

OFFICIAL

SafeWork Online Notification System

1 Introduction

1.1 What is SWONS

PCBU's, employers and licence holders have obligations under the Work Health and Safety Legislation to notify SafeWork NSW under certain conditions.

The SafeWork Online Notification System (SWONS) aims to provide a central location for the specific notification types listed below:

- Asbestos and Demolition
- Major Hazard Facilities
- HSR
- Silica

The implementation of SWON for each of these notification types will be staged, starting with Asbestos and Demolition in March 2026.

Use of SWON is not mandatory, but all licence holders are encouraged to use SWONS when notifying.

1.2 Purpose of this guide

This guide covers several notification types and provides step-by-step instructions for creating and managing a SWONS profile.

Once your profile is set up, you can use this guide to add delegates and submit the required notifications.

1.3 Privacy

You have the right to know the information that we collect about users of our website, the purpose for which the information is collected, how the information is used and to whom, if anyone, the information is disclosed.

Our privacy standards are set out in the [Privacy and Personal Information Protection Act 1998](#) (PPIP Act) and the [Health Records and Information Privacy Act 2002](#) (HRIP Act).

For further information visit [SafeWork's privacy practices page](#).

1.4 How to use this guide

Start by navigating to the section that applies to your situation or the type of notification you are completing.

Each section is structured into clear step by step instructions that walk you through the process – from creating a profile and linking a licence, to submitting a notification or updating existing details.

Each SWONS process includes a series of pages through which you will progress. This guide breaks each of those pages down to include a visual example and a brief explanation of each mandatory field, to help you follow along.

SafeWork Online Notification System

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2 Getting started

2.1 Creating a new user account

When you first access SWONS, you will be taken to the main landing page. From here, you can request that SafeWork assign this account as the administrator for a specified licence or notification type.

You will need to select the link for the notification type relevant to you.

Access to licences

Each licence must have one designated administrator. Administrators can create both deputies and delegates.

- Delegates can submit notifications on behalf of the licence.
- Deputies can submit notifications and create new deputies and delegates.

Important note

Choose deputies carefully. Deputies act with the authority of the administrator. If SafeWork NSW investigates unusual activity on a licence, they will contact the administrator – however, actions taken by deputies may form part of that enquiry.

If your company already has a licence administrator but you need to submit notifications on its behalf, please contact the existing administrator for access.

If you need to have an existing administrator removed, please contact the [A&D team](#)

2.1.1 Access Request

Open [SWONS](#) (click to follow link). The welcome page will open.

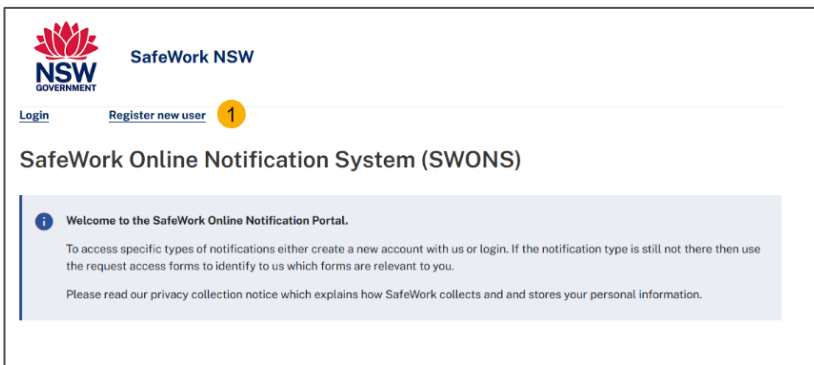
Welcome to the Safework Online Notification Portal.

To access specific types of notifications either create a new account with us or login.

Please read our privacy collection notice which explains how SafeWork collects and stores your personal information.

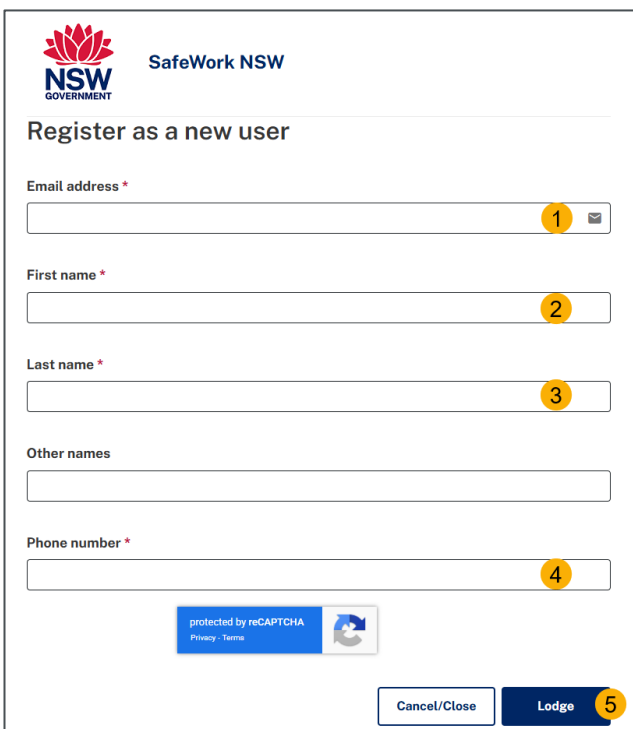
2.1.1.1 Register as a new user.

1. Select **Register new user** from the welcome page.

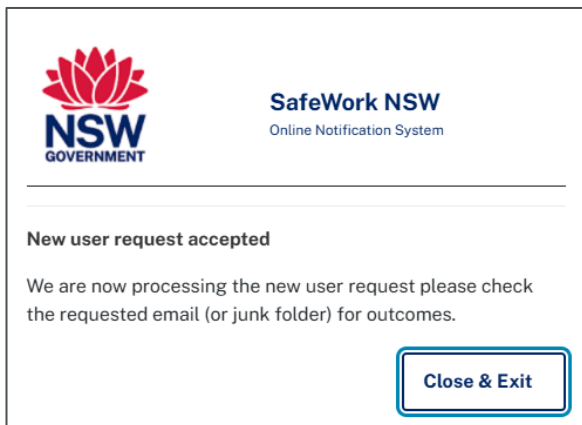


Items marked with a red asterisk (*) are mandatory fields, must be completed to progress to the next step.

1. Enter **Email address**.
2. Enter **First name**.
3. Enter **Last name**.
4. Enter **Phone number** (10-digit number is required).
5. Then select **Lodge**.



A confirmation message will appear, and once the request has been reviewed, an outcome email will be sent to the email address you provided.



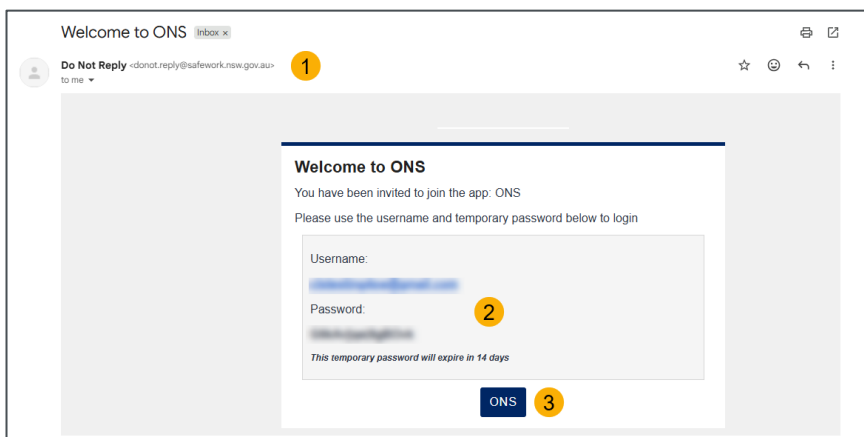
2.1.1.2 Welcome to SWONS email and first-time log in.

Once your application has been approved, you will receive an email inviting you to log in to SWONS.

1. The email will come from a 'Do Not Reply' email.

Remember to check your spam or junk folder.

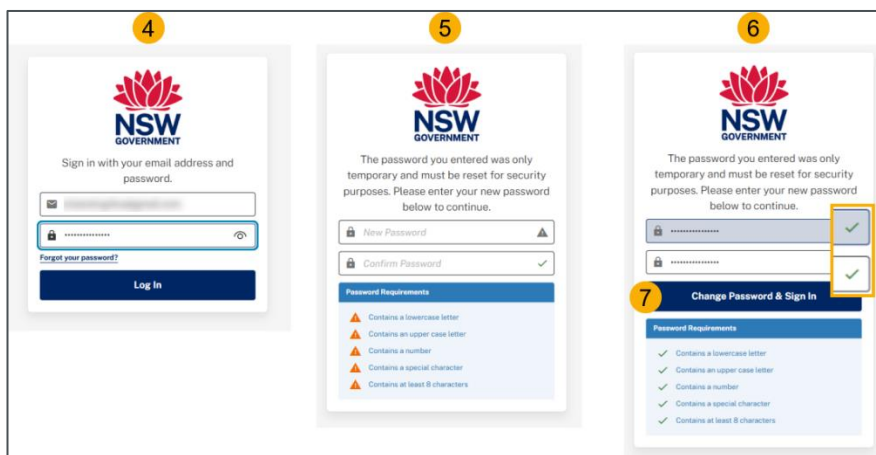
2. The email will provide you with your **Username** and a temporary **Password**.
3. Select **ONS** and you will be directed to a log in page.



4. Log in using your **Username** and **temporary password**.
5. You will be prompted to change your password. Your new password must contain at least 1:
 - Lowercase letter
 - Uppercase letter
 - Number
 - Special character
 - Must contain at least eight characters.

6. Confirm password & sign In. Once you have two green ticks, then:

7. Select Change Password and Sign In.



The SWONS landing page will open.

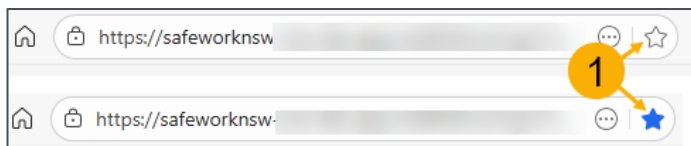


2.1.1.3 Saving the SWONS Login Page for Future Access

Once you have changed your password, and logged in to SWONS, you may want to save the webpage to your favourites for easier access next time.

To do this:

1. Select the **star** icon next to the web address field in your web browser.



Saving the location.

2. Your device or laptop will have its own default settings. You can change the name of the link and location.

3. Select **Done** to save.

If you have saved your password to your device or computer, each time you log in, the log in page will prefill your username and password details.

1. Click inside the password field. This will activate the log in button.
2. Select the **Log In** button to complete the log in process.

Remember: if you store your login credentials on your computer or device, any individual with access to that information may be able to lodge a submission on your behalf, as well as add or remove deputies and delegates. It is therefore essential to exercise caution and remain vigilant when managing your login details. You should never store credentials on a shared device.

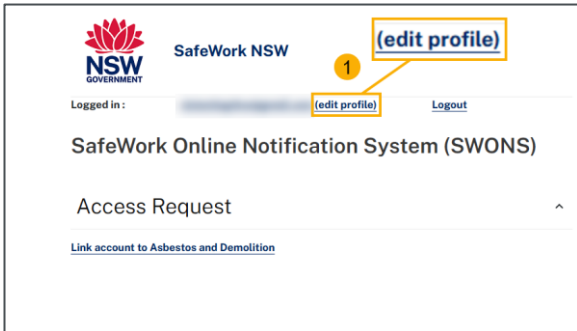
2.1.1.4 Continue to [Section 3](#) to link an account or licence to this profile.

2.2 Updating profile details

Use the steps below to update name and contact phone number.

To change email, you must create a new account. To change password, use the I forgot my password option during login.

1. Select **edit profile** from the SWONS landing page.



2. Update as required:

- First name
- Last name
- Phone number (10 – digit number required)

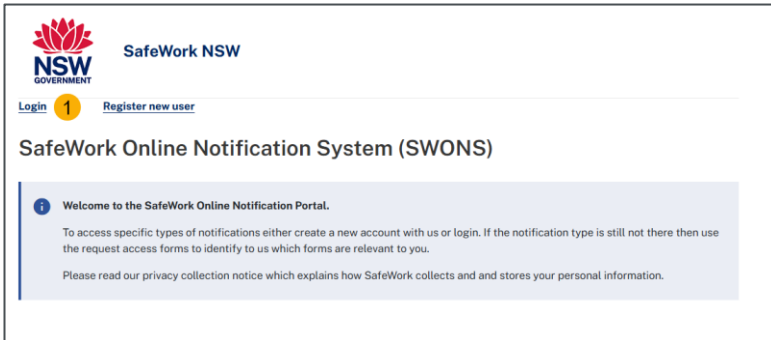
3. Select **Lodge**

2.3 Resetting a password

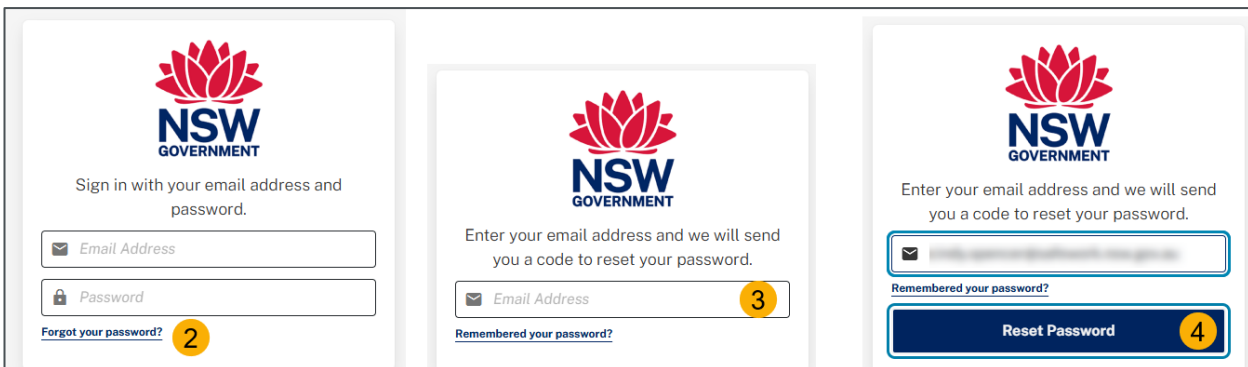
If you have previously registered for access to SWONS, you can follow the steps below to reset your password.

