

# DEMOLITION LICENCE – APPLICATION

DEMOLITION – 01 DECEMBER 2017

Complete this form to apply for a new licence or to renew a licence for demolition work under the WHS Regulation.

Complete the *Demolition supervisor nomination – application* (Demolition – 03) (catalogue no. SW08100) to add additional supervisors to your licence application.

## How to fill in this form

Refer to the *Guide for applicants for demolition licences and notifications* (catalogue no. SW08018) when completing this application.

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.

## New applications

All sections must be completed.

## Renewals

You must complete sections 1, 4, 9, 10 and 11 and only complete sections 2.1, 3, 5–9 if details have changed.

If documents have been previously supplied to SafeWork NSW in relation to a demolition licence there is no need to resubmit them.

## For assistance call 13 10 50

## Fees (new applications and renewal of a licence)

Refer to the [SafeWork NSW fees schedule](#) on the SafeWork NSW website or contact Customer Experience on 13 10 50.

## Lodgement instructions

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

**Post:** Customer Experience, SafeWork NSW,  
Locked Bag 2906, Lisarow, NSW 2252.

Email or post the application – do not send more than once.

## 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. TYPE OF APPLICATION

Mark one box only.

New application. All sections to be completed.

Renewal. Please provide your demolition licence number.

Demolition licence number

Licence holder's name

## SECTION 2. TYPE OF DEMOLITION

Indicate the demolition licence for which you are seeking a licence or renewal. Mark one box only.

Restricted demolition      Demolition

### SECTION 2.1 AUTHORISATIONS REQUIRED FOR AN UPGRADE OF A RESTRICTED DEMOLITION LICENCE

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 3. APPLICANT'S DETAILS

Mark one box only.

Corporation      Individual

### SECTION 3.1 CORPORATION APPLICANT DETAILS

Registered name      Registered business (trading) name (if applicable)

ABN

### SECTION 3.2 INDIVIDUAL APPLICANT DETAILS OR CONTACT PERSON FOR CORPORATION APPLICATIONS

Title      Family/Surname      Daytime contact number      Mobile number

Given name      Email

Other names      Registered business (trading) name (if applicable)

Date of birth (DD/MM/YYYY)      ABN

Please go to section 3.3.

**SECTION 3.3 BUSINESS ADDRESS**

**STREET ADDRESS** (MUST NOT BE A PO BOX)  
Unit number/Street number/Property number  
(include Lot or DP number if applicable)

**POSTAL ADDRESS** Same as street address  
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 4. 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. Refer to the *Guide for applicants for demolition licences and notifications* (catalogue no. SW08018). 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 5. NOMINATED SUPERVISOR'S DETAILS**

Corporation applicants must nominate a person who is involved in the management of the corporation and who is qualified in the demolition work for which the licence is sought. This person is referred to as the management supervisor. Mark one box only.

I am an individual applicant. Please go to section 5.3.

I am involved in the management of the corporation. Please complete the following details:

Title      Family/Surname

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number      Mobile number

Other names

Email

Please go to section 5.1

**SECTION 5.1 POSITION IN THE CORPORATION**

Is the nominated supervisor a director or general manager (or equivalent) of the corporation?

Yes. Please go to section 5.2.

No. I have attached a letter from the director of the corporation, stating the supervisors role in the management of the corporation and authorising them to act as the management supervisor for the purpose of this licence.

**SECTION 5.2 BUSINESS ADDRESS (OF THE MANAGEMENT SUPERVISOR)**

Same as the corporation's address.

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

Suburb

Street name

State

Postcode

Please go to section 5.3

**SECTION 5.3 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 6.

**SECTION 6. QUALIFICATIONS (OF THE INDIVIDUAL APPLICANT OR THE MANAGEMENT SUPERVISOR)**

Refer to the *Guide for applicants for demolition licences and notifications* (catalogue no. SW08018) for more details about the knowledge and experience required.

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 work.

No. Please go to section 7.

**DEMOLITION**

Restricted demolition work

Licence number

Licence holder name

Demolition work

Licence number

Licence holder name

**DEMOLITION TYPES**

Demolition of chemical installations

Licence number

Licence holder name



**OPERATIONAL EXPERIENCE**

Provide a detailed description of duties performed relevant to the type of demolition licence being applied for including your knowledge of safe working methods

Specify the location of the work undertaken

Specify your role on the project

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

I have attached two safe work method statements, required for **each** demolition type nominated above

I have attached photographs of the work undertaken, required for **each** demolition type nominated above

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/management supervisor's signature

Date (DD/MM/YYYY)

## **SECTION 8. EVIDENCE OF TRAINING/QUALIFICATION OF THE INDIVIDUAL APPLICANT OR THE MANAGEMENT SUPERVISOR**

Attach a copy of a certificate or transcript or statement of attainment showing successful completion of the SafeWork NSW recognised training course for demolition. Refer to the SafeWork NSW website for more information.

