attach copies of 2 identity documents. Named supervisors 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	Australian Birth Certificate / card issued by the Registrar of Births, Deaths and Marriages
	Student card issued by a tertiary institution
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 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)

### SERVICE NSW USE ONLY

Document type	Date of issue	State of issue	Documentation number	Expiry date

Name of Service NSW Checking Officer

Location of Service NSW centre

Signature

Date (DD/MM/YYYY)

Notes

## SECTION 6. QUALIFICATIONS (OF THE LICENCE HOLDER OR MANAGEMENT SUPERVISOR)

For more information about applying for a demolition licence refer to 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. Demonstrate your qualifications and experience. Please go to section 6.

### 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

**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 9.

**SECTION 7.3 SUPERVISORS DECLARATION**

I have attached table with evidence of experience.

I have attached supporting documents for evidence outlined in table.

I have attached written reference(s) to support the experience.

I have attached training and qualifications (if not pre approved supervisor).

I acknowledge and agree to be the named supervisor in this application.

I, the undersigned, do solemnly and sincerely declare that the information contained on this form is true and correct in every particular, to the best of my knowledge.

Individual applicant/named supervisor's signature

Date (DD/MM/YYYY)

**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)

## SECTION 8. LICENCE HOLDER'S DECLARATION

I, \_\_\_\_\_ (print name)  
 \_\_\_\_\_  
 (Director or Contact Person for the licence)

herby declare:

- 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 licence holders only)
- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in that statement).

Applicant's signature

Date (DD/MM/YYYY)

## SECTION 9. CHECKLIST TO SUBMIT YOUR APPLICATION

### Attached Document

Copy of certificate of currency of workers compensation insurance. Applicants who are not exempt employers must attach a legible copy of the certificate of currency for workers compensation insurance to this application.

Copy of certificate of currency for public liability insurance stating business activity as 'demolition'.

To add additional supervisor(s) to a licence complete and submit the *Demolition supervisor nomination form* (Demolition – 03) (catalogue no. SW08100) for each supervisor.

Certified ID for Individual applicant/Director for Corporation.

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.