Asbestos removal supervisor nomination form

Complete this form to:

- add a supervisor to a new or existing asbestos removal licence.
- update details of a supervisor attached to an asbestos removal licence.
- upgrade supervisor.
- remove a supervisor from an asbestos removal licence.

The licence holder must advise SafeWork NSW of the removal of a nominated supervisor within 14 days of the change. A supervisor is not a nominated supervisor in accordance with the *Work Health and Safety Regulation 2025 (WHS Regulation)* until SafeWork NSW has approved the nomination.

For SafeWork NSW to accept your application, the form must be completed correctly and all supporting documentation must be included. Failure to do so will delay the processing of your application and/or result in your application being withdrawn.

How to fill out this form

Complete one asbestos removal supervisor nomination form for each nominated supervisor. 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. For assistance call 13 10 50.

Fees

There is no fee associated with this form.

Lodgement instructions

1. New Asbestos Removal Licence and New Asbestos Removal Supervisor nomination requirements

If this asbestos removal supervisor nomination is part of a new asbestos removal licence application, it must be completed and uploaded/attached with your online application via the Service NSW online portal.

2. Updating Asbestos Removal Supervisor details

If updating asbestos removal supervisor details for an existing asbestos removal licence, email this completed form with any required documents to: licensing@safework.nsw.gov.au

Identity documents

The nominated supervisor will need to provide certified copies of identification to the value of 100 points, signed by a Justice of the Peace. Refer to Section 6.

1. Who we are

This Privacy Collection Notice applies to individuals who are applying, renewing, or replacing their asbestos removal, asbestos assessor or demolition licence.

Before collecting your personal information, we are required to provide you with the information contained in this notice. Your information is being collected and held by the SafeWork NSW Agency **(the SafeWork NSW Agency)**. SafeWork NSW is the primary work health and safety regulator in New South Wales. Its functions, powers and operations are authorised under the *Work Health and Safety Act 2011 (WHS Act)* and the *Work Health and Safety Regulation 2025* (NSW) (Regulation) and it is responsible for engaging with the NSW community to prevent work related fatalities, serious injuries, and illnesses and securing compliance with work health and safety laws.

The SafeWork NSW Agency gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998 (PPIP Act)* and the *Health Records and Information Privacy Act 2002 (HRIP Act).*

2. Why we collect your personal information

The personal and health information contained in your application may be used for the following purposes:

- Determining your application for and, if your application is approved, issuing you with an asbestos removal, asbestos assessor or demolition licence in accordance with Part 4.6 and/or Part 8.10 of the Regulation.
- To verify your identity, including (with your consent) by requesting verification with the Document Verification Service (DVS). The DVS is managed by the Commonwealth Attorney General's Department. For details on its operation and management of the DVS, visit www.ag.gov.au
- To record your information on a licence register, parts of which will be published online.
- Internal administration, including assessing and liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the WHS Act and the Regulation.
- 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.
- Other directly related purposes.

3. The kinds of information we collect

We collect the following kinds of personal information:

- Your full name, date of birth, contact details (including residential address, email address and phone/mobile numbers).
- Licence information and payment information.
- Proof of identity information, which may include your photo identity documents, such as a passport or drivers' licence, your Medicare card details and/or other proof of identity.
- A photo of your face that will be used on your licence to verify your identity.
- Additional personal information if it is required to satisfy the eligibility requirements for the licence.

4. How we may use this information

We may use the personal and health information contained in your application for the purposes for which it was collected, including:

- To verify your proof of identity documents with the DVS. The DVS is used only to confirm your identity by matching your identity documents. We receive a verification result (e.g., match/no match) and do not receive biometric templates.

- Confirming your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW.
- Administration and updates to your licence, including sending you important information.
- Notifying you about updates or changes to legislation that may impact your licence.
- Sending reminders about safety requirements and obligations as per legislation.
- Sending notifications, reminders and updates to you relating to your licence.
- Some personal information will be recorded on a licence register as required by section 702B(1)of the WHS Regulation. Parts of this register information will be published on a public register as provided for by section 702B(5) of the WHS Regulation.
- Artificial intelligence **(AI)** technologies to assist in processing, analysing, or responding to the information you provide. All use of AI is conducted in accordance with applicable privacy laws and data protection standards.
- Other directly related purposes as permitted by law.

5. Failure to provide information

Your information is provided voluntarily, however, by law, if you are an individual applying for or renewing your licence, you are required to provide us with the information captured in this application. Failure to provide the relevant information will result in your application not being considered or renewed.

We are legally required to obtain your consent before requesting a DVS check. If you do not consent to your identity documents being validated through the DVS, we are able to validate your identity manually with the issuing authorities. You can contact the SafeWork NSW Agency on the details at the bottom of this notice to discuss further if required.

6. Who we may share your information with

If required, we may share your information with the following third parties:

- Other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes.
- Third-party service providers engaged by the SafeWork NSW Agency for the purpose of processing, printing and issuing your licence.

