

Application for renewal Demolition Licence: Class 1 or 2

Work Health and Safety Act 2020 (the Act)
Work Health and Safety (General) Regulations 2022 (the Regulations)

How to complete this application

1. Read the application form in full to understand all of the information required
2. Complete the application form in full
3. Gather all required attachments, such as certificates of attainment
4. Use the provided checklist to check the application is complete
5. Submit the application along with payment of the required fee

For assistance completing this application:

Phone: 1300 424 091

Email: WorksafeRegistration@lgirs.wa.gov.au

Important Information

- You must apply to renew **before** the expiry of the licence.
- Your Demolition Licence will remain in force while your application is being considered and until you are given notice of a decision to grant or refuse the application, or until the application is taken to be withdrawn. You can continue to undertake demolition work during this period.
- WorkSafe will assess your application for renewal using the information you provide as well as information available in licence databases, record systems and through other sources as required.
- Your licence will not be renewed if you have not completed work in the period since the licence was granted or last renewed. Licensing Officers will confirm this by checking demolition work notification records.
- When determining your application Licensing Officers will consider WorkSafe records in regards to investigations, penalties and improvement notices issued since the licence was granted or last renewed.
- The application for renewal will be refused if false or misleading information is identified in the application. Section 268 of the Work Health and Safety Act 2020 provides for penalties of up to \$12,500 for a person who gives information that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading; or who provides a document that the person knows to be false or misleading in a material particular.

How to submit this application

Submission method	Application fee
Licensing Services Department of Local Government, Industry Regulation and Safety Locked Bag 14 Cloisters Square PERTH WA 6850	Attach Application Payment Form www.wa.gov.au/media/49956/download?inline
Department of Local Government, Industry Regulation and Safety Level 1, Mason Bird Building 303 Sevenoaks Street, Cannington Office opening hours: 8.30am - 4.30pm, Monday to Friday	

**Fees are reviewed annually and are subject to change without notice. Current application fees can be found on the WorkSafe website*

OFFICE USE ONLY

Total fee	\$	Department code	WL	Chart Description	<input type="checkbox"/> Demolition – Class 1 Renewal <input type="checkbox"/> Demolition – Class 2 Renewal

PART 1: LICENCE HOLDER DETAILS

Class of Demolition Licence			
<input type="checkbox"/> Class 1		<input type="checkbox"/> Class 2	
Licence holder details			
Licence number			
Expiry date <i>*The application to renew must be received before the expiry of the licence</i>			
Body Corporate details <i>if applicable</i>			
Registered Company name			
ACN (<i>Australian Company Number</i>)			
Individual Details <i>if applicable</i>			
Family name			
Given name			
Date of birth		Place of birth	
Business (trading) Name			
Business (trading) Name <i>(if applicable)</i>			
<input type="checkbox"/>	Attach a Business name extract issued by Australian Securities and Investment Commission (ASIC) – <i>if you are using a business (trading) name</i>		
Contact Details			
Principal Place of Business or Residential address	Street address		
	Suburb		Postcode
Postal address <i>(if different to registered or residential address)</i>	Postal address		
	Suburb		Postcode
All communications relating to this application and licence (if granted) will be sent to the below email address			
Mobile phone no.		Phone no. (day)	
Email address			

PART 2: EXPERIENCE

Experience - Demolition work

To be eligible for renewal, the licence holder must have carried out demolition work in the class authorised during the term of the licence.

To demonstrate this, the nominated supervisor must complete the Statement of Experience (SOE) within this application. The SOE must demonstrate experience in the class of demolition work applied for. The experience must include:

- Project start and finish dates/the dates the demolition work was carried out over;
- How many days the demolition work was carried out over;
- The demolition licence number work was carried out under;
- Employers details including details of person/s who can verify/answer questions about the experience;
- Name of project;
- Type of Structure;
- Composite of structure;
- Complete or partial demolition;
- Site address;
- Height;
- Method of demolition
- The role and responsibilities of the nominated supervisor;
- Name and signature of nominated supervisor.

Nominated supervisors must have demonstrated experience in performing work in accordance with *Australian Standard AS2601: The demolition of structures (AS 2601)*.

Experience must be a minimum of three (3) substantial jobs within the past 5 years, in the class for which you are applying. *Note: Demolition jobs will be referenced against the Notification of demolition work submitted to the WorkSafe Commissioner under regulation 142F.*

To assist in verification of the demolition work experience within the SOE, additional information and/or documentation may be requested at any point during the application process. Examples of information and/or documentation that may be requested are Safe Work Method Statements (SWMS), Job Safety Analysis (JSA), demolition management plan, copies of Notification of Demolition Work etc.

Details of Nominated Supervisor

Family Name					
Given Name/s					
Date of Birth			Place of birth		
Residential Address	Street				
	Suburb		Postcode		
Mobile phone no.			Phone no. (day)		
Email address					

Statement of Experience (SOE) – Demolition Licence Application

The nominated supervisor is required to provide a detailed description of a **minimum** of three (3) substantial demolition jobs, in the demolition class being applied for, completed within the five (5) years before the date of the application. *Note: demolition jobs will be referenced against the Notification of demolition work submitted to the WorkSafe Commissioner under regulation 142F.*

Project start and finish dates (how many days)	Demolition licence number (works conducted under)	Employer (including name, email address and telephone number of person/s who can verify experience)	Name of project <i>(if applicable)</i> Type of structure Composite of structure Complete or partial demolition	Site address	Height (m)	Method of demolition	Your role and responsibilities – overview of the activities performed by you in relation to the demolition work you were involved in.

I declare the above information is true and correct

Name of Nominated Supervisor: _____

Signature: _____

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I declare the above information is true and correct

Name of Nominated Supervisor: _____

Signature: _____

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I declare the above information is true and correct

Name of Nominated Supervisor: _____

Signature: _____

PART 3: DECLARATION

Section 268 of the *Work Health and Safety Act 2020* provides for penalties of up to \$12 500 for a person who gives information that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading; or who provides a document that the person knows to be false or misleading in a material particular.

By signing this application form I declare that:

- The nominated supervisor has maintained competency;
- I have read the application form in full and have completed all parts of the form accurately;
- The information and documents I have provided in support of this application are true and correct;
- I give consent to the WorkSafe Commissioner, or persons so directed, to obtain on my behalf any document, record, file, or information that may be necessary and relevant to consider this application;
- I understand that if the application is incomplete or contains errors I will be contacted by email and provided 28 days to provide the required information and if I do not respond with the required information my application will be taken to be withdrawn and I will be required to apply for a new licence.

This declaration is considered to be made on the date the application is submitted.

Body Corporate licence holders note: as per Section 127 of the Corporations Act 2001, this declaration must be signed by

- Two company Directors, or
- A company Director and Company Secretary, or
- The sole director where that person is also the company secretary or there is no company secretary

Full Name:

Signature:

Full Name:

Signature:

Declaration of Nominated Supervisor

Full Name:

Signature:

CHECKLIST

Application checklist	
✓	Please ensure you have provided/completed each of the following:
PAYMENT	
<input type="checkbox"/>	Application Payment form completed and attached
PART 1: LICENCE HOLDER DETAILS	
<input type="checkbox"/>	Part 1: Licence holder details completed in full
<input type="checkbox"/>	Business name extract provided where applicable
PART 2: EXPERIENCE	
<input type="checkbox"/>	Statement of Experience (SOE) for the nominated supervisor
PART 3: DECLARATION	
<input type="checkbox"/>	Declaration signed correctly by all relevant parties