

Application Form

Asbestos Removal Licence: Class A

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: Worksafelicencing@lgirs.wa.gov.au

How to submit this application

Submission method	Application fee
Submit your application and pay online: https://onlineforms.dmirs.wa.gov.au/#/form/63ef32b7895bd91abcdba7fa/app/688983ac2facde1b60740153	Pay by credit card online
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	WR	Chart Description	<input type="checkbox"/> Asbestos class A – New application

PART 1: APPLICANT DETAILS

Application type			
<input type="checkbox"/> Body Corporate		<input type="checkbox"/> Individual	
Applicant Details			
<i>Body Corporate details if applicable</i>			
Registered Company name			
ACN (<i>Australian Company Number</i>)			
<i>Individual Details if applicable</i>			
Family name			
Given name			
Date of birth		Place of birth	
<input type="checkbox"/> Proof of identity document/s attached. Refer to proof of identity requirements at the end of form for details			
Contact Details			
Business Name (<i>if applicable</i>)			
<input type="checkbox"/> Business name extract attached (if applicable)			
Registered or Residential address	Street address		
	Suburb		Postcode
Postal address <i>(if different to registered or residential address)</i>	Postal address		
	Suburb		Postcode
Mobile phone no.		Phone no. (day)	
Email address			
Interstate application justification			
<p>Body corporates or individuals who are located or reside outside of WA are required to provide details to justify the grant of the licence. Attach a document detailing why you require a licence in WA you are an interstate applicant.</p>			
<input type="checkbox"/> Statement justifying application attached (if applicable)			

PART 2: SAFE WORK

Certified safety management system

Applicants must attach evidence that there is a safety management system (SMS) in place, certified compliant with AS/NZS ISO 45001:2018.

Evidence of certification of a safety management system can be provided in one of three ways:

1. A certificate of certification of the applicants safety management system (SMS) which Can be validated by searching the JAS-ANZ register: <https://register.jasanz.org/certified-organisations> or
2. A certificate of certification of the applicants SMS which has been issued by an accredited auditor who is listed on the Exemplar Global directory: <https://exemplarglobal.org/certification-overview/> or
3. Written confirmation from a person or organisation who is a qualified SMS auditor, that the applicants SMS meets the required standard and which is accompanied by satisfactory evidence of the auditor's qualifications to assess the system against the relevant standard.

The evidence provided must

1. Relate to the applicant
2. Reference that the SMS relates to asbestos removal
3. Be less than three years old
4. Certify or confirm that the SMS complies with AS/NZS ISO 45001:2018 (Occupational health and safety management systems — Requirements with guidance for use)

Evidence of certified safety management system attached

Specialist Equipment Questions

A Class A asbestos removal licence holder must ensure the availability and use of specialist safety equipment.

To demonstrate how you will ensure access you are required to provide evidence that you have access to the following safety and minor equipment and consumables.

Safety equipment

Equipment item	Describe how you will ensure access to this equipment: <ul style="list-style-type: none"> • Owned or leased? If leased from who? • Make and model if known
High Efficiency Particulate Absorbing filter H Class Vacuum – Dispersed Oil Particulate (DOP) tested	
Negative Pressure Unit (NPU) – Dispersed Oil Particulate (DOP) tested	
Decontamination Unit (DCU)	
Filtration shower unit	
Powered Air Purifying Respirator – fit tested	

Safety equipment

Equipment item	Describe how you will ensure access to this equipment: <ul style="list-style-type: none"> • Owned or leased? If leased from who? • Make and model if known
Full face/half face respirators – fit tested	
Signage/barricading	
Means of communication – not phone for enclosures	
Lights	
Generator/independent power source	
Mobile work platforms/scaffolding	

Minor equipment and consumables

Question: Provide details of the typical minor equipment and consumables you will make available for Class A asbestos removal work.

Answer:

PART 3: NOMINATED SUPERVISORS

Supervisor Nomination

An asbestos removal licence holder must ensure that asbestos removal work is supervised by an approved nominated supervisor, who is at least 18 years of age.

At least one competent person (nominated supervisor) must be nominated as part of this application. If you are applying as an individual you can nominate yourself and or other person/s.

Attach to this application a completed 'Supervisor Nomination Form' for each nominated supervisor.

A copy of the 'Supervisor Nomination Form is provided at the end of this form.

Supervisor Availability

If you expect to be undertaking more than one asbestos removal job at the same time you will be required to have an approved nominated supervisor available on site at all times when work is being conducted at each site.

To demonstrate how you will ensure that all asbestos removal work you undertake can be appropriately supervised you are required to Answer the following questions detailing how you will ensure appropriate supervision of all asbestos removal work.

Question: How will you ensure that a nominated supervisor is available for all asbestos removal work including where you are completing more than 1 asbestos removal job at the same time.

Answer:

Question: How will you ensure that a nominated supervisor is available for all asbestos removal work including where a nominated supervisor becomes unavailable for any reason, such as illness.