Access [SWONS](#) landing page. read important information (identified by the blue box)

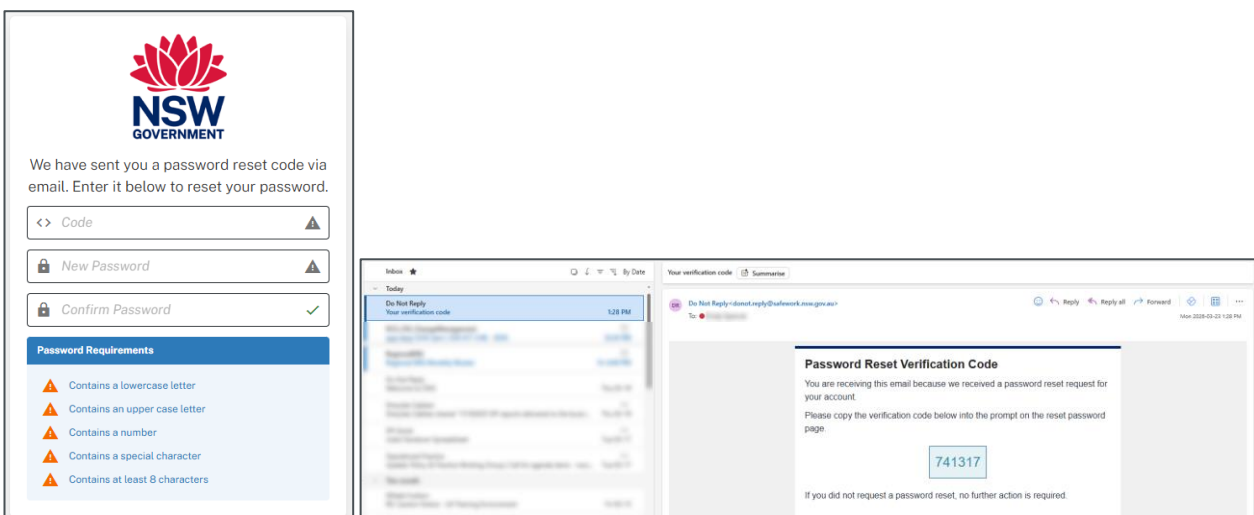
1. Select Login,



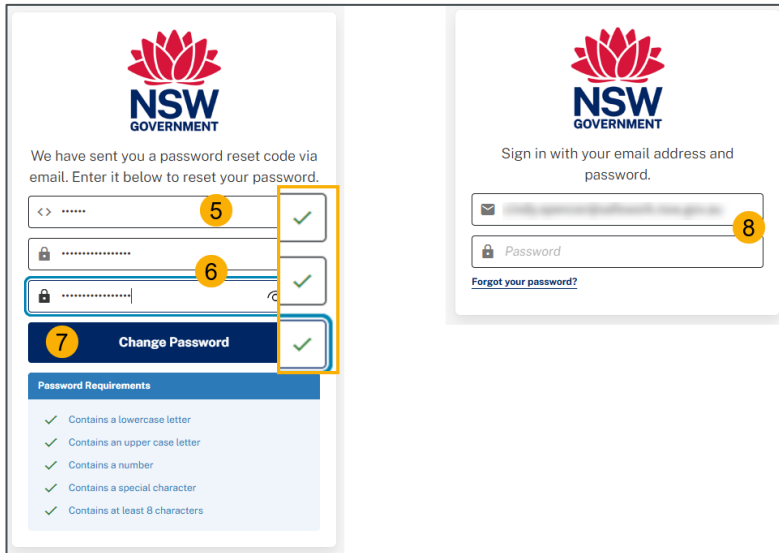
2. Select **Forgot your password.**
3. Enter **Email Address.**
4. Select **Reset Password.**



The following window will display, and you will receive a separate email.



5. Enter the **verification code**.
6. Change and **confirm the new password**.
7. Select **Change Password**.
8. You will be directed to the log in page where you can enter the new password and complete the log in process.



SWONS landing page.

When you log in for the first time, you will be presented with the SWONS landing page.

1. Displays who is **Logged in** – username.
2. Select this link to **Logout**.
3. **Link account to Asbestos and Demolition** licence.

Select this link to request your licence be linked to your profile. Once the licence is linked to your profile, you can assign roles and lodge notifications.



3 Link account to Asbestos and Demolition

To raise and/or view notifications/permit online against you will need to link a specified licence or notification type to your profile.

Once linked, you are assigned the role of administrator which allows you to lodge a notification and assign roles.

Please be aware only one administrator can be allocated to a specific licence or notification type. Administrators can assign roles such as deputy and delegate.

To link a licence and assign the role of Administrator, follow the steps below.

The process is different for NSW and Interstate licence holders.

Select the link relevant to your notification type.

Access Request ^

[Link account to Asbestos and Demolition](#)

3.1 NSW Asbestos Removal and/or Demolition licence

Use this form to submit a request to SafeWork NSW to make you the administrator of the licence you specify below.

If a company's licence already has an administrator and you want to submit notifications on its behalf, please contact the administrator of the licence to request the relevant access.

Each licence must have a sole administrator who is responsible for all activities related to the licence.

An Administrator is authorised to:

- *Approve, reject, or revoke Deputy and Delegate roles.*
- *Lodge, vary or withdraw notifications related to the licence(s) they administer.*
- *View notifications all notifications lodged for the licence(s) they administer.*
- *View the Administrator, Deputies and Delegates registered on the licence(s) they administer.*

Items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.

3.1.1 Step 1

Choose the **Licence issuer**.

- Using the arrow on the right – select from the drop-down list.

Your selection here determines which fields appear and need to be completed.

3.1.2 Step 2

Follow the steps below based on your selection at step 1.

Items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.

3.1.2.1 NSW asbestos removal and/or demolition licence

- Select **NSW asbestos removal and/or demolition licence**.
- Enter **Licence number**.
- Select **Verify**.
- Tick will appear once licence is verified.
- Select **Licence type**.
- Enter **Comments** relating to the request.
- Select **Next** to proceed to the next page.

You will be directed to the second page of the form. Complete the mandatory fields identified with a red asterisk (*).

9. Enter Licence holder's name.
10. Enter Licence holder's address.

Nominated supervisors.

Nominated Supervisor details for the licence. This information is used to validate the request.

11. Enter **Family** and **Given** names.
12. Select **Licence classes**.

You can repeat steps 11 & 12 to add multiple supervisors.

13. Requestor's name.

14. Requestor's phone number.

15. Select **Lodge**.

A screenshot of a web form. At the top, there is a label 'Requestor's name *' followed by a text input field containing a blurred name. A yellow circle with the number '13' is positioned to the right of this field. Below it is a label 'Requestor's phone number *' followed by a text input field containing a blurred phone number. A yellow circle with the number '14' is positioned to the right of this field. At the bottom left is a button with a left-pointing arrow and the text '< Back'. At the bottom right are two buttons: 'Cancel/Close' and 'Lodge'. A yellow circle with the number '15' is positioned to the right of the 'Lodge' button.

The changes accepted pop up window will display, and an email will be sent once your submission has been processed.

A screenshot of a confirmation window. At the top left is the NSW Government logo. To its right is the text 'SafeWork NSW' and 'Asbestos and Demolition'. Below this is a horizontal line. Underneath the line is the heading 'Changes accepted' followed by a paragraph: 'We are now processing the request. This request requires review from SafeWork NSW. Updates of status will be sent as an email.' At the bottom right is a button labeled 'Close & Exit'.

3.1.2.2 Interstate Asbestos Removal licence

1. Select **Interstate Asbestos Removal licence**.
2. Enter **Licence number**.
3. Select **Verify** - A tick will appear once licence is verified.
4. Select **State issued**.
5. Enter **Expiry** details.
6. Select **Licence classes**.

A screenshot of a web form for an 'Interstate Asbestos removal licence'. At the top is a dropdown menu labeled 'Licence issuer *' with 'Interstate Asbestos removal licence' selected. A yellow circle with the number '1' is to its right. Below is a label 'Licence number *' with the instruction 'Please enter the licence number and select the "Verify" button.' followed by a text input field with a blurred number. A yellow circle with the number '2' is to its left. To the right of the input field is a button labeled 'Verify' with a magnifying glass icon. A yellow circle with the number '3' is to its right. Below is a label 'State issued *' with a dropdown menu showing 'Please choose'. A yellow circle with the number '4' is to its right. Below is a label 'Expiry *' with the instruction 'You can only link to a current licence. If the licence has expired, please renew the interstate licence before completing this form.' followed by a date input field in 'DDMM/YYYY' format. A yellow circle with the number '5' is to its right. At the bottom is a section 'Licence classes' with two checkboxes: 'Class A friable asbestos removal' and 'Class B non-friable asbestos removal'. A yellow circle with the number '6' is to the right of these checkboxes.

7. Enter the **Organisation Name**.

Once entered you will be prompted to check if the entity name is a duplicate.

8. Select **Check if duplicate**.

If the organisation is listed, select the radio button beside the name.

9. Enter **Comments** relating to the request.

10. Upload a copy of your interstate licence using the **Attachment** button.

11. Select **Next** to continue.

You will be directed to the second page of the form. Complete the mandatory fields identified with a red asterisk (*).

12. Enter **Licence holder's name**.

13. Enter **Licence holder's address**.

Nominated Supervisor details for the licence. This information is used to validate the request.

14. Enter supervisor’s **Family** and **Given** names.

15. Select **Licence classes**.

16. Enter **24-hour contact phone number**.

Repeat steps 14-16 to list each additional supervisor.

17. Enter Requestor's name.


18. Enter Requestor's phone number.

19. Select Lodge.

Requestor's name *

 17

Requestor's phone number *

 18 

< Back

Cancel/Close Lodge 19

3.1.2.3 Interstate Demolition licence

1. Select Interstate demolition licence holder.

2. Enter Licence number.

3. Select Verify - A tick will appear once licence is verified.

4. Select state issued.

5. Enter Expiry date of licence.

6. Select Licence classes.

Licence issuer *

 1

Licence number *

Please enter the licence number and select the 'Verify' button.


 2 3

State issued *

 4

Expiry *

You can only link to a current licence. If the licence has expired, please renew the interstate licence before completing this form.

 5 

Licence classes

Unrestricted demolition

Restricted demolition 6

7. Enter **Organisation name**.

Once entered you will be prompted to check if the entity name is a duplicate.

8. Select **Check if duplicate**.

9. If the organisation is listed, select the radio button beside the name.

10. Enter details of [Automatic Mutual Recognition \(AMR\) or Mutual Recognition \(MR\)](#).

11. Enter **Comments** relating to the request.

12. Upload a copy of your interstate licence using the **Attachments** button.


13. Select **Next** to continue.

You will be directed to the second page of the form. Complete the mandatory fields identified with an asterisk (*).

14. Enter Licence holder's name.

15. Enter Licence holder's address.

1 Request details 2 Licence details

 SafeWork NSW

[home](#)

Link account to asbestos and demolition

Licence holders name *

 14

Licence holders address *

 15 ✓

Licence holders ABN

Licence holders workers compensation insurance policy number

Nominated Supervisor details for the licence. This information is used to validate the request.

16. Enter supervisor's **Family** and **Given** names.

17. Select **Licence classes**.

18. Enter **24-hour contact phone number**.

Repeat steps 16-18 to list each additional supervisor.

Nominated supervisors *

Title

Family name *

Given name *

Other names

Licence class(es) *

Select all licence class(es) that apply.

Class A friable asbestos removal

Class B non-friable asbestos removal

Unrestricted demolition

Restricted demolition

24-hour contact phone number *

19. Requestor's name.

20. Requestor's phone number.

21. Select lodge.

Requestor's name *

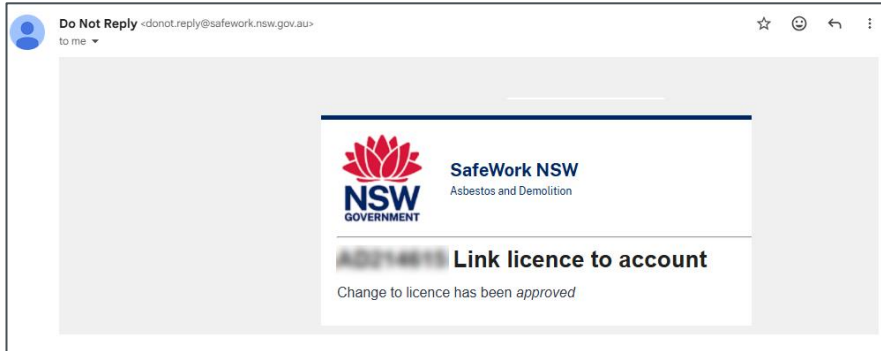
Requestor's phone number *

3.1.3 Step 3 - Email confirmation

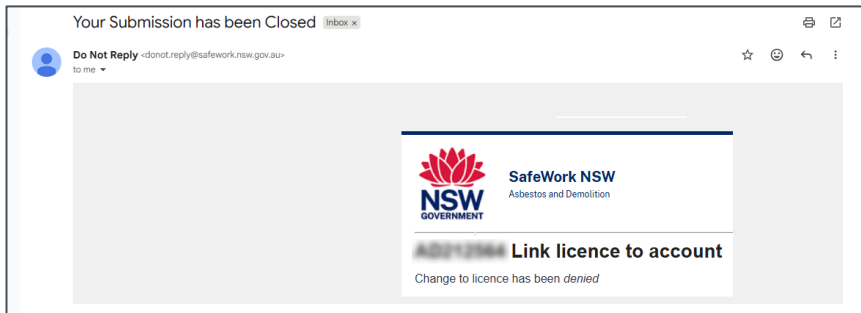
A Safework business unit will review your request and make the relevant decision.

You will receive an email notification for the result.

Below is an example of **Approved** request.



If your request has been **declined**, you will receive below email.



If your request needs to **provide additional information**, you will receive below email.

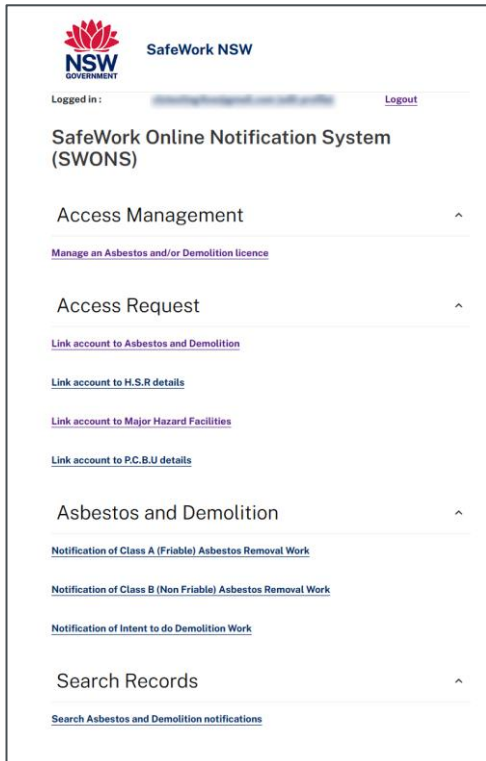
1. Select **Click here to respond** and you will be taken to the SWONS landing page.



