

RENEWAL APPLICATION DEMOLITION LICENCE

FEBRUARY 2023

Complete this form to renew a licence for demolition work under the WHS Regulation 2017.

For more information about renewing your demolition licence refer to the SafeWork website <https://www.safework.nsw.gov.au/licences-and-registrations/licences>

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

How to fill in this form

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.

Note: The person who will be holding the licence must complete and sign this form eg Director.

For assistance call 13 10 50

Fees

Refer to the SafeWork NSW fees schedule available at www.safework.nsw.gov.au or call 13 10 50.

Lodgement instructions

Email: licensing@safework.nsw.gov.au

Identity documents

Applicant/Director will need to provide certified copies of identification to the value of 100 points. A Justice of the Peace (JP) must sight the identity documents and complete the declaration on this application form.

Certified copy means a photocopy of the original document that has been certified as a true copy by a JP. The JP must provide beneath the certification their signature, the date on which the certification was made, their JP registration number and the state in which they are registered.

Certification in respect to qualifications will be verified.

Primary identification documents – only one can be used

- birth certificate, citizenship certificate or passport (passport must be current or expired within the last two years, but not cancelled). 70 points

Secondary identification documents

- A licence issued under Australian law (for example driver's permit or licence), which contains a photograph or signature. 40 points
- Student card issued by a tertiary institution. 40 points
- Utility bill in applicant's name (for example council rates notice, water, power or phone account). 25 points
- Medicare card. 25 points
- Credit or debit card, passbook or account statement from a financial institution. (Only one per financial institution can be counted.) 25 points

SECTION 1. TYPE OF LICENCE

Demolition licence number

Licence holder's name

SECTION 2. TYPE OF DEMOLITION

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

Restricted demolition

Unrestricted

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

Mark the appropriate boxes.

Demolition of chemical installations

Demolition using a tower crane on site

Demolition using explosives

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

Demolition above 15 metres in height

Demolition involving floor propping

Demolition of pre-tensioned or post-tensioned structures

SECTION 3. APPLICANT DETAILS

<div>IndividualCorporation</div>			
Registered name		ABN	
Registered business (trading) name (if applicable)		ACN	
		* The ABN or ACN must be attached to the legal name entered above	
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

Ensure all fields are filled out accurately with current information pertaining to the business, applicant and/ or nominated contact person.

SECTION 3.1 INDIVIDUAL APPLICANT OR APPLICANT (DIRECTOR) ON BEHALF OF A CORPORATION

Family/Surname		Date of birth (DD/MM/YYYY)	
Given name		Daytime contact number	
Middle names		Email	
STREET ADDRESS (MUST NOT BE A PO BOX) Unit number/Street number/Property number (include Lot or DP number if applicable)		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 3.2 CONTACT PERSON

Note: Licence applications will only be discussed with the contact person for the application, a director or partner of the entity applying for the licence.

Family/Surname

Daytime contact number

Given name

Email

Date of birth (DD/MM/YYYY)

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. 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. NAMED SUPERVISOR'S DETAILS

If the named supervisor details are unchanged please proceed to section 5.1.

If you are nominating a new supervisor or changing the details of an existing supervisor, please complete and attached the *Demolition supervisor nomination form* (catalogue no. SW08100) for each supervisor you wish to add/update.

I am nominating additional supervisor(s):

Yes. Please complete the *Demolition supervisor nomination form* (catalogue no. SW08100)

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

SECTION 5.1

Are any supervisors previously listed on your licence that are required to be removed? (if more than one, please photocopy page and supply per individual being removed)

No.

Yes. Please provide details below.

Name

Date of removal (DD/MM/YYYY)

SECTION 6. EVIDENCE OF IDENTITY AND JUSTICE OF THE PEACE DECLARATION

Individual applicants/Directors of Corporations will need to provide evidence of identity documents. Applicants including those who will be trading under a business name (Director of Company) must provide evidence of identification to the value of 100 points. A Justice of the Peace (JP) must sight the documents and complete the below section. **Note:** only required if Director has changed since licence granted and/or previous renewal. If no change, please proceed to section 7.

Document type	Document	Points
Primary documents		
Only use one document	Australian Birth Certificate / card issued by the Registrar of Births, Deaths and Marriages	70
	Passport – Australian or international (current or expired within the last two years but not cancelled)	70
	Australian citizenship certificate	70
Secondary documents		
1. Allowed to use a combination of secondary documents 2. Documents provided must contain the participants full name (not initials)	Current Australian Driver’s licence / permit	40
	Student card issued by a tertiary institution	40
	Utility bill in applicant’s name (e.g. council rates notice, water, power or phone account)	25
	Medicare card	25
	Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted)	25

REQUIRED FOR ALL APPLICATIONS:

I have sighted identity documents that total to at least 100 points for the applicant

Justice of the Peace’s signature

Date (DD/MM/YYYY)

Justice of the Peace registration stamp

Justice of the Peace registration number

State of issue

SECTION 7. DISCLOSURE STATEMENTS

For legal purposes, the term 'you' on this page means:

- the licence applicant
- (in the case of a corporation applicant) the corporation itself and each officer of the corporation.

