

# Application for renewal Class A Asbestos Removal Licence

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 statements 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](mailto:Worksafelicencing@lgirs.wa.gov.au)

## How to submit this application

### Post

Department of Local Government, Industry  
Regulation and Safety  
Licensing Services  
Locked Bag 14 Cloisters Square  
PERTH WA 6850

### In Person

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

## Credit Card Payment Details

Card Type    Visa        Mastercard        (Only Visa and Mastercard accepted)

Card Number   

Card Holder        Please print

Expiry Date      /      I authorise the Department to deduct the current prescribed fee\*

Signature / Authorisation        Date   

Cardholder's contact phone number:   

\*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	WUA	Chart Description	<input type="checkbox"/> Asbestos Class A – Renewal application

## IMPORTANT

1. Licence holders who transitioned from a restricted asbestos removal licence under the Occupational Safety and Health Act 1984 to a Class B asbestos removal licence under the Work Health and Safety Act 2020 are required to provide copies of a Statement of Attainment for each nominated supervisor in the following courses, or an equivalent nationally accredited VET course:
  - a. CPCPCDE4008 - Supervise asbestos removal course
  - b. CPCPCDE3015 - Remove friable asbestos
2. 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.
3. A licence may not be renewed if there is insufficient evidence that **each** nominated supervisor has maintained their skills and experience. For **each** nominated supervisor officers will look for a minimum of 6 asbestos removal jobs completed in the last 3 years. These jobs must demonstrate a variety of work within the scope of the licence type.
4. If your phone, email or address details have changed you are required to update these details on this form.
5. If you reside or are located outside the state you are required to provide justification as to why circumstances exist that justify the grant of the licence.
6. You are required to apply for approval of any new nominated supervisors by separate application. Application forms can be found here: <https://www.wa.gov.au/government/multi-step-guides/asbestos-licensing/asbestos-licensing-change-nominated-supervisor-application>
7. If your application is accepted before the expiry date of your existing licence your asbestos removal 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. You can continue to undertake asbestos removal work during this period.
8. If your licence has a condition which requires the licence holder, or a nominated supervisor of the licence holder, to undergo retraining or reassessment during the term of the licence, you are required to provide evidence that the retraining or reassessment has been completed.
9. 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 asbestos removal work notification records. For non-friable work conducted under the former *Occupational Safety and Health Act 1984*, where a notification was not required, you are required to attach evidence of work completed.
10. 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.
11. The application for renewal will be refused if false or misleading information is identified in the application.
12. 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.

# PART 1: LICENCE DETAILS

Licence details			
Licence number:			
Expiry date: <i>Applications must be received before expiry of the licence</i>			
Licence holder details			
<i>Body Corporate details (if applicable)</i>			
Registered Company name			
Business name/s <i>(if applicable)</i>			
ACN <i>(Australian Company Number)</i>			
<i>Individual details (if applicable)</i>			
Family name			
Given name			
Date of birth		Place of birth	
Business name/s <i>(if applicable)</i>			
Contact Details			
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			

## 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

*This section has been left blank intentionally.*

## PART 2: PROBITY INFORMATION

<b>Probity questions</b>	
For help understanding these questions visit: <a href="https://www.wa.gov.au/media/50716/download?inline">https://www.wa.gov.au/media/50716/download?inline</a> or call 1300 424 091.	
1. Do you have a current asbestos removal licence in another State/Territory in Australia?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
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: <input type="checkbox"/> No: <input type="checkbox"/>	
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 <i>Environmental Protection Act 1986</i> ?	
Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
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: <input type="checkbox"/> No: <input type="checkbox"/>	
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: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>	
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: <input type="checkbox"/> No: <input type="checkbox"/>	
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: <input type="checkbox"/> No: <input type="checkbox"/>	
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: <input type="checkbox"/> Attached: <input type="checkbox"/>	

## PART 3: DECLARATION

### Declaration

In accordance with regulation 516(e) of the Work Health and Safety (General) Regulations 2022, I declare that \_\_\_\_\_

insert name of nominated supervisor

has maintained the competency required to carry out the work covered by the licence.

I declare that 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 my application is incomplete or contains errors I will be contacted by email and provided 28 days to provide the required information. If I do not respond with the required information my application will be taken to be withdrawn and I may be required to reapply for a new licence.

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

### Declaration of individual licence holder

Full Name:

Signature:

### Declaration of Body Corporate licence holder

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:

# CHECKLIST

<b>Application checklist</b>	
✓	Please ensure you have provided/completed each of the following:
<b>PAYMENT</b>	
<input type="checkbox"/>	Application Payment form completed and attached
<b>PART 1: LICENCE DETAILS</b>	
<input type="checkbox"/>	Part 1: Licence details completed in full
<input type="checkbox"/>	Business name extract provided (if applicable)
<input type="checkbox"/>	If your licence has a condition which requires the licence holder, or a nominated supervisor of the licence holder, to undergo retraining or reassessment during the term of the licence, you have attached are required to provide evidence that the retraining or reassessment has been completed (if applicable)
<b>CERTIFIED SAFETY MANAGEMENT SYSTEM</b>	
<input type="checkbox"/>	Copy of current Certified Safety Management System attached
<b>PART 2: PROBITY INFORMATION</b>	
<input type="checkbox"/>	All probity questions answered
<input type="checkbox"/>	Supporting documents provided (if required)
<b>PART 4: DECLARATION</b>	
<input type="checkbox"/>	Declaration signed
<b>OTHER REQUIREMENTS</b>	
<input type="checkbox"/>	Notifications for all asbestos removal work completed during the term of the licence have been submitted prior to submission of the application.
<input type="checkbox"/>	If your restricted asbestos removal licence under the Occupational Safety and Health Act 1984 transitioned to a Class B asbestos removal licence under the Work Health and Safety Act 2020 you have attached copies of a Statement of Attainment for each nominated supervisor in the following courses, or an equivalent nationally accredited VET course: <ol style="list-style-type: none"> <li>1. CPCCE4008 - Supervise asbestos removal course</li> <li>2. CPCCE3015 - Remove friable asbestos</li> </ol> (if required)