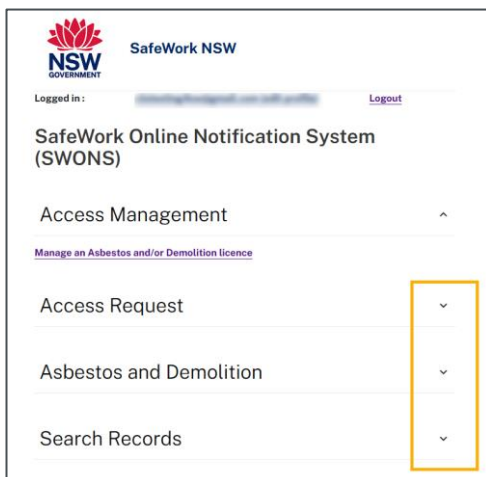
4 Access Management

Use this form to manage users associated with a licence or notification type.

When you open SWONS for the first time AFTER a licence has been linked to your profile, the landing page will look like this.



Using the arrows on the right side of the title, you can collapse and expand the section.



4.1 Manage an Asbestos and/or Demolition licence.

4.1.1 Roles

You may add or nominate deputies or delegates to licence and notification types. You cannot remove administrators once added. Every licence should only have one administrator.

Definitions of users:

4.1.1.1 An **Administrator** applies direct to SafeWork for authorisation to:

- Approve, reject, or revoke Deputy and Delegate roles.
- Lodge, vary, or withdraw licence-related notifications.
- View notifications submitted by Deputies and Delegates.
- View all Administrators, Deputies, and Delegates registered for their licence(s).

4.1.1.2 A **Deputy** applies to the Licence Administrator for authorisation to:

- Approve, reject, or revoke Delegate roles for their assigned licence(s).
- Lodge, vary, or withdraw notifications for their assigned licence(s).
- View all notifications for their assigned licence(s).
- View all Administrators, Deputies, and Delegates registered on their assigned licence(s).

4.1.1.3 A **Delegate** applies to the Deputy or Administrator for authorisation to:

- Lodge, vary, or withdraw notifications for their assigned licence(s).
- View all notifications they have lodged for their assigned licence(s).

Key points:

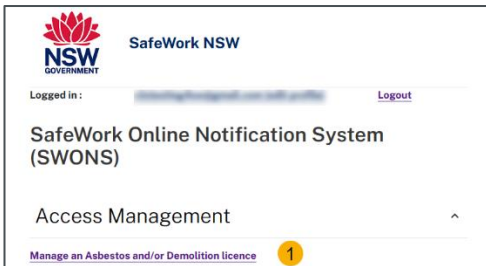
- You cannot delete administrators.
- You may authorise users before they have an active SWONS account.
- If a user does not already have a SWONS account, they will get an email notification that you have added them to the license, along with a link to create an account.
- Email addresses or logins for a licence will only appear in the authorisation list on this page once the user has an SW ONS account.
- Changes to licence details can sometimes be delayed by connectivity issues, if the change you requested does not apply immediately, please wait 2 minutes and reload the page.

4.1.2 Assign a Deputy or Delegate – NSW Licence Holder

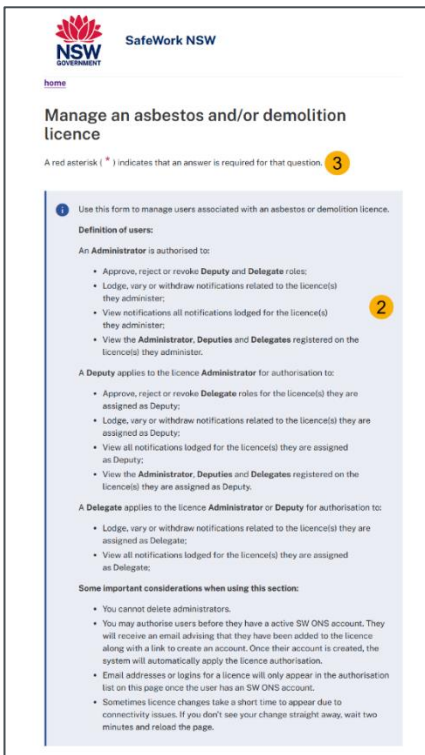
The process outline below, is the same for Asbestos and Demolition licence holders, both within NSW and Interstate.

To assign a Deputy or Delegate:

1. Select link – **Manage an Asbestos and /or Demolition licence.**



2. **Read information** on how to use this form to manage users associated with an asbestos or demolition licence.
3. Note that items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.



4. Enter the **Licence number.**
5. SWONS automatically verifies the licence number.

6. A list of authorised users displays.

7. Active licence details display.

The screenshot shows a form with a 'Licence number *' field (4). Below it is a table titled 'Users with authority on this licence' (5) with columns 'Access Level', 'Authorised Email', and 'Remove'. The first row shows 'Administrator' (6). Below the table is a green box titled 'Licence is active' (7) containing details like 'Type: Demolition Licence', 'ABN:', 'Name:', 'Expires:', 'Classes:', 'Class: DE2', 'Type: Restricted demolition licence (DE2)', and 'Active: True'.

8. Enter the **Authorised email** address of the person you wish to assign as a Deputy.

9. Select **Access level**. Field will default to Deputy. Use the drop-down list if you are assigning a delegate.

The screenshot shows a dropdown menu for 'Access level *' with 'Deputy' selected. The dropdown list is open, showing 'Deputy' and 'Delegate' (9).

10. Deputies can act on behalf of the Administrator, including appointing other Deputies and Delegates. However, the Administrator remains accountable for all licence activities.

The screenshot shows the 'Add or manage an authorised user' form. It has an 'Authorised email' field (8) with a note: 'Provide the email address of the new user you would like to add or the email address of the existing user you would like to manage.' Below it is an 'Access level *' dropdown menu (9) with 'Deputy' selected. A note (10) at the bottom states: 'Deputies can act on behalf of the Administrator, including appointing other Deputies and Delegates. However, the Administrator remains accountable for all licence activity.'

Supervisors in licence's organisation

11. Licence supervisor(s) details will display.

Supervisors in licence's organisation

Nominations

Title 11

Family name

Given name


12. Select lodge to assign the role.

Cancel/Close

Lodge

12

The following window will appear. Read, then select **Close & Exit**.



SafeWork NSW
Asbestos and Demolition

Changes accepted

We are now processing the request. Some requests require oversight of SafeWork.

Close & Exit

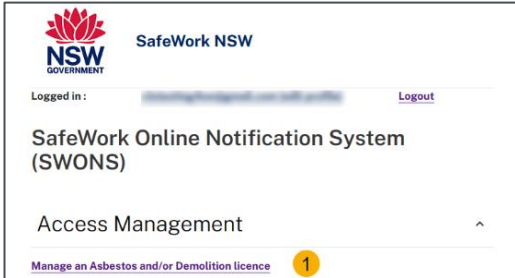
An email will be sent to the nominated Deputy/Delegate. From there they will be instructed to:

- Create a new user profile if they do not have one.
- Log in to access the updates to their profile.

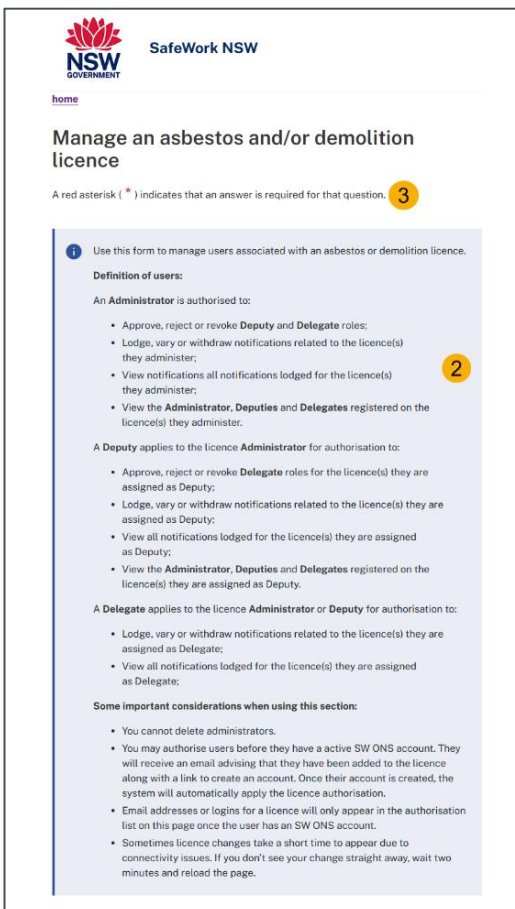
4.1.3 Assign a Deputy or Delegate – Interstate Licence Holder

To assign a Deputy or Delegate:

1. Select link – Manage an Asbestos and /or Demolition licence.



2. Read information on how to use this form to manage users associated with an asbestos or demolition licence.
3. Note that items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.



4. Enter the **Licence number**.
5. SWONS automatically verifies the licence number.
6. A list of **Authorised users** displays.
7. Active **out of state** licence details display

Licence number *

Licence number *

Access Level	Authorised Email	Remove
Administrator		Remove

Out of state licence

State: VIC
 Name:
 Expires:
 AMR/IR Reference #:
 Classes

Licence details will display. Field may be blank.

8. You may be prompted to **Confirm** details.

Licence details

Name on licence *

Expiry of licence *

Classes on this licence *

Confirm is required

Add or manage an authorised user.

9. Enter the **Authorised email** address of the person you wish to assign as a Deputy or Delegate
10. Select **Access level**. Field will default to Deputy. Use the drop-down list if you are assigning a Delegate.

Access level *

Deputy

Please choose

Delegate

Deputy

- Deputies can act on behalf of the Administrator, including appointing other Deputies and Delegates. However, the Administrator remains accountable for all licence activities.

Add or manage an authorised user

Authorised email
Provide the email address of the new user you would like to add or the email address of the existing user you would like to manage.

 9 ✉

Access level *

Deputy 10

● Deputies can act on behalf of the Administrator, including appointing other Deputies and Delegates. However, the Administrator remains accountable for all licence activity. 11

- Licence supervisor(s) details will display.

Supervisors in licence's organisation

Nominations

Title 11

Family name *

Given name *

Other names

Licence class(es) *

- Class A friable asbestos removal
- Class B non-friable asbestos removal
- Unrestricted demolition
- Restricted demolition

24-hour contact phone number

+ Add Supervisor

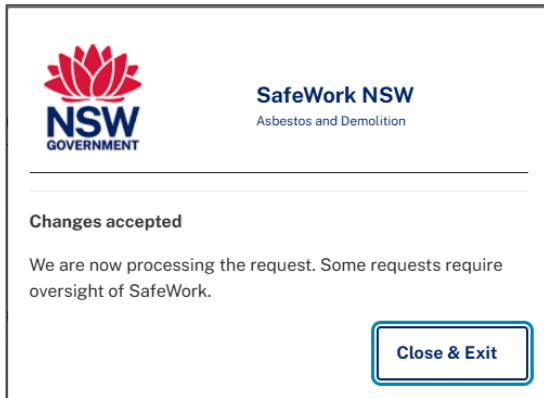
- Select Lodge to assign the role.

Cancel/Close

Lodge

13

The following window will appear. Read, then select **Close & Exit**



An email will be sent to the nominated Deputy/Delegate. From there they will be instructed to:

- Create a new user profile if they do not have one.
- Log in to access the updates to their profile.

5 Notifications

5.1 When to notify

You must notify SafeWork NSW 5 calendar days prior to commencing licensed asbestos removal or demolition work in NSW.

See section 5.1.1 and 5.1.2 for more information.

5.1.1 Asbestos

You must notify SafeWork NSW when removing:

- more than 10 m² of non-friable asbestos.
- any friable asbestos.
- interstate licensed removalists operating in NSW must also notify.

What happens after you submit a notification through SWONS.

- you will get an acknowledgement email.
- work may begin five calendar days after lodging.
- no approval letter is issued.
- a PDF can be downloaded once complete.
- your notification.

Emergency asbestos removal

For urgent situations, removalists must:

- call 13 10 50, and
- lodge an online notification within 24 hours.

Emergency removal applies only to sudden events risking asbestos exposure or essential-service breakdowns requiring immediate repair.

Inspectors may fine unlicensed removal work or licensed removalists who fail to notify or start work before the five-day period.

Fibre Levels Above 0.02 fibres/ml

For Class A work, removal must stop and SafeWork NSW must be notified immediately if levels exceed 0.02 fibres/ml.

Report exceedances via 13 10 50 or contact@safework.nsw.gov.au.

For more information visit [SafeWork NSW - Asbestos Notifications](#).

5.1.2 Demolition

You must notify SafeWork NSW when demolition involves:

- Load-bearing or integrity-related structures 6 m+.
- Load-shifting machinery on a suspended floor.
- Use of explosives.
- Interstate demolition contractors working in NSW (for the above work) must also notify.

What happens after you submit a notification via SWONS:

- You will receive an acknowledgement email.
- Work may begin after 5 calendar days.
- No approval letter issued.
- PDF available once complete.

Emergency Demolition

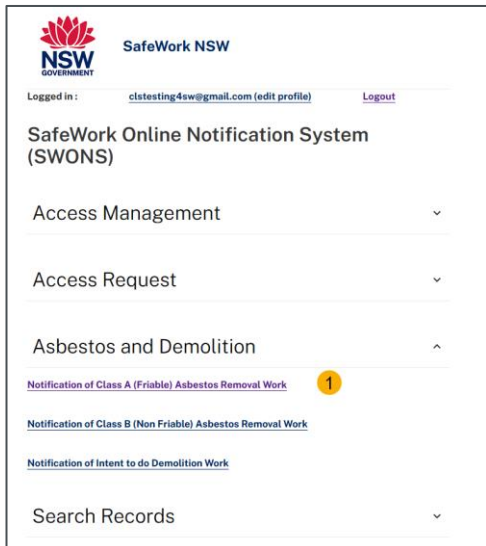
- Emergency service organisations must call 13 10 50 ASAP (before or immediately after work).
- Emergency = structurally unsound structure/plant OR imminent collapse.
- Inspectors may issue fines for:
 - using unlicensed demolition contractors
 - failing to notify SafeWork NSW
 - starting demolition within the five-day period

For more information visit [SafeWork NSW - Demolition Notifications](#)

5.2 How to notify

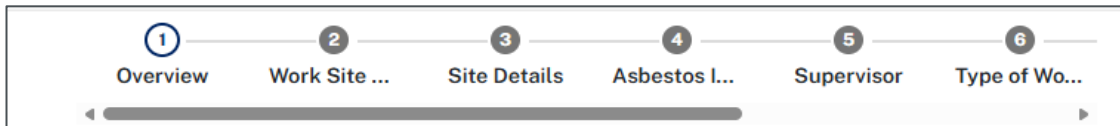
5.2.1 Notification of Class A (Friable) Asbestos Removal Work

1. Select link - Notification of Class A(Friable) Asbestos Removal Work.



Overview

Note the page tabs at the top of the window. As you proceed through each stage, the tabs will update to indicate your position in the process.