Have you ever been convicted or found guilty of an offence under workplace health and safety (WHS) laws in Australia?

Yes. If yes provide details. No

Have you ever provided a statement or information to SafeWork NSW knowing that the information was false or misleading?

Yes. If yes provide details. No

Have you ever failed to comply with the conditions of a conditional asbestos or demolition licence?

Yes. If yes provide details. No

Have you been issued a significant number of notices for unsafe systems of work?

Yes. If yes provide details. No

Have you ever had an asbestos or demolition licence cancelled or suspended by SafeWork NSW?

Yes. If yes provide details. No

SECTION 8. APPLICANT’S DECLARATION

Has the applicant ensured demolition work of the type authorised by the licence been carried out during the term of the licence period?

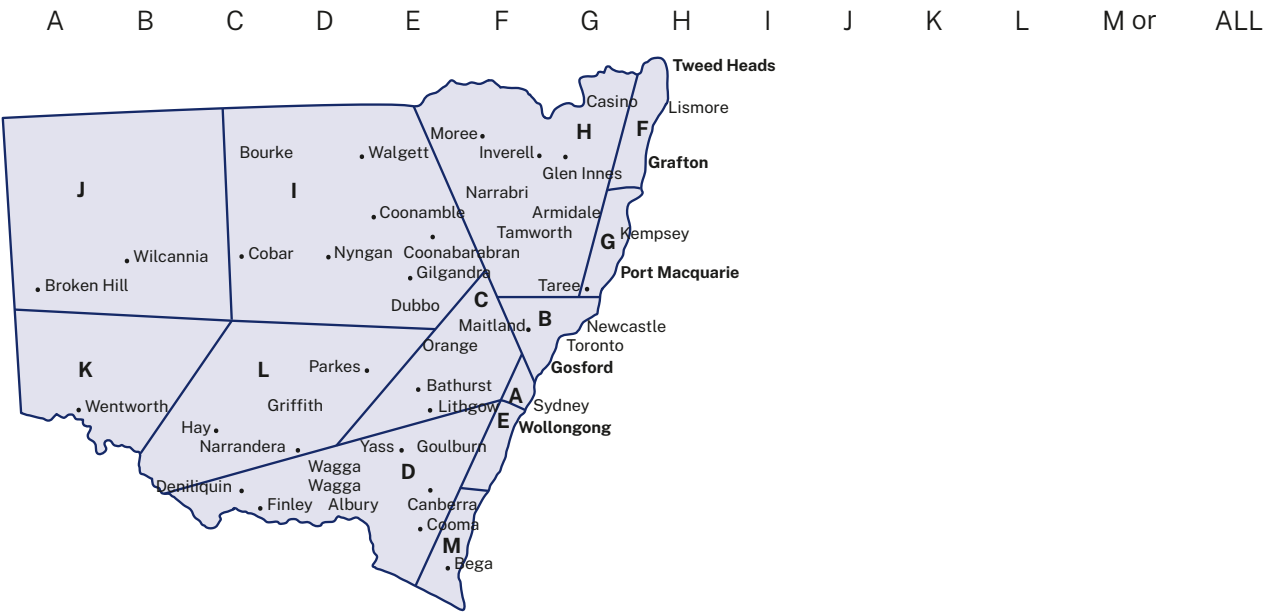
Yes.
No.
If no, please provide details why the applicant has not carried out demolition work?

I, (print name)

Note: A Director must sign on behalf of a Corporation.
declare and understand that:

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

SafeWork NSW compiles a public register of demolition 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.



Applicant’s signature Date (DD/MM/YYYY)

Note: It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Act. The maximum penalty is \$10,000.

SECTION 9. LODGEMENT FEES

A fee must be paid on lodgement of the application form.

Refer to the [SafeWork NSW fees schedule¹](http://www.safework.nsw.gov.au) available at www.safework.nsw.gov.au.

Pay by credit card or PayPal using the following link:

www.safework.nsw.gov.au/applicationpayments

STEP 1 – Click on the link or type the URL into your web browser

STEP 2 – Follow the instructions online to complete payment

STEP 3 – When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application; not providing this information may result in delays in processing your application.

Receipt number

Note: If you are having difficulty lodging this payment online, please contact SafeWork NSW on 13 10 50.

SECTION 10. CHECKLIST TO SUBMIT YOUR APPLICATION

Attached Document

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

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

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

Certified ID for Individual applicant/Director for Corporation (only required if Director has changed since licence granted and/or previous renewal).

Privacy compliance statement

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by SafeWork NSW and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For determining an application to renew a licence for demolition work in accordance with the *Work Health and Safety Act (2011)*, *Work Health and Safety Regulation 2017* and section 12 of *Licensing and Registration (Uniform Procedures) Act 2002 No 28*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

¹ <http://www.safework.nsw.gov.au/media/publications/licences-and-registrations/licensing-fees>

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement²](#) describes when this may occur. You can find this information and our [Privacy Management Plan³](#) on our website.

Please see <https://www.safework.nsw.gov.au/about-us/privacy> for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.

² <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-nsw-privacy-statement>

³ <https://www.safework.nsw.gov.au/about-us/privacy/2016-privacy-documents/safework-privacy-management-plan>