Answer:

PART 4: PROBITY AND DECLARATION

Probity questions

For help understanding these questions visit: <https://www.wa.gov.au/media/50716/download?inline> or call 1300 424 091.

1. Do you have a current asbestos removal licence in another State/Territory in Australia?

Yes: No:

2. Have you, the body corporate or any of the officers of the body corporate, ever been convicted or found guilty of an offence under Work Health and Safety legislation in Australia?

Yes: No:

3. Have you, the body corporate or any of the officers of the body corporate, ever been convicted or found guilty of any offence in relation to the unlawful disposal of hazardous waste under the *Environmental Protection Act 1986*?

Yes: No:

4. Have you, the body corporate or any of the officers of the body corporate, ever entered into an enforceable undertaking under Work Health and Safety legislation in Australia?

Yes: No:

5. Have you, the body corporate or any of the officers of the body corporate, ever been refused an asbestos removal licence in Australia?

Yes: No: N/A:

6. Have you, the body corporate or any of the officers of the body corporate, previously held an asbestos removal licence in Australia which had conditions imposed on it, or which was suspended or cancelled?

Yes: No:

7. Have you, the body corporate or any of the officers of the body corporate, ever been disqualified from applying for an asbestos removal licence in Australia?

Yes: No:

If you answered 'yes' to any of the above questions, attach details. A 'yes' response will be considered by the WorkSafe Western Australia Commissioner on the facts presented, and may not affect your application to be licensed.

N/A: Attached:

Declaration

1. I declare that the information and documents I have provided in support of this application are true and correct.
2. 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.

Declaration of individual applicant

Full Name:

Signature:

Declaration of Body Corporate applicant

Note: As per Section 127 of the *Corporations Act 2001* 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

Position:

Full Name:

Signature:

Position:

Full Name:

Signature:

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CHECKLIST

Application checklist	
✓	Please ensure you have provided/completed each of the following:
PART 1: APPLICANT DETAILS	
<input type="checkbox"/>	Applicant details completed in full
<input type="checkbox"/>	Business name extract attached (if applicable)
<input type="checkbox"/>	If you reside or are located interstate, details of circumstances which justify grant of the licence are attached (if applicable)
PART 2: SAFE WORK	
<input type="checkbox"/>	Copy of current safety management system certification attached
<input type="checkbox"/>	Safety equipment details provided
<input type="checkbox"/>	Minor equipment and consumables question answered
PART 3: NOMINATED SUPERVISORS	
<input type="checkbox"/>	Availability of nominated supervisors questions answered
<input type="checkbox"/>	Notifications for all asbestos removal work completed during the term of the licence have been submitted in accordance with the regulations (If notification was mandatory at the time the work was completed)
<input type="checkbox"/>	Supervisor Nomination forms for each nominated supervisors attached
<input type="checkbox"/>	Statements of Attainment attached for each nominated supervisor in the following courses: 1. CPCPCDE4008 - Supervise asbestos removal course 2. CPCPCDE3015 - Remove friable asbestos
PART 4: PROBITY AND DECLARATION	
<input type="checkbox"/>	All probity questions answered
<input type="checkbox"/>	Supporting documents provided (if required)
<input type="checkbox"/>	Declaration signed

Proof of Identity Requirements

To establish proof of identity provide **ONE** primary document or at least **THREE** secondary documents from the documents listed below. At least one of those documents must evidence the age of the nominated supervisor (at least 18 years).

For more examples please refer to the *Applicant Guide – Application for an Asbestos Removal Licence*

Primary Identification	Secondary Identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A current driver's licence, learners permit or any other photographic identity document issued under Australian Law	Australian Citizenship or naturalisation document
International Passport or other documents with same characteristics of Passport Current, not expired or cancelled	Current entitlement card issued by a State or Commonwealth Government department (for example, a Medicare, Pension, Health or Veteran)
Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)	Utility bill (for example Telephone, gas or electricity account) not more than 12 months old
Police and Defence identification cards	Water, local rate notice or land valuation notice not more than 12 months old
State or Commonwealth employee photo identification card with DOB	Electoral enrolment card or other evidence of enrolment not more than two years old
Western Australian Photo Card (formerly Proof of Age)	Student Identification Card (Secondary/Tertiary)

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Supervisor Nomination Form

How to complete this form

1. Print and complete a separate supervisor nomination form for each person nominated
2. Complete the details of the person nominated
3. Complete the statement of experience details
4. Attach proof of identity for the person nominee
5. Attach copies of certification
6. Attach references
7. Attach evidence of work completed
8. Have the person nominated sign the declaration

Details of person nominated

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

Certification

Attach Statements of Attainment for the following courses issued by a Registered Training Organisation (RTO)

CPCPCDE4008 - Supervise asbestos removal

CPCPCDE3015 - Remove friable asbestos

Proof of Identity

Proof of identity documents attached

Already approved as nominated supervisor

If the person nominated as supervisor has been previously approved as a nominated survivor, within the last 3 years:

- by another state or territory licensing authority, **or**
- for another Class A asbestos removal licence holder in WA

evidence of this approval can be submitted and may be considered as an alternative to providing a statement of experience.