1. **Progress tabs** at top of the page.
2. Fields marked with a red **asterisk (*)** are mandatory and must be completed to progress to the next step.
3. **Important information** related to this notification type.
4. **Reference number** for the notification.
5. Select **Next** to continue.

Overview Work Site ... Site Details Asbestos L... Supervisor Type of Wo... 1

NSW GOVERNMENT SafeWork NSW

home

Notification of class A (friable) asbestos removal work

A red asterisk (*) indicates that an answer is required for that question. 2

1 Use this form to notify SafeWork NSW of your intent to undertake asbestos removal work.

Please note, all workers that are assisting with the removal work must hold current units of competency in friable asbestos removal training. A nominated supervisor must be present when Friable Asbestos is being removed. Air monitoring must be conducted by a competent person who holds an asbestos assessor licence. Copy of clearance certificate is required to be attached to this notification. 3

You may be required to provide additional supporting documentation not listed in this form. If additional documentation is required, SafeWork staff will contact you and provide instructions on how to submit them.

Overview

1 Notification summary

The progress of open notification records will display below.

Reference number: 032026-OTQ7RGTzuwKB 4

Amendment:

Licence details: Number:

Lodgement date:

Start date of work:

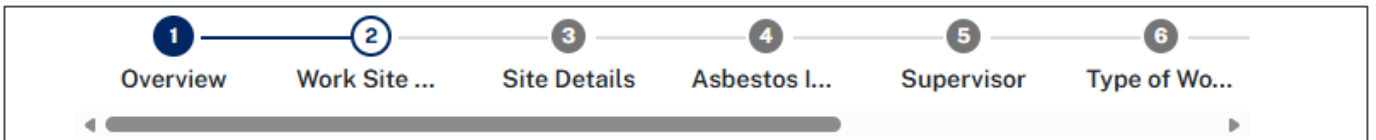
Estimated finish date of work:

Status: New

5 Next >

Cancel/Close

Work Site



1. Enter **Licence number**. SWONS will automatically verify.

A **No Valid Class** message will display if the licence you have selected does not relate to the notification type selected. For example, if selected, a Demolition licence would display 'No valid class for an asbestos notification.'

Licence number *

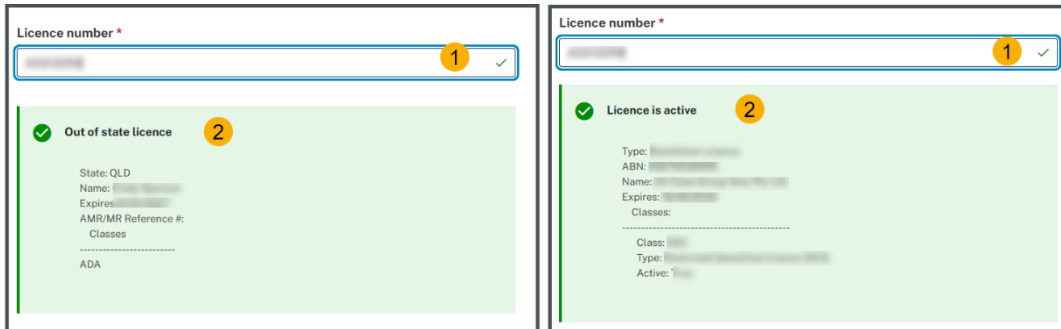
1 ✓

✗ No valid class

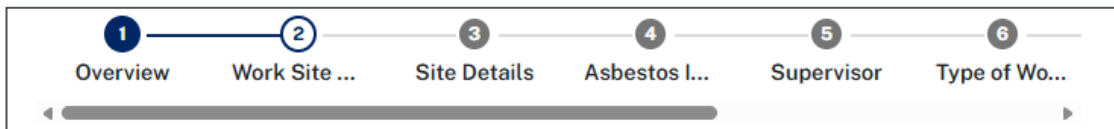
This licence does not contain a class clause that is valid for this notification

2. If the licence class is valid, the message will display:

- Licence is Active – NSW licence holder.
- Out of state licence – Interstate licence holder



Worksite Owner



3. Select client type – Business or Individual.

Client type * 3

Business

Individual

4. If Business selected, then complete the following mandatory fields (*):

- Enter **Business Name**.
- Enter **ABN**. SWONS will verify automatically.
- Contact person's **Family** and **Given** name.
- Contact persons' **Daytime phone number** (10-digit number required).

Business details
4

Business name *

ABN *

Daytime phone number *

Name of contact person

Title

Family name *

Given name *

Other name(s)

Daytime phone number *

5. If Individual selected, complete the following mandatory fields (*):

- Individual’s **Family** and **Given** name.
- Individual’s **Daytime phone number**.
- Contact person’s **Family** and **Given** name.
- Contact person's **Daytime phone number**.

Individuals details
5

Title

Family name *

Given name *

Other name(s)

Daytime phone number *

Name of contact person

Title

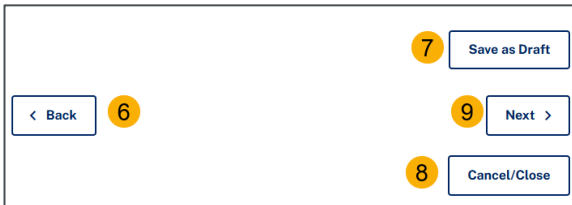
Family name *

Given name *

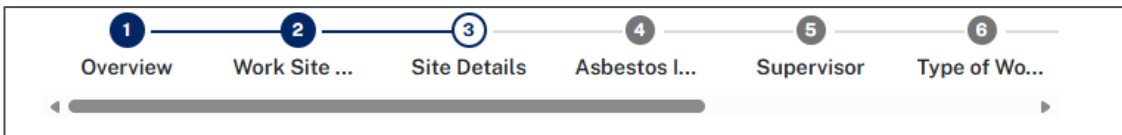
Other name(s)

Daytime phone number *

6. You can go **Back** to the previous page at any time. You will not lose any information entered on the page you are currently on.
7. You can save your notification **as a draft**. Draft notifications can be retrieved using the search function covered in [Section 5.2](#).
8. You can **Cancel/Close** out of the notification process at any time.
9. Select **Next** to continue.



Site Details



1. Enter the **Site name**.
2. Enter the **Site address**.

The address fields will auto-fill. If the address is not listed, you can enter it manually.

Site details

Site name

Site address

Start typing the physical address and select it from the list. The address fields below will auto-fill.
If the address is not listed, enter it manually below.

Do not provide post office box number

3. Enter **Type of workplace**.
4. Enter **Start date of work**.

If start date is more than 5 days in the future, move to step 8.

5. You will see the following message if **start date is within 5 days**.

6. You will be prompted to provide a Reason start date is within 5 days.
7. Enter Estimated finish date of work.

Type of workplace (eg factory) *

Factory 3

Start date of work *

27/03/2026 4

Start date is before today or within 5 days of the initial date lodged 5

You are required to provide a reason why work will/has started within 5 days.

SafeWork will place your notification in pending until we can review.

Reason start date is within 5 days *

6

Estimated finish date of work *

DD/MM/YYYY 7

8. Enter the Number of workers needed for this removal work.
9. Have all workers for this removal work successfully completed the relevant friable training?
Select Yes or No.
10. If **No** is selected work should not be undertaken until such times as the relevant training has been completed. Select save as draft or cancel and close to exit notification form.

Number of workers for this removal work *

10 8

Have all workers for this removal work successfully completed the relevant friable training? * 9

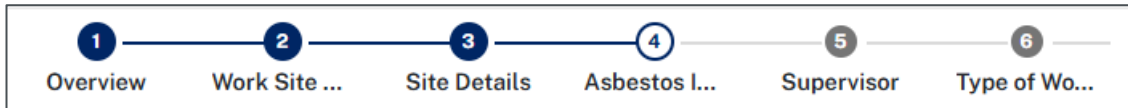
Yes

No

This notification cannot be submitted until all workers are trained in friable asbestos removal unit of competency 10

11. If **yes**, select **Next** to continue.

Asbestos Identification



Air monitoring – Contact Details, complete the following mandatory fields marked with a red asterisk (*).

1. Enter **Name**.
2. Enter **Daytime phone number**.
3. Enter **Asbestos assessor licence number**.
4. Enter **State or Territory of issue**.
5. If details are the same, you can **Copy the contact details to the clearance certificate** section below.

Air monitoring – contact details

Name * 1

Daytime contact phone number * 2

Email

Asbestos assessor licence number * 3

State or territory of Issue * 4

Please choose

Copy contact details to clearance certificate 5

Clearance Certificate – contact details

6. Enter **Name**.
7. Enter **Daytime phone number**.
8. Enter **Asbestos assessor licence number**.
9. Select **State or Territory of issue**.
10. Upload a copy of the clearance certificate.

Clearance certificate – contact details

Name * 6

Daytime contact phone number * 7

Email ✉

Asbestos assessor licence number * 8

State or territory of issue * 9

Please choose

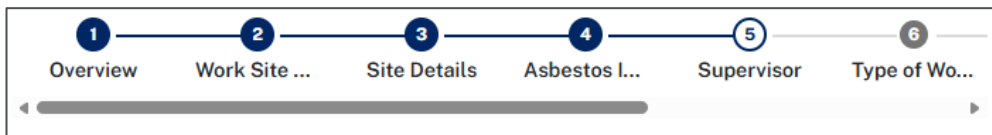
Clearance certificate

Upload a copy of the clearance certificate

Select a file 10

11. Select **Next** to continue.

Supervisor details



Complete the mandatory fields marked with a red asterisk (*).

1. Enter supervisors' **Family name**, field will be verified and supervisor details automatically populated in the fields below.
2. Update **24-hour contact phone number** (must be ten digit), if required.

Title

Please choose

Family name * 1

Given name

Cindy

Other name/s

Licence class(es)

Class A friable asbestos removal

Class B non-friable asbestos removal

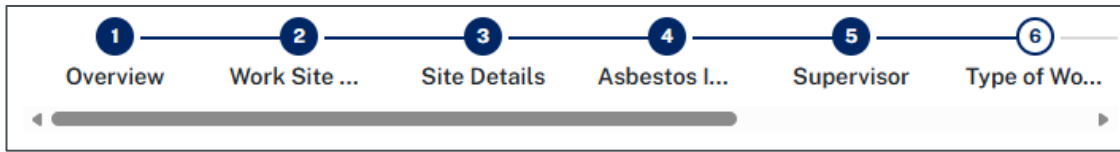
Unrestricted demolition

Restricted demolition

24-hour contact phone number * 2

Remove Supervisor

Type of work



Complete the mandatory fields marked with a red asterisk (*).

1. Indicate the **Type of removal work**.

Select all that apply.

2. If other is selected, provide details.

A screenshot of the 'Other' checkbox section. The 'Other' checkbox is checked. Below it is a text input field labeled 'Other details *' with a yellow circle '2' next to it.

3. Select **Next** to continue.

A screenshot of the 'Type of removal work' form. The title is 'Type of removal work'. Below it is the heading 'Types *' and the instruction 'Please indicate the type of asbestos being removed. You may select more than one type.' There is a list of checkboxes for various asbestos types: Sprayed limpet asbestos (marked with a yellow circle '1'), Damaged non friable asbestos, Friable asbestos in soils, Pipe lagging, Sound proofing, Fire doors, Underlay and adhesive, Asbestos containing dust, Fire damaged, Insulation, Low density fibreboard, and Other. At the bottom, there are four buttons: '< Back', 'Save as Draft', 'Next >' (marked with a yellow circle '3'), and 'Cancel/Close'.

Removal Details

Complete the following mandatory fields marked with a red asterisk (*).

Asbestos location and amount

1. Enter **Specific location of asbestos**.
2. Enter **Amount of friable asbestos to be removed**.
3. **Select** only one:
 - Bags
 - Square metres
 - Kilograms
 - Tonnes

Personal Protective Equipment

Important note: For friable asbestos removal work, a minimum of P3 full face respirator (fit tested) should be used.

4. List **Personal Protective Equipment**.

Select all that apply.

5. If **Other** is selected, provide details.

Personal Protective Equipment

i Important note
For friable asbestos removal work, a minimum of P3 full face respirator (fit tested) should be used.

List personal protective equipment * **4**
Select all that apply.

Protective clothing

Full face air supplied

Protective gloves

Appropriate safety footwear

1/2 face respirator

P2 mask

P3 full face respirator

Other

Other details *

5

Method to isolate the removal area.

6. List the method(s) to isolate the removal area.

Select all that apply.

7. If Other selected, provide details.

Method to isolate the removal area

List the method(s) to isolate the removal area * **6**
Select all that apply.

Fencing

Barriers

Signage

Other

Outline the type and extent of isolation *

7

Friable asbestos removal

8. Select relevant controls being used. Select all that apply.

9. If other selected, provide details.

Friable asbestos removal

Please select all relevant controls being used * **8**

Select all that apply.

- Enclosure
- Negative air pressure
- Decontamination unit
- Glove bag method
- Wet method of asbestos removal
- Wet wiping
- H class industrial vacuum cleaner
- Air monitoring by Licensed Asbestos Assessor
- Air monitoring during removal undertaken by Licensed Asbestos Assessor
- Other

Other control details *

9

Decontamination unit details

10. Will a decontamination unit be provided?

If **yes**, provide **Details**.

Decontamination unit details

Will a decontamination unit be provided? * **10**

- Yes
- No

Details *

11

Disposal of waste

11. Enter **Storage on site** location.

12. Enter **Removal from site** details.

Disposal of waste

Please provide details on the proposed waste disposal methods.

Storage on site (location) *

52

Removal from site *

53

1 **Important note**

The following waste disposal site information is required if removing waste from site.

13. **Important note:** Disposal site information is required if removing waste from site.

If you answered yes at step 53, you must complete the additional information relating to waste disposal site name and location.

14. Select **Next** to continue.

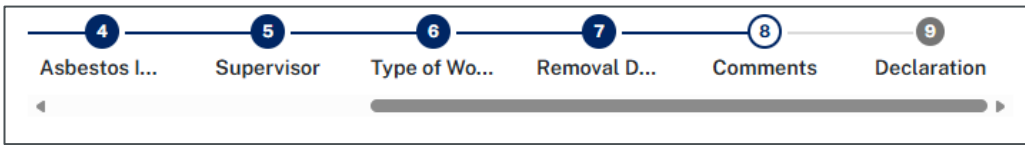
Important note 14
The following waste disposal site information is required if removing waste from site.

Waste disposal site name

Waste disposal site location

15

Comments



Allows you to add additional information relevant to the notification.

1. Select the **Add comment** button.

Date and commented by fields will auto populate on saving.

