

# RENEWAL APPLICATION ASBESTOS ASSESSOR LICENCE

APRIL 2020

Complete this form to apply for a renewal of an asbestos assessor licence under the WHS Regulation 2017.

The *Applicant guide for asbestos licences and notifications* (catalogue no. SW08125) provides more information about applying for an asbestos assessor licence renewal and is available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

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 printing. If completing by hand please print clearly and mark box(es) with a tick ☒ where required.

## For assistance call 13 10 50

## Fees

Refer to the SafeWork NSW fees schedule available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) or call 13 10 50.

## Lodgement instructions

Please contact SafeWork NSW on 13 10 50.

## Identity documents

The applicant will need to provide certified copies of identification to the value of 100 points, and two passport size quality photographs. 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

## Privacy compliance statement

Information that you voluntarily provide in this form is collected by SafeWork NSW to assess and process your application.

SafeWork NSW intends to use and disclose the information (including any personal information) you have provided in the following ways:

1. to exercise its functions under the *Work Health and Safety Act 2011*, including to administer, monitor and enforce compliance with that Act
2. to record your information on a licence register, parts of which will be published online
3. to disclose your information to other state, territory and the Commonwealth regulatory authorities
4. to educate about work health and safety and contribute to external research about work health and safety
5. as otherwise required or permitted by law, including for prosecution.

SafeWork NSW has a Privacy Management Plan which provides more detailed information about who SafeWork NSW is, how to contact SafeWork NSW, and how SafeWork NSW manages personal and health information in line with NSW privacy laws. A copy of the Privacy Management Plan is available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

The Privacy Management Plan provides detailed information about how you may access or amend personal information held about you by SafeWork NSW.

## SECTION 1. LICENCE DETAILS

Name on the asbestos assessor licence

Licence number

## SECTION 2. APPLICANT DETAILS

Title      Family/Surname

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number

Other names

Email

### STREET ADDRESS (MUST NOT BE A PO BOX)

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

### 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. EVIDENCE OF IDENTITY AND JUSTICE OF THE PEACE DECLARATION

Applicant will need to provide certified copies of identification, to the value of 100 points, and two passport size quality photographs. A Justice of the Peace (JP) must sight the identity documents and the photographs and then complete the below section.

Document type	Document	Points
<b>Primary documents</b>		
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
<b>Secondary documents</b>		
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

The photographs sighted appear to be that of 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 4. EVIDENCE OF EXPERIENCE**

Please provide details of at least three (3) asbestos assessor jobs performed within the last five years. Attach with this application a document outlining the following – Notification reference numbers, dates, locations, quantities removed. For further information on what evidence to provide please refer to the *Applicant guide for asbestos licences and notifications* (catalogue no. SW08125) for more information.

**Evidence of Work Table**

Date	Project name/location	Duties performed	Asbestos assessor	Supporting documents
<ul style="list-style-type: none"> <li>Date work completed</li> <li>Duration of job</li> </ul>	<ul style="list-style-type: none"> <li>Asbestos removal project name/site location/quantities removed</li> <li>Min of 3 examples</li> </ul>	<ul style="list-style-type: none"> <li>Types of duties performed as outlined in the guide</li> </ul>	Provide details of the Asbestos Assessor that supervised the work	<ul style="list-style-type: none"> <li>Supporting documents as outlined in the applicant guide</li> </ul>

**SECTION 5. CHECKLIST OF DOCUMENTATION REQUIRED**

Evidence detailing at least three (3) friable asbestos assessor jobs carried out over the last 5 years. This includes, dates, locations, and quantities removed.

100 points of certified identity documents

Two certified passport photos

**SECTION 6. FURTHER INFORMATION**

Have you ever been convicted or found guilty of an offence under the WHS Act or WHS Regulation or under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details      No

Have you ever been convicted or found guilty of any offence in relation to the unlawful disposal of hazardous waste under the *Protection of the Environment Operations Act 1997*?

Yes. If yes provide details      No

Have you ever entered into an enforceable undertaking under the WHS Act or under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details      No

Have you been previously refused an equivalent licence under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details      No

Have you previously held an equivalent licence under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details      No

Was there any condition(s) on the licence?

Yes. If yes provide details      No

Was the licence suspended or cancelled? (include details of any suspension, cancellation or disqualification)

Yes. If yes provide details      No

SECTION 7. APPLICANT’S DECLARATION

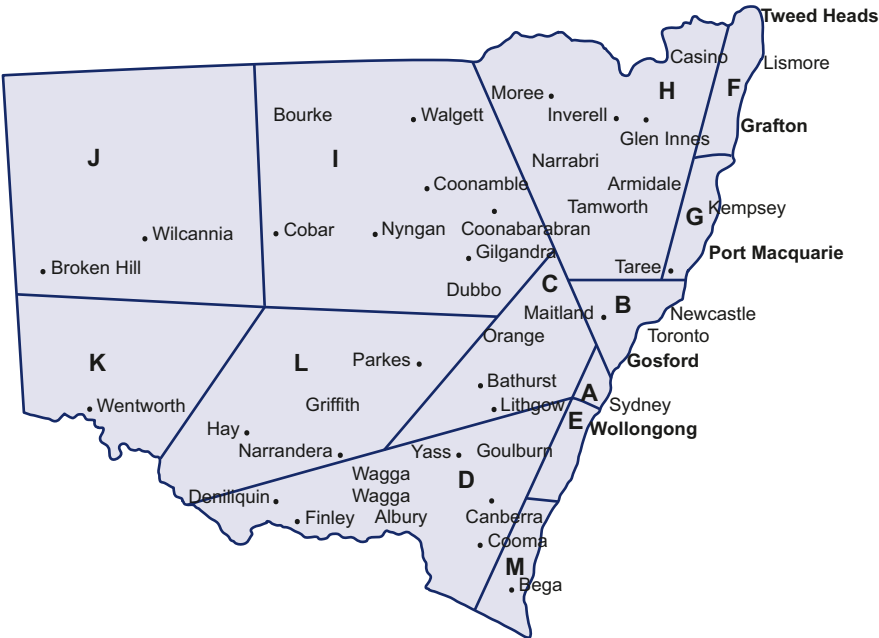
I, (print name)

hereby declare:

- the information supplied in this application is true and correct to the best of my knowledge
- I consent to SafeWork NSW making enquiries and exchanging information with work health and safety regulators in other states, territories, or the Commonwealth regarding any matter relevant to this application
- I consent to SafeWork NSW contacting my referees to verify my evidence of experience
- the applicant does not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.
- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in the statement.

SafeWork NSW compiles a public register of asbestos removal licence holders on the SafeWork NSW website. Please mark the proposed region(s) you will operate in, as per the SafeWork NSW region map key below.

A B C D E F G H I J K L M or ALL



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

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. Referees may be contacted to verify the information in this application.

## SECTION 8. LODGEMENT FEES

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

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

Pay by credit card or PayPal using the following link:

[www.safework.nsw.gov.au/applicationpayments](http://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.