Some personal information will be recorded on a licence register as required by section 702B(1) of the WHS Regulation. Parts of this register information will be published on a public register as provided for by section 702B(5) of the WHS Regulation.

On 1 July 2025, the SafeWork NSW Agency was established as an Executive Agency related to the Department of Customer Service (DCS). DCS provide some corporate service functions to the SafeWork NSW Agency under formal agreement and assist us with our business operations by providing software and storing data on our behalf. For further information, please see how DCS manage personal information.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. For further information, please see our privacy statement.

Service NSW

Service NSW provides a digital front door, and your MyServiceNSW Account will be used to initiate this application and verify your identity.

Service NSW collects and uses your personal information to:

- Initiate the application using your MyServiceNSW Account details.
- Verify your identity with the DVS.
- Share details from your MyServiceNSW Account with the SafeWork NSW Agency.

Other information you provide through the application to demonstrate your eligibility for a licence or certificate will be collected and stored by the SafeWork NSW Agency only.

Service NSW, if requested by the SafeWork NSW Agency, may complete a photo capture for your licence and share this with the SafeWork NSW Agency. Service NSW will not store the image.

Service NSW also maintains and uses your personal information for internal administrative purposes, including for the purposes of our interactions with you. For more information about how Service NSW handles personal information, please visit the Service NSW privacy statement.

Digital NSW

We are partnered with Digital NSW (part of the DCS) who assist us with our business operations by providing software and storing data on our behalf. Digital NSW have a Privacy Statement which outlines their contact details and information about how they look after this data.

Digital NSW also provide us with access to the DVS so that we can check your identity documents and verify your identity. The Digital NSW Proof of Identity Privacy Collection Notice outlines how Digital NSW handle your data on our behalf when you grant us your consent to process an identity document check.

7. Protecting your information

We will store, manage, and dispose of your information in accordance with the provisions of the PPIP Act and HRIP Act, and we will only keep information for as long as we need it to fulfil the purposes, we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

We are legally obligated to protect your information by limiting collection to what is necessary and ensuring its secure disposal. All information is disposed of safely, with reasonable safeguards in place to prevent loss, unauthorised access, misuse, modification, disclosure, or any other improper use.

Please see our privacy management plan for more information about how we handle your personal information.

8. Your rights

Subject to certain conditions, you have the right to access or correct your personal information. In situations where your safety or wellbeing may be compromised, you may be able to request that your personal information be excluded from the public register. If you wish to invoke any of these rights in relation to this application, you can contact licensing@safework.nsw.gov.au

9. Contact us

For further information visit the SafeWork NSW website, email licensing@safework.nsw.gov.au or call 13 10 50. If you would like to make a privacy enquiry or complaint in relation to any of the processes or other details outlined in this notice, you can contact us at privacy@safework.nsw.gov.au

The SafeWork NSW Agency
92-100 Donnison Street
Gosford 2250 NSW

Section 1. Licence holder details

Asbestos licence number

Name on the licence

Or

☐ Go to Section 3 to nominate a new supervisor for a new Asbestos Removal Licence

Section 2. Type of change

☐ Add supervisor (complete all sections of the form)

☐ Remove a supervisor (complete sections 3, 8 and 9 as required)

☐ Change supervisor's personal details (complete sections 3, 8 and 9 as required)

☐ Upgrade supervisor authorisation (complete all sections of this form)

Section 3. Nominated supervisor's details

Title

Given name/s

Other name/s

Family/surname

Date of birth DD/MM/YYYY

Residential address (must not be a PO box)

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

Street name

Suburb

State

Postcode

Postal address (if different to residential address)

☐ Same as residential address

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

Street name

Suburb

State

Postcode

Email address

Phone number

Section 4. Type of asbestos supervisor work

- [ ] Class A
- [ ] Class A (asbestos fire doors and safes only)
- [ ] Class B (more than 10 square

Has the nominated supervisor previously been authorised to supervise asbestos removal work?

- [ ] No – go to section 5
- [ ] Yes – provide details of the asbestos removal work previously supervised, and the Licence holder information
  - [ ] Class A
  - [ ] Class A (asbestos fire doors and safes only)
  - [ ] Class B (more than 10 square metres of nonfriable asbestos)

Asbestos licence number

Name on the licence

Section 5. Evidence of experience and training/qualifications

Section 5.1 Evidence of experience

As outlined in the experience table(s) below, list at least 3 (3) asbestos removal jobs undertaken in the last five (5) years.