2. Complete the **Comment** field.

3. Select **Next** to continue.

Comments

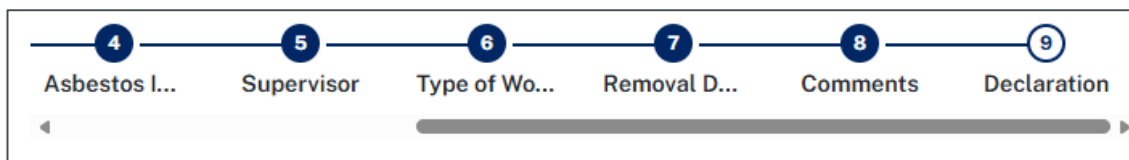
Date commented

Commented by

Comment *
Comments relevant to request. 2

1 3

Declaration



To submit the notification, you must first read the declaration and acknowledge your acceptance.

1. Select the **Check box** to acknowledge your acceptance.
2. Enter details for **Person making the declaration**.
3. Enter **Position** in company details.
4. Enter **Daytime contact phone number** (10-digit number required).
5. Select **Lodge**.

Declaration

In order to submit the notification, you must read each of the points below and select the check box to acknowledge your acceptance:

1 I declare and/or understand that:

- All work is to be carried out in accordance with Work Health and Safety legislation.
- This notification to remove asbestos is required by section 466 of the Work Health and Safety Regulation 2025.
- See section 268 of the Work Health and Safety Act 2011 for offences relating to the giving of false or misleading information under the Act or the Regulation.

Declaration acceptance *

1 I agree to the terms and conditions as outlined above

Person making declaration *

 2

Position in company *

 3

Daytime contact phone number *

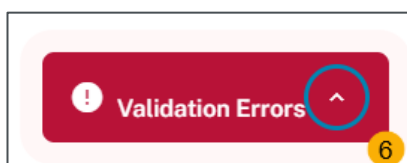
 4

PDF output

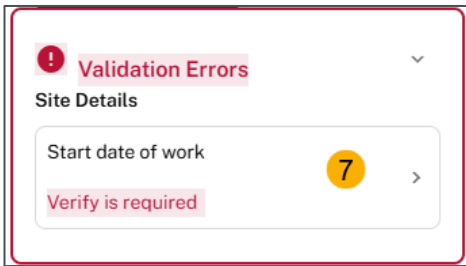
5

If there are any fields missed, or validation that have not occurred, you will be prompted with a **validation errors** message.

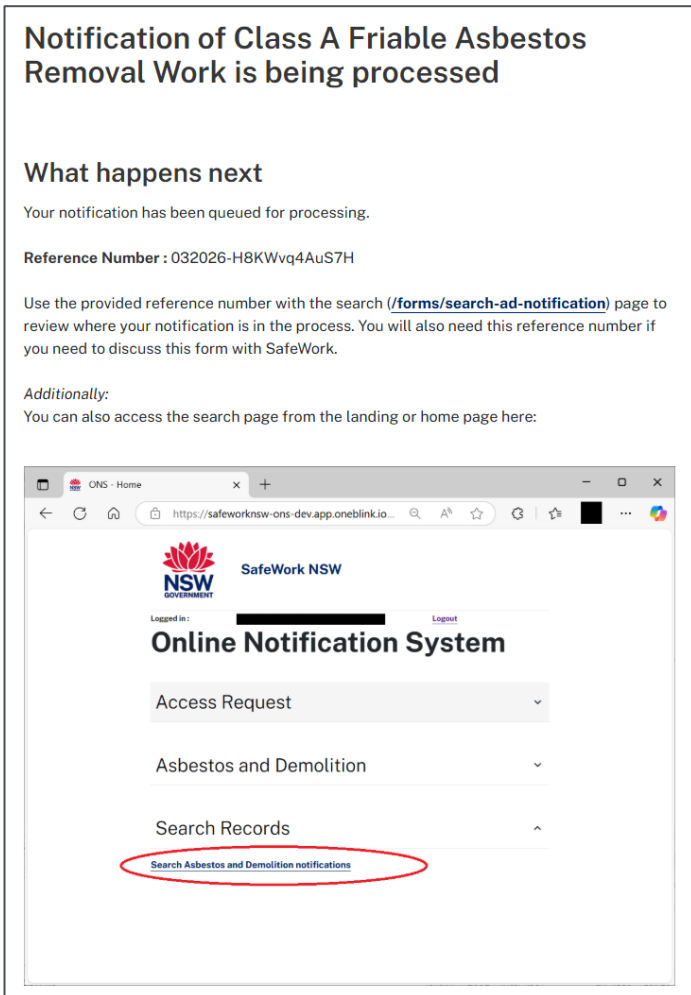
6. Select the **arrow** (in blue circle), to expand the window.



7. Select the arrow next each error. This will open the error and allow you to resolve the error.
8. Select lodge again.



Once you have successfully completed and submitted your notification, you will be taken to the **What Happens Next** page. This page provides the reference number for your draft notification and outlines the next steps in the approval process.



Your notification will undergo a series of system validations, followed by a review by SW. Once your notification has been acknowledged, you will receive an email confirmation.

Notification lodgement process overview

Estimated Time: Up to 5 minutes

Step 1: Authority Verification

- The system checks if you're authorised to lodge notifications on behalf of the licence holder.
- If you're not authorised, the process will stop immediately.

Step 2: Draft Update

- A draft of the notification is saved.
- If a previous draft exists, it will be updated.
- If this is a new or amended notification, a new record/amendment will be created.

Step 3: Notification Status

- The system will either:
 - Acknowledge the notification** – confirming receipt as information.
 - Place it in "Waiver Pending"** – if the start of work is within 5 days from today
 - Notification progress will further be delayed as next steps require SafeWork staff approval.
 - SafeWork staff may follow up with you to determine acceptance.

You can use the search function on the SWONS landing page to check the notification status.

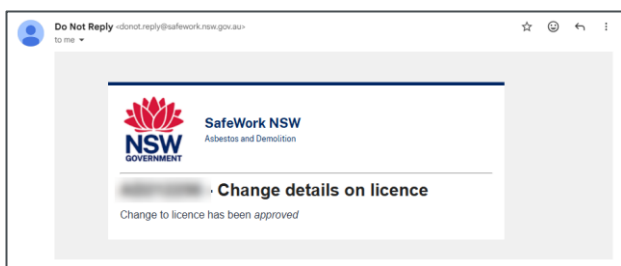
1. Select Return Home.

You can monitor your notifications progress through the workflow using the search function above and specifically looking at the status column.

Reference Number	Amend Number	Notification Type	Status	Path
042025-6gaw@juch0R	1	Notification of Class B (Non Friable) Asbestos Removal Work	Draft	2556
042025-FRTW@SR2U7w	1	Notification of Class B (Non Friable) Asbestos Removal Work	Draft	2661
042025-6Ggt@Yasux6E	1	Notification of Class B (Non Friable) Asbestos Removal Work	Draft	
042025-QVny@WV680F	2	Notification of Class B (Non Friable) Asbestos Removal Work	Waiver Granted	2153
042025-uKWL@BukBN	1	Notification of Class B (Non Friable) Asbestos Removal Work	Acknowledged	2153
052025-4Mk3v@Za2aA	1	Notification of Class B (Non Friable) Asbestos Removal Work	Draft	
052025-uQv@KY53IM	5	Notification of Class B (Non Friable) Asbestos Removal Work	Acknowledged	3182
062025-Iqg7@LX1QPY	1	Notification of Class B (Non Friable) Asbestos Removal Work	Acknowledged	2240
062025-G4DK@Vur5QwKX	1	Notification of Class B (Non Friable) Asbestos Removal Work	Waiver Pending	2200
062025-H55Cz@3o4Qsd	1	Notification of Class B (Non Friable) Asbestos Removal Work	Waiver Pending	2200

Return Home 1

Example of approval email.

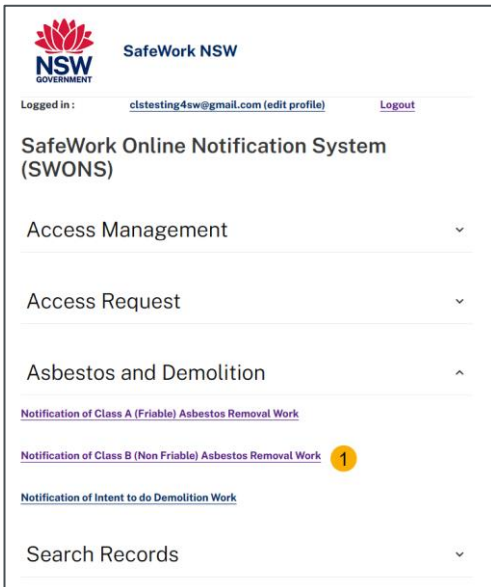


5.2.2 Notification of Class B (Non-Friable) Asbestos Removal Work

Use this form to notify SafeWork of intent to undertake non-friable asbestos removal work. A copy of your clearance certificate is required to be uploaded in this notification.

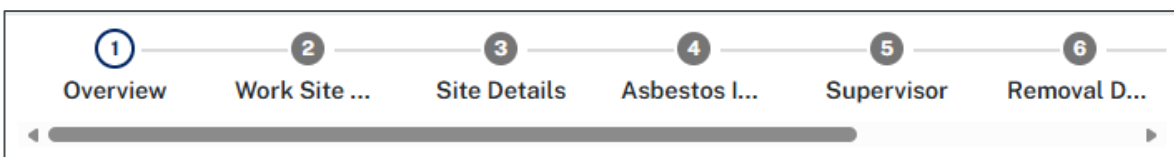
Please note, notification is not required for removal quantities less than 10 square meters.

1. Select link - **Notification of Class B(Non-Friable) Asbestos Removal Work** from SWONS landing page.



Note the page tabs at the top of the window. As you proceed through each stage, the tabs will update to indicate your position in the process.

Overview



2. **Progress tabs** at top of the page.
3. Fields marked with a red **asterisk (*)** are **mandatory** and must be completed to progress to the next step.
4. **Important information** related to this notification type.
5. **Reference number** for the notification.

6. Select **Next** to continue.

1 Overview 2 Work Site ... 3 Site Details 4 Asbestos I... 5 Supervisor 6 Removal D... 2

NSW GOVERNMENT SafeWork NSW

home

Notification of class B (non-friable) asbestos removal work

A red asterisk (*) indicates that an answer is required for that question. 3

1 Use this form to notify SafeWork of intent to undertake non-friable asbestos removal work. A copy of your clearance certificate is required to be uploaded in this notification.

Please note, notification is not required for removal quantities less than 10 square meters. 4

Overview

1 **Notification summary**

The progress of open notification records will display below.

Reference number: 032026-2qbNCRVvNmsr 5

Amendment:

Licence details: Number

Lodgement date:

Start date of work:

Estimated finish date of work:

Status: New

6 Next >

Cancel/Close

Work Site

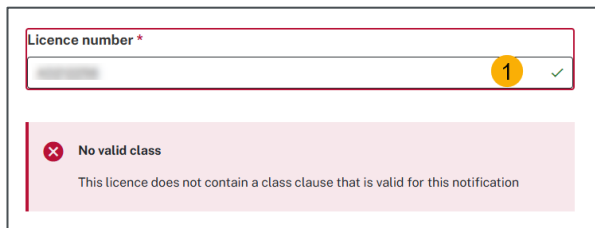
1 Overview 2 Work Site ... 3 Site Details 4 Asbestos I... 5 Supervisor 6 Removal D...

Items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.

Licence number

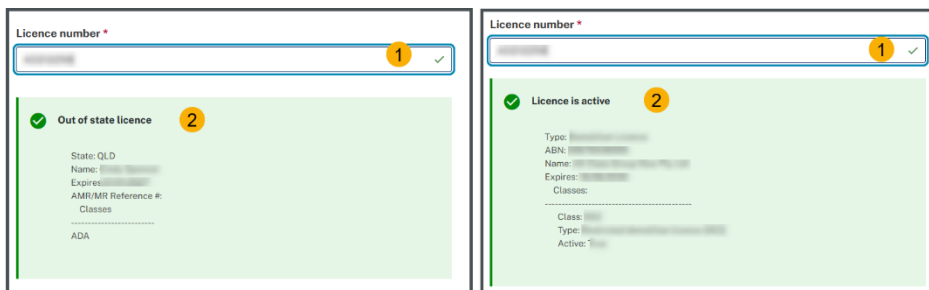
1. Enter **Licence number**. SWONS will automatically verify.

A **No Valid Class** message will display if the licence you have selected does not relate to the notification type selected. For example, if selected, a Demolition licence would display No valid class for an asbestos notification.



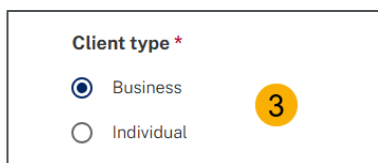
2. If the licence class is valid, the message will display:

- **Licence is Active** – NSW licence holder.
- **Out of state licence** – Interstate licence holder.



Worksite Owner

3. Select **Client type** – Business or Individual.



4. If **Business selected**, then complete the following mandatory fields (*):

- Enter **Business Name**.
- Enter **ABN**. SWONS will verify automatically.
- Enter contact person's **Family** and **Given** name.
- Contact persons' **Daytime phone number** (10-digit number required).

Business details

4

Business name *

ABN *

Daytime phone number *

Name of contact person

Title

Please choose ▼

Family name *

Given name *

Other name(s)

Daytime phone number *

5. If **Individual selected**, complete the following mandatory fields (*):

- Enter the individual's **Family** and **Given** name.
- Enter the individual's **Daytime phone number** (10-digit number required).
- Enter contact person's **Family** and **Given** name.
- Enter contact person's **Daytime phone number** (10-digit number required).

Individuals details

5

Title

Please choose ▼

Family name *

Given name *

Other name(s)

Daytime phone number *

Name of contact person

Title

Please choose ▼

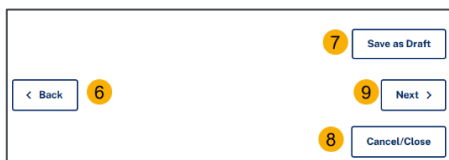
Family name *

Given name *

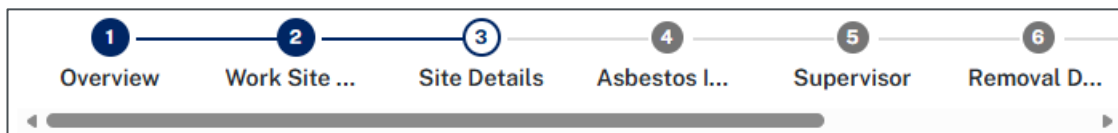
Other name(s)

Daytime phone number *

6. You can go **Back** to the previous page at any time. You will not lose any information entered on the page you are currently on.
7. You can **save** your notification **as a draft**. Draft notifications can be retrieved using the search function covered in section 5.2.
8. You can **Cancel/Close** out of the notification process at any time.
9. Select **Next** to continue.



Site Details



Items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.