Statement of Experience Instructions

Each nominated supervisor for Class A asbestos removal licence applications must be able to demonstrate at least three (3) years of relevant industry experience. To evidence the required level of experience each supervisor nomination should include details of at least **six (6)** different asbestos removal works which:

- occurred within the last three (3) years,
- were completed by a person or organisation licensed to remove asbestos at the time
- include at least three (3) examples of friable asbestos removal work
- include details of a referee for reference checking of the work
- include sufficient evidence of their completion of the work such as:
 - a. the asbestos removal control plan used,
 - b. tool box talk notes,
 - c. Safe Work Method Statements,
 - d. contracts of work,
 - e. invoices,
 - f. tip receipts,
 - g. photographs
 - h. air monitoring reports, or
 - i. clearance certificates.

To assist applicants a statement of experience (SOE) template is provided below.

IMPORTANT:

- Examples of different types of friable asbestos removal that can be used include:
 - a. Sprayed insulation/coating including under vermiculite
 - b. Paperbacked vinyl/vinyl tiles with blackjack adhesive
 - c. Low density fibreboard (LDFB)
 - d. Fire damaged
 - e. Contaminated Soil
 - f. Gaskets/ropes/seals
 - g. Lagging on pipes
 - h. Heater banks
 - i. Bitumised material on water pipes
 - j. Asbestos containing dust (ACD)
- Examples of work will not be accepted as evidence of the nominated supervisors experience where:
 - a licence was required but the removalist was not licensed,
 - the asbestos removal was not notified to the Department prior to the work being completed, or
 - the licence holder did not have an approved nominated supervisor at the time of the removal.
- Additional detail or additional examples of experience may be requested. Providing as much evidence of experience as possible will assist the application.
- Each example provided will be validated by contacting referees to confirm the role of the applicant in the work.

A credible and independent person is not:

- a relative;
- under potential conflict (your employee);
- a co-worker or subordinate worker; or
- an office manager or HR manager.

NOTE: If the person nominated is an existing approved nominated supervisor who has been conducting work under an existing Class A asbestos removal licence (regardless of jurisdiction) examples of experience are not required to be provided and the nominated supervisor may be approved subject to confirmation of an appropriate compliance history. If the person is an existing approved nominated supervisor please attached details of this approval.

Statement of Experience

Example 1 of 6 (friable)

Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			

Supporting Details

The assessing officer will reference asbestos removal work notification records to confirm the work was completed.

Reference letter from an employer or organisations, dated and signed on a business letterhead document including: asbestos removal licence number, details of your responsibilities and role in completing the work.

Example 2 of 6 (friable)

Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			

Supporting Details

The assessing officer will reference asbestos removal work notification records to confirm the work was completed.

Reference letter from an employer or organisations, dated and signed on a business letterhead document including: asbestos removal licence number, details of your responsibilities and role in completing the work.

Example 3 of 6 (friable)			
Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			
Supporting Details			
The assessing officer will reference asbestos removal work notification records to confirm the work was completed.			
<input type="checkbox"/> Reference letter from an employer or organisations, dated and signed on a business letterhead document including: asbestos removal licence number, details of your responsibilities and role in completing the work.			
Example 4 of 6 (friable or non-friable)			
Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			
Supporting Details			
<input type="checkbox"/> For work conducted prior to 1 April 2022 attach evidence of experience. Such as asbestos removal control plans; air-monitoring reports; smoke tests; clearance certificates; and safe work method statements.			
<input type="checkbox"/> Reference letter from an employer or organisations, dated and signed on a business letterhead document including: asbestos removal licence number, details of your responsibilities and role in completing the work.			

Example 5 of 6 (friable or non-friable)

Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			

Supporting Details

For work conducted prior to 1 April 2022 attach evidence of experience. Such as asbestos removal control plans; air-monitoring reports; smoke tests; clearance certificates; and safe work method statements.

Reference letter from an employer or organisations, dated and signed on a business letterhead document including: asbestos removal licence number, details of your responsibilities and role in completing the work.

Example 6 of 6 (friable or non-friable)

Project Start Date		Project End Date	
Address/location			
Type of Asbestos removed		Quantity of asbestos removed	
Type of Structure		Height of structure/building	
Asbestos Removal Licence Number			

Supporting Details

For work conducted prior to 1 April 2022 attach evidence of experience. Such as asbestos removal control plans; air-monitoring reports; smoke tests; clearance certificates; and safe work method statements.

Reference letter from an employer or organisations, dated and signed on a business letterhead document including: asbestos removal licence number, details of your responsibilities and role in completing the work.

Declaration by Nominated Supervisor Applicant

I, _____ (print name) hereby declare:

- the information supplied in this application is true and correct to the best of my knowledge
- I consent to WorkSafe making enquiries and validating my qualifications with the educational provider who issued my qualification certificates.
- I consent to WorkSafe contacting my referees to verify my evidence of experience

Signature of nominated
supervisor applicant

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