- For Class A licence/Fire Doors and Safes: at least 3 years experience
- For Class B licence: at least 12 months (1 year) experience

Experience table - Class A Fire doors and safes

Date	Project name /location	Removal work completed	Nominated supervisor	Supporting documents
• Date work completed • Duration of job	Asbestos removal, project name, site and location details, quantities removed	Experience must involve undertaking friable asbestos removal work • Friable asbestos in soil • Fire retardant material on steel work • Insulation in fire doors, walls for sound proofing • Sprayed insulation like limpet and vermiculite • Lagging aroiund pipes and penetrations • Ropes and woven textiles used as seals on safes, ovens and cable sheathing • Fire damaged structures or plant • High pressure water damage • Soft asbestos sheeting like mill board • Other	Details of nominated supervisor that supervised this work (include contact details)	Required documents • Reference letter from employer(s) or PCB(s) verifying a minimum of 3 years experience undertaking friable asbestos removal work on business letterhead • Safe work method statements (SWMS) • Asbestos removal control plan (ARCP) Optional supporting documents • Contracts of work • Clearance certificates • Air monitiring reports • Smoke test • Notes from toolbox talks • Work diaries • Log books • Photos • Invoices • Tip receipts

EXAMPLE

Experience table - Class B

Date	Project name /location	Removal work completed	Nominated supervisor	Supporting documents
• Date work completed • Duration of job	Asbestos removal, project name, site and location details, quantities removed	Experience must involve undertaking non-friable asbestos removal work • Compressed asbestos cement panels for flooring, verandas, bathrooms and steps for demountable buildings • Asbestos cement sheet used on walls, eaves, ceilings, cover strips etc. • Non friable asbestos in soil • Asbestos cement moulded products ie: roofing, flues, down pipes, gutters, conduit, cable troughs etc. • Bitumen-based water proofing like malthoid • Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and vehicles • Pitch-based (eg Zelemite, Ausbestos, Lebah) electrical switchboards • Vinyl floor tiles and covering • Caulking compounds, sealant and adhesives • Other	Where applicable provide details of the nominated supervisor that supervised this work (include contact details)	Required documents • Reference letter from employer(s) or PCBU(s) verifying 1 year's experience undertaking non-friable asbestos removal work •Safe work method statements (SWMS) Optional supporting documents • Contracts of work • Work diaries • Log books • Photos • Invoices • Tip receipts

EXAMPLE

Section 5.2 Training / qualifications

Class A Licence / Fire Doors and Safes

Removal of friable asbestos VET training qualifications should be obtained at least three (3) years prior to the commencement of industry experience.

Evidence must be provided showing the nominated supervisor has completed the following two (2) VET training qualifications:

- ☐ CPCCDE3015 or CPCCDE3015A – Remove friable asbestos
- ☐ CPCCDE4008 or CPCCBC4051A – Supervise asbestos removal

Class B Licence

Removal of non-friable asbestos VET training qualifications should be obtained at least 12 months (1 year) prior to the commencement of industry experience.

Evidence must be provided showing the nominated supervisor has completed the following two (2) VET training qualifications:

- ☐ CPCCDE3014 or CPCCDE3014A – Remove non-friable asbestos
- ☐ CPCCDE4008 or CPCCB4051A – Supervise asbestos removal

Section 6. Checklist of documents required

Use this checklist to ensure you have your required documents ready to submit with your application.

Certified Copies of Original Documents

A certified copy is a photocopy of the original document, certified as a true copy by a Justice of the Peace (JP). The JP must declare on the photocopy:

- that it is a true copy of the original document
- the JP's signature and date
- the JP's registration number and the state where they are registered.

- ☐ 100 points of JP certified identity documents (see table below)
- ☐ VET training qualification documents
- ☐ Completion of Class A or Class B Experience table
- ☐ A signed and dated reference letter verifying industry experience from an employer
- ☐ Required documents supporting relevant industry experience. Refer to the Experience table(s) in Section 5

Identity documents

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		
Allowed to use a combination of secondary documents Documents provided must contain the supervisor's full name (not initials)	Current Australian Driver's licence / permit	40
	Student card issued by a tertiary institution	40
	Current Medicare card	25
	Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted)	25
	Property lease agreement with current address	25
	Utility bills issued in the last three (3) months	25
	Telephone account issued in the last three (3) months	25

Section 7. Nominated supervisor's declaration

I, _____ (enter full name) 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 validating my qualifications with the educational provider who issued my qualification certificates.
- I consent to SafeWork NSW contacting my referees to verify my evidence of experience.
- I have read the privacy collection notice.

☐ I confirm that I am authorised to provide the personal details presented.

☐ I consent to my information being checked with the document issuer for the purpose of confirming my identity.

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. Penalties may apply.

Section 8. Licence holder's declaration

A director must sign this declaration on behalf of a corporation.

I _____ (enter full name) declare:

- The information supplied in this application is true and correct to the best of my knowledge.
- Where I provide personal information to SafeWork NSW in this form about any other individual, I am authorised to provide that information.

☐ I confirm that I am authorised to provide the personal details presented.

☐ I consent to my information being checked with the document issuer for the purpose of confirming my identity.

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. Penalties may apply.

Section 9. Lodgement instructions

1. **New asbestos removal licence and new asbestos removal supervisor nomination requirements**

   If this asbestos removal supervisor nomination is part of a new asbestos removal licence application, it must be completed and uploaded/attached with your online application via the Service NSW online portal.

2. **Updating asbestos removal supervisor details**

   If updating asbestos removal supervisor details for an existing asbestos removal licence, email this completed form with any required documents to: licensing@safework.nsw.gov.au