1. Enter the **Site name**.
2. Enter the **Site address**.

The address fields will auto-fill. If the address is not listed, you can enter it manually.

Site details

Site name

 1

Site address

Start typing the physical address and select it from the list. The address fields below will auto-fill.
If the address is not listed, enter it manually below.

 2

3. Enter **Type of workplace**.
4. Enter **Start date of work**.

If start date is more than 5 days in the future, move to step 7.

Type of workplace (eg factory) *

Factory 3

Start date of work *

01/05/2026 4

5. If start date is **within** 5 days you will see the following message.
6. You will be prompted to provide justification – **Reason start date is within 5 days**.

Start date of work *

27/03/2026 4

! **Start date is before today or within 5 days of the initial date lodged** 5

You are required to provide a reason why work will/has started within 5 days.

SafeWork will place your notification in pending until we can review.

Reason start date is within 5 days *

6

7. Enter estimated finish date of work.

Estimated finish date of work *

01/06/2026 7

8. Enter the **Number of workers needed for the removal work**.

Have all workers for this removal work successfully completed the relevant friable training? Yes or no?

9. If **No** is selected the notification cannot be submitted, until such times as the relevant training has been completed.
 - Select **Save as draft** or **cancel/close** to exit notification form without saving.

Number of workers for this removal work *

10 8

Have all workers for this removal work successfully completed the relevant friable training? *

Yes

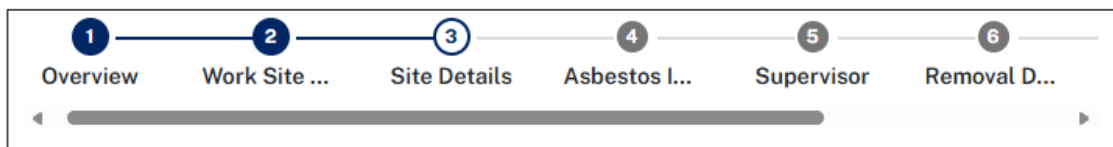
No 9

! This notification cannot be submitted until all workers are trained in friable asbestos removal unit of competency

10. If **Yes** is selected.

11. Select **Next** to continue.

Asbestos Identification



Mandatory fields are marked with a red asterisk (*) and will change depending on selections made.

Who will be undertaking the clearance inspection and issuing the clearance certificate?

1. Select:

- Competent person
- Licenced asbestos assessor

If Licenced asbestos assessor selected, licence number and state of issue will be required.

Will air monitoring be undertaken? Yes or no?

2. If yes – air monitoring contact details will be required.

If air monitoring and clearance certificate contact details are the same, you can **copy the contact details to the clearance certificate** section.

Will air monitoring be undertaken? *

Yes **2**

No

Air monitoring – contact details


Name *

Daytime contact phone number *

Email

Asbestos assessor licence number *

State or territory of issue *

 Copy contact details to clearance certificate

3. If no, you will need the asbestos assessor licence number and state or territory of issue.

Clearance certificate - contact details.

- 4. Enter contact person’s Name.
- 5. Enter contact person’s Daytime phone number (10-digit number required).
- 6. Enter Asbestos assessor licence number.
- 7. Select State or Territory of issue.

Will air monitoring be undertaken? *

Yes

No **3**

Clearance certificate – contact details

Name *

 4

Daytime contact phone number *

 5

Email

Asbestos assessor licence number *

 6

State or territory of issue *

 7

Clearance Certificate

Upload a copy of the clearance certificate.

8. Select a file.

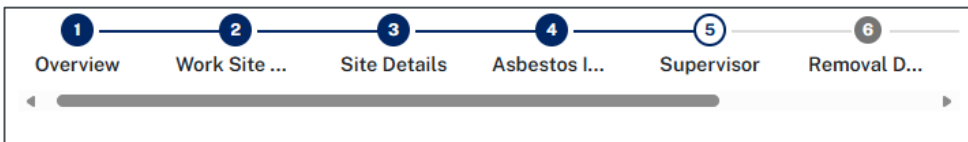
Clearance certificate

Upload a copy of the clearance certificate

8

9. Select **Next** to continue.

Supervisor details



Items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.

1. Enter supervisors' **Family name**. Field will be verified and supervisor details automatically populated.
2. If required, update **24-hour contact phone number**.
3. Select **Next** to continue.

Supervisor details

Title
Please choose

Family name *
 1

Given name

Other name/s

Licence class(es)

Class A friable asbestos removal

Class B non-friable asbestos removal

Unrestricted demolition

Restricted demolition

24 hour contact phone number *
 2

4.

Removal Details



Items marked with a red asterisk (*) are mandatory fields and must be completed to progress to the next step.

Type of removal work.

1. Indicate the **Types** of removal work.
Select all that apply.
2. If **Other** is selected, provide details.

Type of removal work

Types *
Select all that apply 1

Asbestos cement products (eg flat or corrugated sheeting)

Non friable in soil

Other

Other details *

Asbestos location and amount.

3. Enter **Specific location** of asbestos.
4. Enter **Amount** of non-friable asbestos to be removed.
5. Select **Next** to continue.

Asbestos location and amount

Specific location of asbestos *

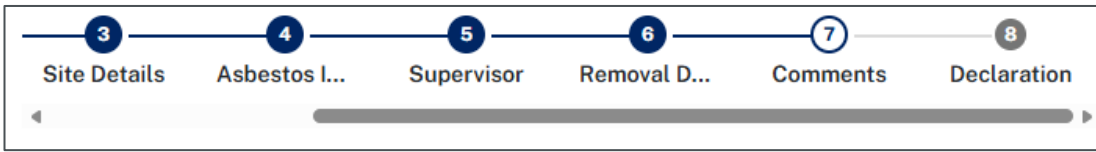
8 / 250

Amount of non-friable asbestos to be removed *

 Square metres

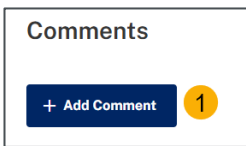
5

Comments



Allows you to add additional information relevant to the notification.

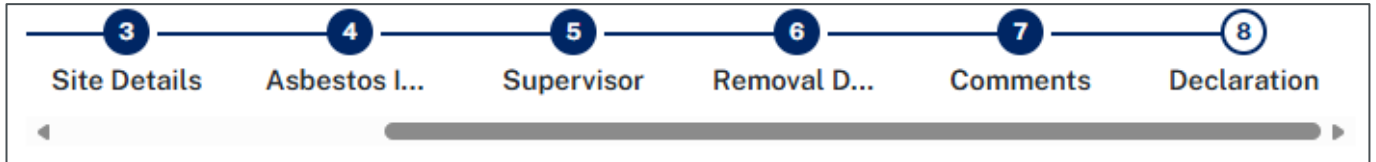
1. Select the **Add comment** button.



2. Date and commented by fields will auto populate on saving.
3. Complete the **Comment** field.
4. Select **Next** to continue.

A screenshot of the 'Comments' form. The form has a title 'Comments' and a header '+ Add Comment'. Below the header are three input fields: 'Date commented', 'Commented by', and 'Comment *'. A yellow circle '2' is next to the 'Date commented' field, and a yellow circle '3' is next to the 'Comment *' field. Below the input fields are four buttons: '+ Add Comment', 'Save as Draft', '< Back', and 'Next >'. A yellow circle '4' is next to the 'Next >' button. At the bottom right is a 'Cancel/Close' button.

Declaration



To submit the notification, you must first read the declaration and acknowledge your acceptance.

1. Select the **check box** to acknowledge your acceptance.
2. Enter details for **Person making the declaration**.
3. Enter **Position in company** details.
4. Enter **Daytime contact phone number** (10-digit number required).
5. Select **Lodge**.

Declaration

In order to submit the notification, you must read each of the points below and select the check box to acknowledge your acceptance:

1 I declare and/or understand that:

- All work is to be carried out in accordance with Work Health and Safety legislation.
- This notification to remove asbestos is required by section 466 of the Work Health and Safety Regulation 2025.
- See section 268 of the Work Health and Safety Act 2011 for offences relating to the giving of false or misleading information under the Act or the Regulation

Declaration acceptance *

1 I agree to the terms and conditions as outlined above

Person making declaration *

 2

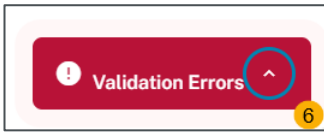
Position in company *

 3

5

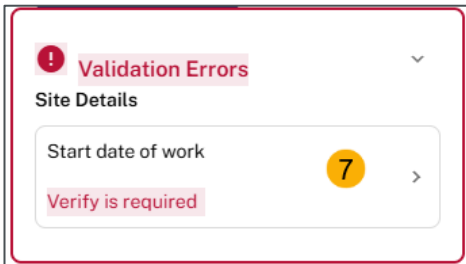
If there are any fields missed, or validations that have not occurred, you will be prompted with a **validation error**.

6. Select the **arrow** (in blue circle), to expand the window.



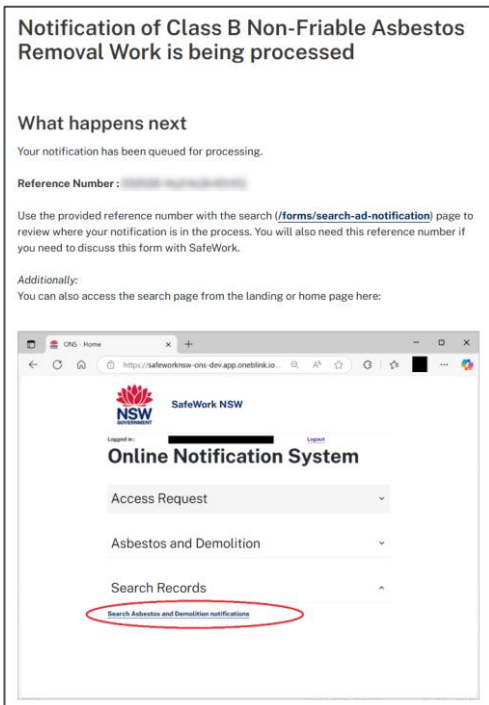
7. Select the **arrow** next each error.

This will take you to the page location and allow you to resolve the error.



8. Select **Lodge** again.

Once you have successfully completed and submitted your notification, you will be taken to the What Happens Next page. This page provides the reference number for your draft notification and outlines the next steps in the process.



Your notification will undergo a series of system validations, followed by a review by SW. Once your notification has been acknowledged, you will receive an email confirming its approval.

Notification lodgement process overview

Estimated Time: Up to 5 minutes

Step 1: Authority Verification

- The system checks if you're authorised to lodge notifications on behalf of the licence holder.
- If you're not authorised, the process will stop immediately.

Step 2: Draft Update

- A draft of the notification is saved.
- If a previous draft exists, it will be updated.
- If this is a new or amended notification, a new record/amendment will be created.

Step 3: Notification Status

- The system will either:
 - Acknowledge the notification** – confirming receipt as information.
 - Place it in "Waiver Pending"** – if the start of work is within 5 days from today
 - Notification progress will further be delayed as next steps require Safework staff approval.
 - SafeWork staff may follow up with you to determine acceptance.

You can use the search function on the SWONS landing page to check the notification status.

You can monitor your notifications progress through the workflow using the search function above and specifically looking at the status column.

The screenshot shows a search interface with the following table:

Reference Number	Amend Number	Notification Type	Status	Task
042025-6qaamjau3M0E		Notification of Class B (Non Friable) Asbestos Removal	WorkDraft	22/02
042025-FRTWYBR2U7nuJ		Notification of Class B (Non Friable) Asbestos Removal	WorkDraft	20/01
042025-GGpTYtaxuv6E		Notification of Class B (Non Friable) Asbestos Removal	WorkDraft	
042025-QVn6WY86SF		Notification of Class B (Non Friable) Asbestos Removal	WorkWaiver Granted	01/15
042025-KCWLic8uk8N		Notification of Class B (Non Friable) Asbestos Removal	WorkAcknowledged	01/20
052025-MM3r2iaZwA		Notification of Class B (Non Friable) Asbestos Removal	WorkDraft	
052025-ahQvN Y2UIM		Notification of Class B (Non Friable) Asbestos Removal	WorkAcknowledged	01/20
062025-1sp7L8XQSP		Notification of Class B (Non Friable) Asbestos Removal	WorkAcknowledged	02/20
062025-G4DKVan5QeRXI		Notification of Class B (Non Friable) Asbestos Removal	WorkWaiver Pending	02/20
062025-H55Cr3z4QwD		Notification of Class B (Non Friable) Asbestos Removal	WorkWaiver Pending	02/20

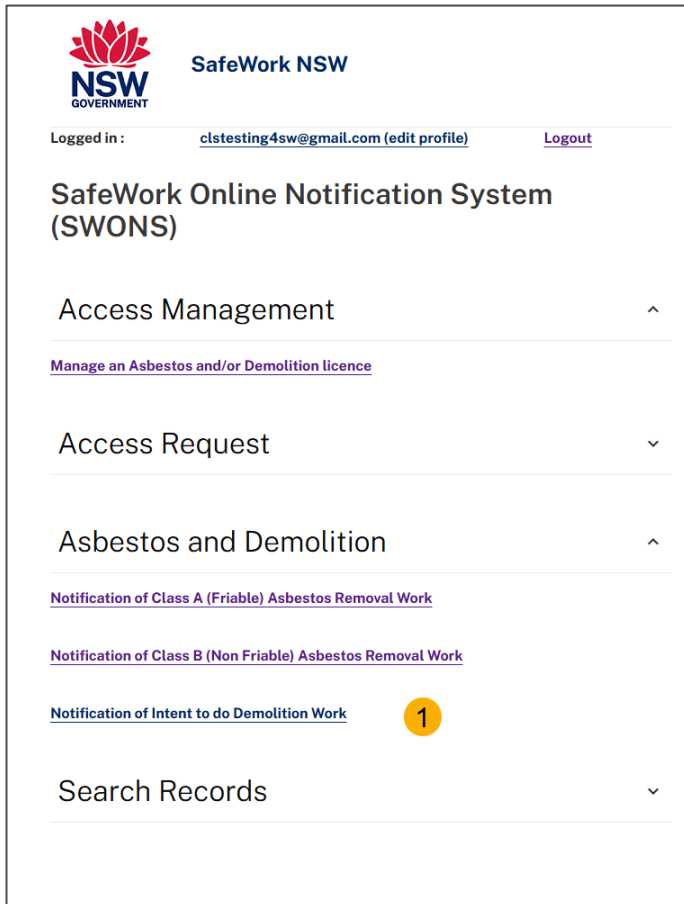
Example of approval email.

The email is from 'Do Not Reply' at safework.nsw.gov.au. The subject is 'Change details on licence'. The body text states: 'Change to licence has been approved'.