I have attached a copy of my certificate or transcript or statement of attainment

### **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 nominated 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)

**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)

**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 9. FURTHER INFORMATION**

Have you and in the case of a corporation application, has the corporation and each director of the corporation ever been convicted or found guilty of an offence under NSW work health and safety or other legislation administered by SafeWork NSW?

Yes. If yes provide details.                      No

Have you and in the case of a corporation application, has the corporation and each director of the corporation ever made a statement or provided information in connection with a SafeWork NSW licence, permit or notification, knowing that the statement of information was false or misleading?

Yes. If yes provide details.                      No

Have you and in the case of a corporation application, has the corporation and each director of the corporation ever failed to comply with the conditions of a conditional asbestos or demolition licence?

Yes. If yes provide details.                      No

Have you and in the case of a corporation application, has the corporation and each director of the corporation ever been issued a significant number of notices pertaining to unsafe systems of work?

Yes. If yes provide details.                      No

Have you and in the case of a corporation application, has the corporation and each director of the corporation ever had an asbestos or demolition licence cancelled or suspended by SafeWork NSW?

Yes. If yes provide details.                      No

## SECTION 10. MANAGEMENT SUPERVISOR'S DECLARATION

I acknowledge and agree to be nominated as the management supervisor in this application.  
 The information provided in this application is true and correct.

Management supervisor's signature

Date (DD/MM/YYYY)

Please go to section 11.

## SECTION 11. APPLICANT'S DECLARATION

I, \_\_\_\_\_ (print name)

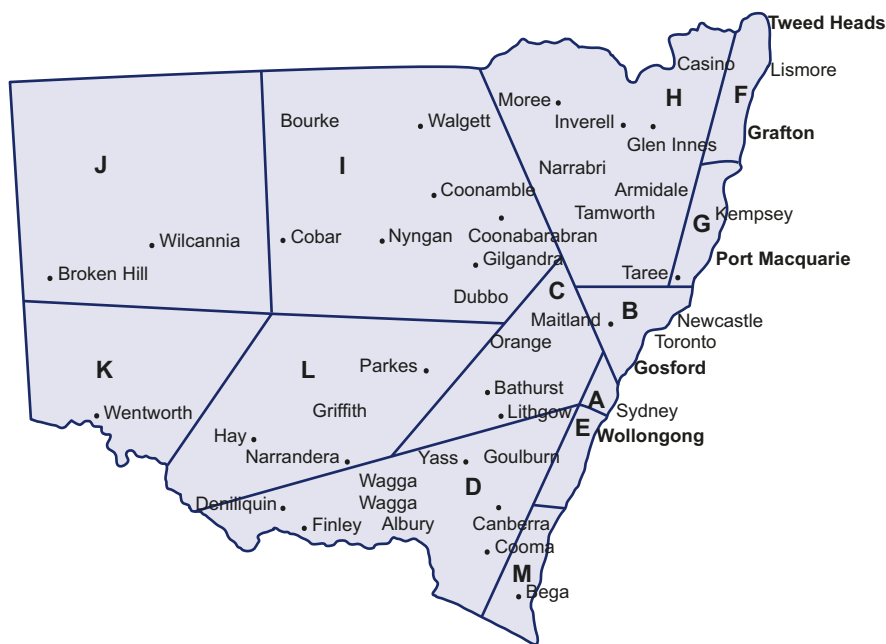
declare and understand that:

- 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
- the information supplied in this application is true and correct to the best of my knowledge.

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)



## SECTION 12. 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) available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

Please charge \$ \_\_\_\_\_ to my:    MasterCard    Visa

A payment processing fee of 0.40% applies to MasterCard and Visa

Card number \_\_\_\_\_ Card expiry date (MM/YYYY) \_\_\_\_\_

Cardholder name (please print name as displayed on credit card)

Cardholder signature \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

## SECTION 13. CHECKLIST TO SUBMIT YOUR APPLICATION

### Attached Document

Copy of certificate of currency of workers compensation insurance. Applicants who are not exempt employers (please refer to the *Guide for applicants for demolition licences and notifications* (catalogue no. SW08018)) 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'.

If the supervisor is not a director or general manager (or equivalent) of the corporation, a letter from the director of the corporation, stating the supervisors role in the management of the corporation and authorising them to act as the management supervisor for the purpose of this licence.

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.

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

Two safe work method statements. Required for upgraded restricted demolition and for demolition licence work for each demolition type outlined in section 2.1.

Photographs of work undertaken. Required for upgraded restricted demolition and demolition licence work, for each demolition type outlined in section 2.1.

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

You must pay the fee with this application.