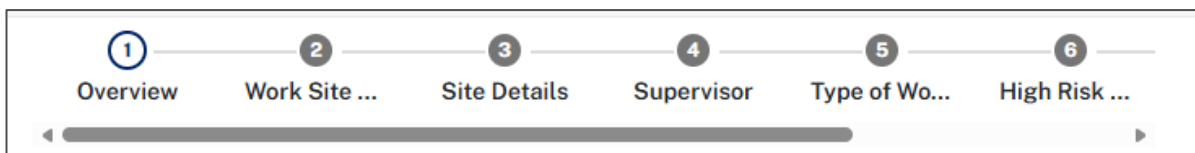
5.2.3 Notification of Intent to do Demolition Work

Use this form to notify SafeWork of your intent to undertake demolition work as permitted by your licence.

1. Select link **Notification of intent to do demolition work** from SWONS landing page.



Note the page tabs at the top of the window. As you proceed through each stage, the tabs will update to indicate your position in the process.



Overview

1. Progress tabs at top of the page.
2. Fields marked with a red asterisk (*) are mandatory and must be completed to progress to the next step.

3. Important information related to this notification type.
4. Reference number for the notification.
5. Select next to continue.

Overview Work Site ... Site Details Supervisor Type of Wo... High Risk ... 1

NSW GOVERNMENT SafeWork NSW

home

Notification of intent to undertake demolition work

A red asterisk (*) indicates that an answer is required for that question. 2

Use this form to notify SafeWork NSW of your intent to undertake demolition work as permitted by your licence. 3

Overview

Notification summary

The progress of open notification records will display below.

Reference number: 032026-dcTEgaTj6qRx 4

Amendment:

Licence details:
Number:

Lodgement date:
Start date of work:
Estimated finish date of work:
Status:
New

5 Next >

Cancel/Close

Work Site

1 2 3 4 5 6

Overview Work Site ... Site Details Supervisor Type of Wo... High Risk ...

You will need to complete the mandatory fields marked with a red asterisk (*)

Licence number

1. Enter **Licence number**. SWONS will automatically verify.

A **No Valid Class** message will display if the licence you have selected does not relate to the notification type selected. For example, if selected, asbestos licence would display No valid class for a demolition notification.

The screenshot shows a form with a field labeled "Licence number *" containing a blurred value. A yellow circle with the number "1" and a green checkmark is positioned at the end of the field. Below the field is a pink error message box with a red 'X' icon, containing the text "No valid class" and "This licence does not contain a class clause that is valid for this notification".

2. If the licence number is valid, the message will display:

- **Licence is Active** – NSW licence holder.
- **Out of state licence** – Interstate licence holder.

Two side-by-side screenshots of the notification form. Both show a "Licence number *" field with a checkmark and a yellow circle with the number "1". The left screenshot shows a green message box with a checkmark and the text "Out of state licence" followed by a yellow circle with the number "2". Below this, it lists details: State: QLD, Name: [blurred], Expires: [blurred], AMR/MR Reference #: [blurred], and Classes: [blurred]. The right screenshot shows a green message box with a checkmark and the text "Licence is active" followed by a yellow circle with the number "2". Below this, it lists details: Type: [blurred], ABN: [blurred], Name: [blurred], Expires: [blurred], Classes: [blurred], Class: [blurred], Type: [blurred], and Active: [blurred].

Worksite Owner

3. Select client type – Business or Individual.

The screenshot shows a form with the label "Client type *". There are two radio button options: "Business" and "Individual". The "Business" option is selected, indicated by a blue dot. A yellow circle with the number "3" is positioned to the right of the "Business" option.

4. If **Business** is selected, you will need to complete the mandatory fields marked with a red asterisk (*):

- **Business name.**
- **ABN.** SWONS will verify automatically.
- Contact person's **Family** and **Given** name.

- Contact persons' **Daytime phone number** (10-digit number required).

Business details

4

Business name *

ABN *

Daytime phone number *

Name of contact person

Title
Please choose

Family name *

Given name *

Other name(s)

Daytime phone number *

5. If **Individual** is selected, you will need to complete the mandatory fields marked with a red asterisk (*):

- Individual's **Family** and **Given** name.
- Individual's **Daytime phone number** (10-digit number required).
- Contact person's **Family** and **Given** name.
- Contact person's **Daytime phone number** (10-digit number required).

Individuals details

5

Title
Please choose

Family name *

Given name *

Other name(s)

Daytime phone number *

Name of contact person

Title
Please choose

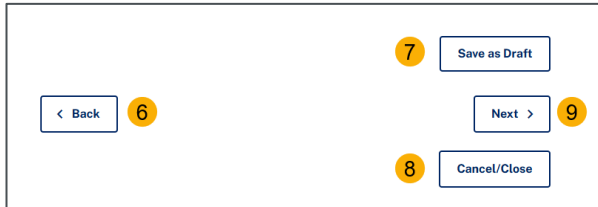
Family name *

Given name *

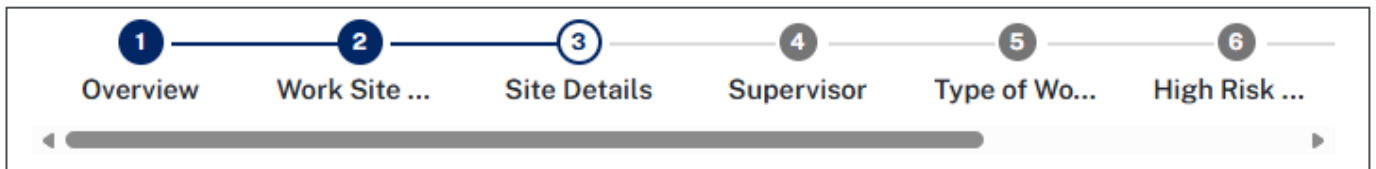
Other name(s)

Daytime phone number *

6. You can go back to the previous page at any time. You will not lose any information entered on the page you are currently on.
7. You can save your notification as a draft. Draft notifications can be retrieved using the search function covered in section 5.2.
8. You can cancel out of the notification process at any time.
9. Select next to continue.



Site Details



You will need to complete the mandatory fields marked with a red asterisk (*)

1. Enter the **Site name**.
2. Enter the **Site address**.

The address fields will auto-fill. If the address is not listed, you can enter it manually.

Site details

Site name

 1


Site address

Start typing the physical address and select it from the list. The address fields below will auto-fill.
If the address is not listed, enter it manually below.

 2

3. Provide a description of the nature of work to be completed.
4. Enter **Start date of work**.
5. If start date is more than 5 days in the future, move to step 7.

Start date of work *

01/05/2026 5  



6. If start date is within 5 days you will see the following message:


Start day is before today or within 5 days of the initial date lodged.

You are required to state a reason work will/has started within 5 days. SafeWork will place your notification in pending until we can review.

7. You will be prompted to provide justification - **Reason start date is within 5 days.**

Start date of work *

27/03/2026 6  

 **Start date is before today or within 5 days of the initial date lodged**

You are required to state a reason why work will/has started within 5 days.

SafeWork will place your notification in pending until we can review.


Reason start date is within 5 days *

7

8. Enter estimated finish date of work.

9. Select next to continue.

Estimated finish date of work *

DD/MM/YYYY 8 

< Back

Save as Draft

Next >

Cancel/Close

9

Supervisor details



The supervisor(s) you provide must be linked to this licence and hold the correct licence class to oversee this type of work.

You will need to complete the mandatory fields marked with a red asterisk (*)

1. Enter supervisors' **Family name**.

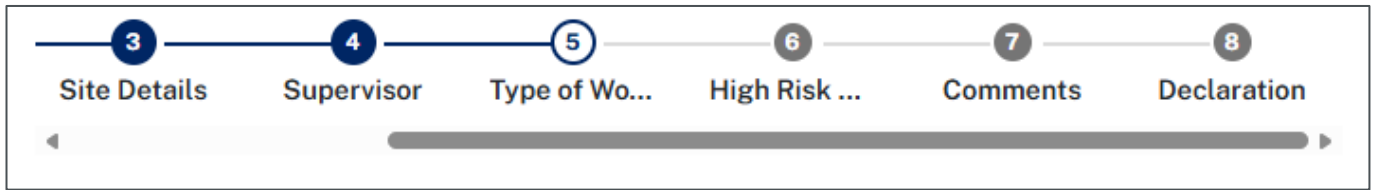
The details will be verified against those assigned to the licence and the supervisor details automatically populated in the remaining fields.

2. Enter 24-hour contact phone number.

3. Select next to continue.

The screenshot shows a form for adding a supervisor. It includes a dropdown for 'Title', text input fields for 'Family name *', 'Given name', and 'Other name/s'. Below these are four checkboxes for 'Licence class(es)'. At the bottom of the form is a '24-hour contact phone number *' field with a phone icon. Below the form is a '+ Add Supervisor' button. At the bottom of the page are buttons for '< Back', 'Next >', 'Save as Draft', and 'Cancel/Close'. Yellow callout boxes with numbers 1, 2, and 3 point to the 'Family name *' field, the '24-hour contact phone number *' field, and the 'Next >' button respectively.

Type of work - demolition



If explosives will be used for this demolition work, SafeWork should receive your **notification twenty-one calendar days before** the proposed start date.

If the demolition work involves **asbestos removal**, you must also submit a **separate notification (Notification of asbestos removal work)**. This notification does not cover asbestos removal.

Demolition type.

1. Select all that apply.

Demolition type * 1

Select all that apply.

Demolition of a structure, or a part of a structure that is load-bearing or otherwise related to the physical integrity of the structure, that is at least 6 metres in height

Demolition work involving load shifting machinery on a suspended floor

Demolition work involving the use of explosives

Type of structure to be demolished

2. Select all that apply.

Type of structure to be demolished * 2

Select all that apply.

Infrastructure

Residential

Industrial

Commercial

Demolition will involve.

3. Select all that apply.
4. Select **Next** to continue.

Demolition will involve * 3

Select all that apply

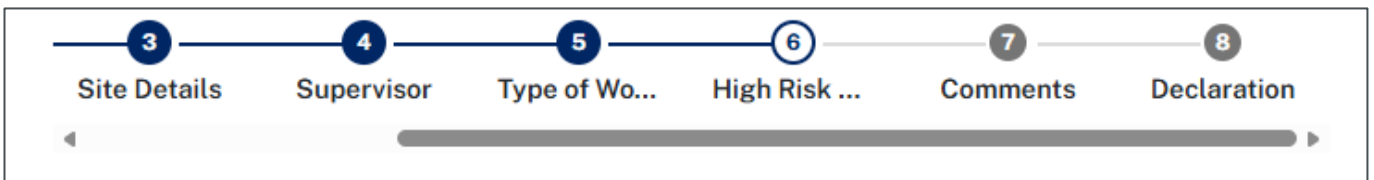
- Structure/s greater than 15 metres in height
- Structure/s between 6 metres and 15 metres in height
- Load shifting machinery on suspended slabs
- 100 tonne or greater rated capacity mobile crane/s
- Tower crane/s
- Structural components that are pre-tensioned or post-tensioned
- Propping of suspended concrete floors
- Use of explosives (blasting notification also required)
- Demolition of a chemical installation

Save as Draft

< Back 4 Next >

Cancel/Close

High risk priorities



SafeWork NSW has identified the following priority harms which are relevant to demolition.

Which of the following hazards will exist on this project?

1. Select all that apply.
2. Select **Next** to continue.

SafeWork NSW has identified the following priority harms which are relevant to demolition 1

Which of the following hazards will exist on this project

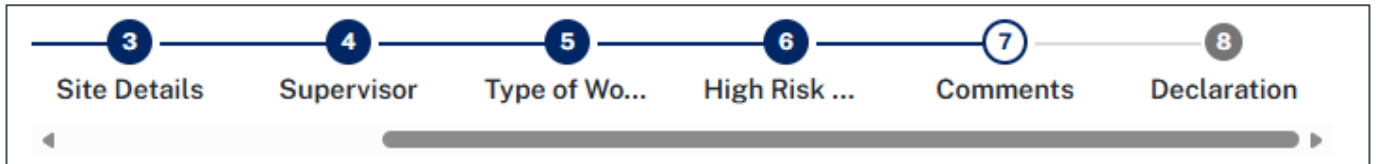
- Falls from heights
- Manage psychosocial risks at work, including the risk of sexual harassment
- Exposure to hazardous substances including silica, asbestos, hazardous chemicals and carcinogens
- Being injured by mobile plant, fixed machinery or vehicles in the workplace

Save as Draft

< Back 2 Next >

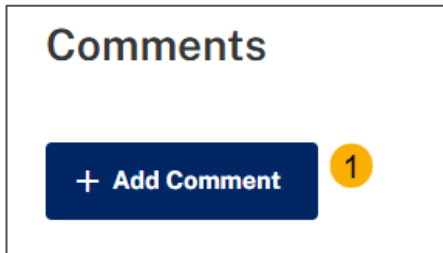
Cancel/Close

Comments



Allows you to add additional information relevant to the notification.

1. Select the add comment button.



2. Date and commented by fields will auto populate on saving.
3. Complete the comment field.
4. Select next to continue.

Comments

A screenshot of the 'Comments' form. It contains three input fields: 'Date commented', 'Commented by', and 'Comment *'. A yellow circle with the number '2' is next to the 'Commented by' field, and a yellow circle with the number '3' is next to the 'Comment *' field.

+ Add Comment

A screenshot of the bottom navigation bar. It contains four buttons: '< Back', 'Save as Draft', 'Next >', and 'Cancel/Close'. A yellow circle with the number '4' is positioned to the left of the 'Next >' button.

Declaration



To submit the notification, you must first read the declaration and acknowledge your acceptance.

1. Select the check box to acknowledge your acceptance.
2. Enter details for person making the declaration.
3. Enter position in company details.
4. Enter daytime contact phone number.
5. Select lodge.

Notification of intent to undertake demolition work

Declaration

In order to submit the notification, you must read each of the points below and click the check box to acknowledge your acceptance:

1 I declare that:

- All work is to be carried out in accordance with Work Health and Safety legislation.
- This notification of intent to commence demolition work is required by section 142 of the Work Health and Safety Regulation 2025.
- See section 288 of the Work Health and Safety Act 2011 for offences relating to the giving of false or misleading information under the Act or the Regulation.

Declaration acceptance *

1 I agree to the terms and conditions as outlined above

Person making declaration *

2

Position in company *

3

Daytime contact phone number *

4

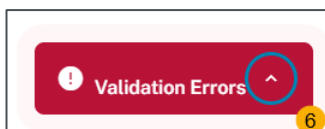
PDF output

Save as Draft

5

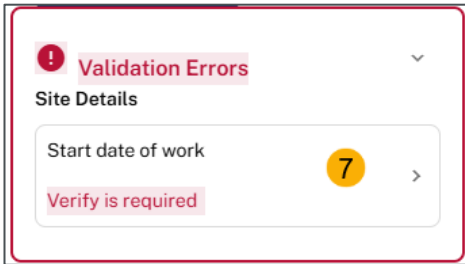
If there are any fields missed, or validations that have not occurred, you will be prompted with a validation error.

6. Select the arrow (in blue circle), to expand the window.



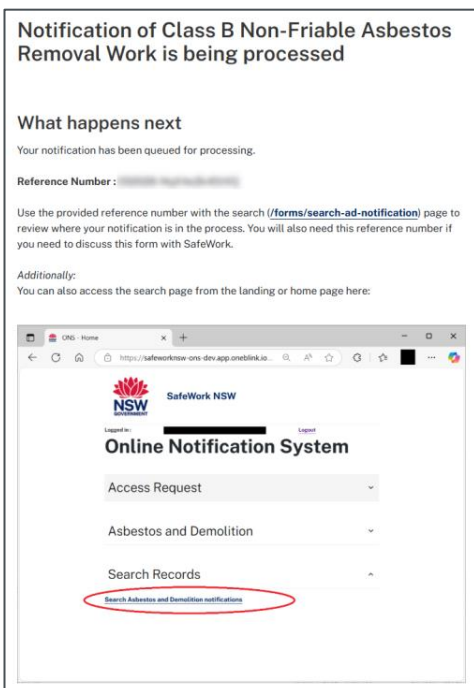
7. Select the arrow next each error.

This will take you to the page location and allow you to resolve the error.



8. Select **Lodge** again.

Once you have successfully completed and submitted your notification, you will be taken to the What Happens Next page. This page provides the reference number for your draft notification and outlines the next steps in the process.



Your notification will undergo a series of system validations, followed by a review by SW. Once your notification has been accepted, you will receive an email confirming its approval.

Notification lodgement process overview

Estimated Time: Up to 5 minutes

Step 1: Authority Verification

- The system checks if you're authorised to lodge notifications on behalf of the licence holder.
- If you're not authorised, the process will stop immediately.

Step 2: Draft Update

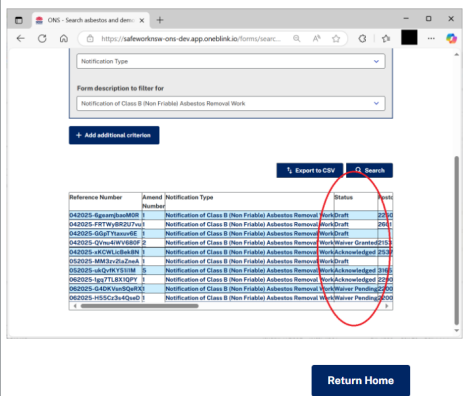
- A draft of the notification is saved.
- If a previous draft exists, it will be updated.
- If this is a new or amended notification, a new record/amendment will be created.

Step 3: Notification Status

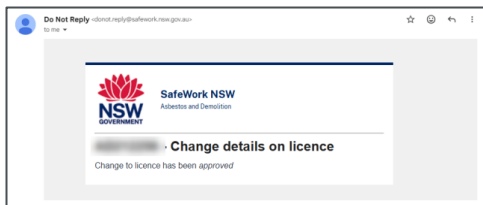
- The system will either:
 - **Acknowledge the notification** – confirming receipt as information.
 - **Place it in "Waiver Pending"** – if the start of work is within 5 days from today
 - Notification progress will further be delayed as next steps require Safework staff approval.
 - SafeWork staff may follow up with you to determine acceptance.

You can use the search function on the SWONS landing page to check the notification status.

You can monitor your notifications progress through the workflow using the search function above and specifically looking at the status column.



Example of approval email

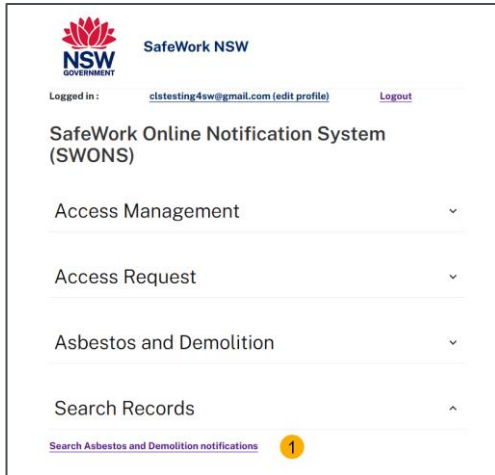


5.3 Search Records

Use this link to search for notification history and export results to a CSV file.

5.3.1 Search Asbestos and Demolition notifications.

1. Select link - Search Asbestos and Demolition notifications.

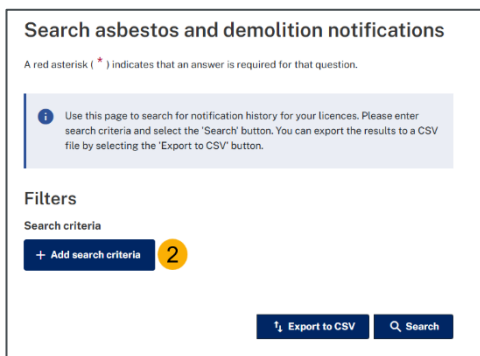


Search asbestos and Demolition notifications landing page.

Use this page to search for:

- Notification status
- Draft notifications
- Licence notification history

2. Select **Add search criteria** button.



A search box will open.

3. Use the drop-down arrow to expand the criteria options.

Filters

Search criteria

Search by
Please choose

Remove

+ Add search criteria

4. Select from the list.

Please choose

Please choose

Reference number

Notification type

Status

Postcode

Suburb

Address

Lodgement date

Start date

End date

Licence number

State issued

AMR/MR

Created by

Save date

5. You can repeat steps 1-4 to refine the search.

5.3.1.1 Example 1: Search for a notification either submitted or in draft– by Notification type

Using the drop-down lists enter the following:

6. Select search by = Notification type
7. Select the notification type to filter by = Notification of Class A (Friable) asbestos removal work
8. Select search.

Filters

Search criteria

Search by
Notification type

Select the notification type to filter by
Notification of class A (Friable) asbestos removal work

Remove

+ Add search criteria

Export to CSV Search

Results will display. If there is more than one result, you can use the scroll bar to see details of the notification or add additional search criteria and search again.

9. Select the hyperlink to open the draft notification.

Results returned: 2

Reference Number	Amend Number	Notification Type
032026-QVf2hd7UgqyQ	1	Notification of Class A (Friable) Asbestos Removal Wo
032026-QVf2hd7UgqyQ	1	Notification of Class A (Friable) Asbestos Removal Wo

The draft notification will open. Your notification will now:

10. Display notification details under the summary heading.

11. You will have the option to withdraw the notification.

5.3.1.2 Example 2 – Search for a submitted notification by suburb

Follow steps 1-4, then, using the drop-down lists enter the following:

5. Select **Search by** = Suburb

6. Enter **Search for** = Gosford

7. Select **Search**

Filters

Search criteria

Search by

Suburb 5

Search for

Gosford 6

7

8. Results will display.

If there is more than one result, you can use the scroll bar to see details of the notification or add additional search criteria and search again. See step 9.

Results returned: 6

Reference Number	Amend Number	Notification Type
032026-dcTEgaTj6qRx	1	Notification of Intent to do Demolition Work
032026-NqX4e2k4DtXQ	1	Notification of Class B (Non Friable) Asbestos Removal
032026-NqX4e2k4DtXQ	1	Notification of Class B (Non Friable) Asbestos Removal
032026-QV12hd7UgqyQ	1	Notification of Class A (Friable) Asbestos Removal Work
032026-QV12hd7UgqyQ	1	Notification of Class A (Friable) Asbestos Removal Work
122025-IZKrOUUrLOCU	1	Notification of Intent to do Demolition Work

9. Refine the search further by entering a second criteria of **Notification type**.

10. Select **Search**.

Filters

Search criteria

Search by

Suburb

Search for

Gosford

Remove

+ Add search criteria 9

Search by

Notification type

Select the notification type to filter by

Notification of intent to undertake demolition work

Remove

+ Add search criteria

Export to CSV 10 Search

11. Select the record and use the hyperlink to open the notification.

Results returned: 2

Reference Number	Amend Number	Notification Type	Status
032026-dcTEgaTj6qRx	1	Notification of Intent to do Demolition Work	Acknowledge
122025-IZKrOUUrLOCU	1	Notification of Intent to do Demolition Work	Acknowledge

The draft notification will open.

The Notification summary will now display:

12. Reference number.

13. Status.

14. The option to **Withdraw** the notification.

NSW GOVERNMENT SafeWork NSW

[home](#)

Notification of intent to undertake demolition work

A red asterisk (*) indicates that an answer is required for that question.

i Use this form to notify SafeWork NSW of your intent to undertake demolition work as permitted by your licence.

Overview

i **Notification summary**

The progress of open notification records will display below.

Reference number: [redacted] **12**

Amendment:
1

Licence details:
Number: [redacted]

Lodgement date:
2026-03-25

Start date of work:
01/05/2026

Estimated finish date of work:
01/06/2026

Status:
Acknowledged **13**

14

5.4 Downloading a PDF version of the acknowledged notification

1. Select **Search Asbestos and Demolition notifications**.

NSW GOVERNMENT SafeWork NSW

Logged in: [clstesting4sw@gmail.com \(edit profile\)](#) [Logout](#)

SafeWork Online Notification System (SWONS)

- Access Management ▾
- Access Request ▾
- Asbestos and Demolition ▾
- Search Records ▴

[Search Asbestos and Demolition notifications](#) **1**

2. Select **Add search criteria**.
3. **Search by:**
 - Select Notification type.
 - Select the type of notification you submitted.
4. Select **Search**

NSW GOVERNMENT SafeWork NSW

Home

Search asbestos and demolition notifications

A red asterisk (*) indicates that an answer is required for that question.

i Use this page to search for notification history for your licences. Please enter search criteria and select the 'Search' button. You can export the results to a CSV file by selecting the 'Export to CSV' button.

Filters

Search criteria

Search by

Notification type 3

Select the notification type to filter by

Notification of intent to undertake demolition work

Remove

+ Add search criteria 2

Export to CSV 4 Search

Search results will display.

5. Select the **link** to open the notification.

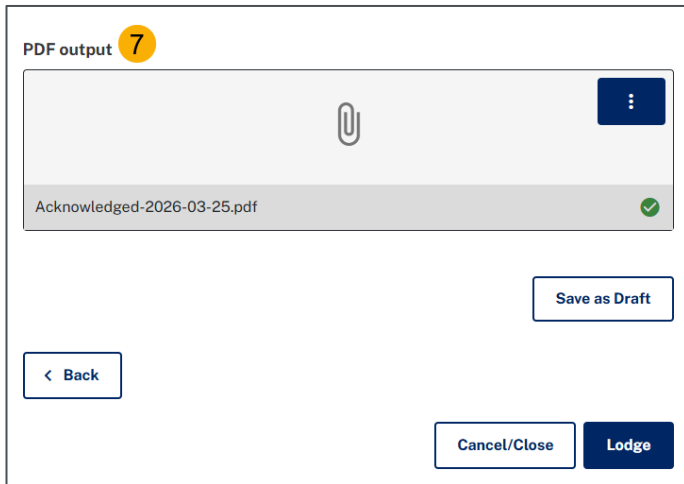
Notification form will open. Use the scroll bar at the top to navigate through the form pages.

6. Select **Declaration** tab.

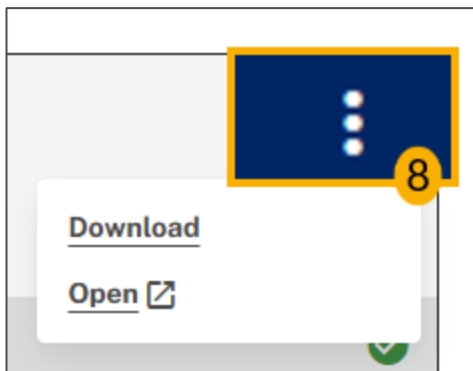
1 Overview 2 Work Site Ow... 3 Site Details 4 Supervisor 5 Type of Work 6 High Risk Prio... 7 Comments 8 Declaration

6

7. Scroll to the bottom of the declaration page. You will see the PDF output heading, now has an attachment button.



8. Select the three ellipses.



9. Select:

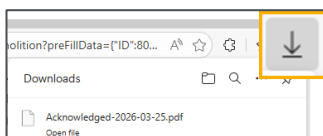
- **Download**

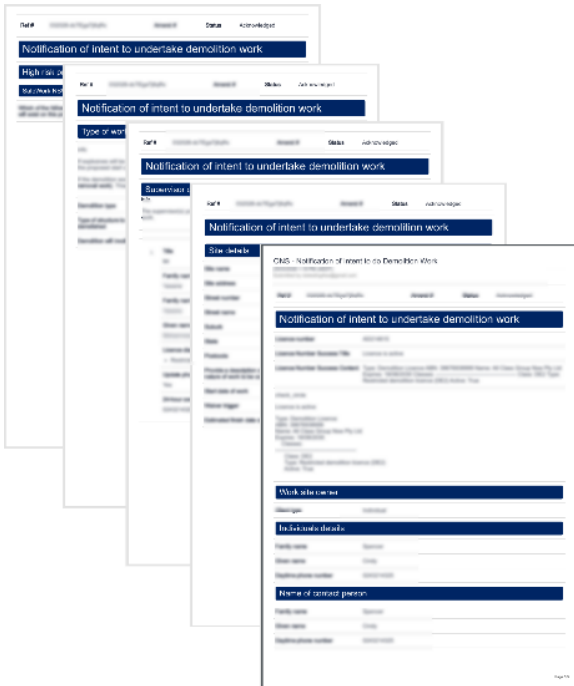
The notification will download to your download folder.



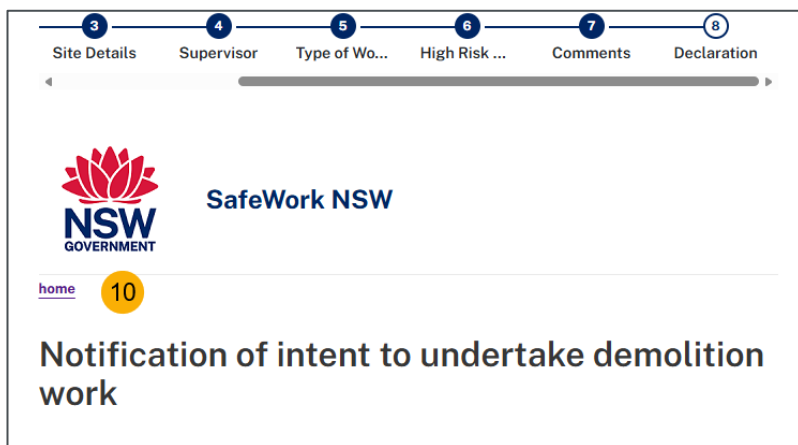
- **Open**

The notification will display.





10. Select **Home** to exit the notification and return to the SWONS landing page.



SafeWork NSW
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13 10 50