

Application for renewal Asbestos Removal Licence: Class B

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@demirs.wa.gov.au

How to submit this application

Post

Department of Energy, Mines, Industry
Regulation and Safety
Licensing Services
Locked Bag 100
EAST PERTH WA 6892

In Person

Department of Energy, Mines, 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	WR	Chart Description	<input type="checkbox"/> Asbestos Class B – Renewal application
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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. CPCPCDE3014 - Remove non-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. For a full Class B licence, these jobs must demonstrate the removal of three different types of asbestos within the scope of the licence type.
4. 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.
5. You are required to apply for approval of any new nominated supervisors by separate application. Application forms can be found here:
www.commerce.wa.gov.au/worksafe/asbestos-licences
6. 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.
7. 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.
8. 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 work conducted under the former Occupational Safety and Health Act 1984, and before 2023 where a notification was not mandated, you are required to attach evidence of work completed E.g. Safe Work Method Statement (SWMS) and corresponding disposal receipt for each job.
9. 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.
10. The application for renewal will be refused if false or misleading information is identified in the application.
11. 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			
ACN (<i>Australian Company Number</i>)			
<i>Individual Details (if applicable)</i>			
Family name			
Given name			
Date of birth		Place of birth	
Contact Details			
Business Name (<i>if applicable</i>)			
<input type="checkbox"/> Business name extract issued by the Australian Securities and Investment Commission (ASIC) attached (<i>if applicable</i>)			
Principal place of business or Residential address	Street address		
	Suburb		Postcode
Postal address <i>(if different to principal place of business or residential address)</i>	Postal address		
	Suburb		Postcode
Mobile phone no.		Phone no. (day)	
Email address			

PART 2: CONDITIONAL RESTRICTIONS

If your asbestos removal work is limited to only one particular type, you can request one of the options below to apply for a category of conditional restricted Class B licence or a full Class B licence.

Select ONE of the Following

Removal of Bonded Asbestos Fencing.

Activities authorised by the Licence will be restricted to removal of bonded asbestos fencing only. The assessing officer will confirm that your nominated supervisor/s have completed a minimum of six asbestos fencing removal works over the term of the licence

OR

Removal of Bonded Asbestos Roofing.

Activities authorised by the Licence will be restricted to removal of bonded asbestos roofing only. The assessing officer will confirm that your nominated supervisor/s have completed a minimum of six asbestos roofing removal works over the term of the licence.

OR

Removal of Bonded Telecommunication Pits.

Activities authorised by the Licence will be restricted to removal of bonded asbestos telecommunication pits only. The assessing officer will confirm that your nominated supervisor/s have completed a minimum of six asbestos telecommunication pits removal works over the term of the licence.

OR

Full Class B

The licence authorises removal of all types of non-friable asbestos. The experience examples provided for your nominated supervisor/s must demonstrate removal of a minimum of three different types of asbestos removal.

PART 3: PROBITY AND DECLARATION

Probity questions

For help understanding these questions visit: www.commerce.wa.gov.au/publications/application-guide-application-asbestos-removal-licence-class-and-class-b 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:

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 Commissioner on the facts presented and may not affect your application to be licensed.

N/A: Attached:

Declaration

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

insert name of nominated supervisor(s)

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 an individual licence holder

Full Name:

Signature:

Declaration of a 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:

Application checklist		
✓	Please ensure you have provided/completed each of the following:	<i>Office use only</i>
PAYMENT		
<input type="checkbox"/>	Application Payment form completed and attached	
PART 1: APPLICANT DETAILS		
<input type="checkbox"/>	Part 1: Licence details competed 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 evidence that the retraining or reassessment has been completed (if applicable). Licence conditions are shown on your licence certificate.	
PART 3: PROBITY AND DECLARATION		
<input type="checkbox"/>	All probity questions answered	
<input type="checkbox"/>	Supporting documents provided (if required)	
OTHER REQUIREMENTS		
<input type="checkbox"/>	<p>If you are relying on work conducted under the former Occupational Safety and Health Act 1984 (prior to 31 March 2022), as evidence that your nominated supervisors have maintained their skills and experience (6 examples required within last 3 years), attach evidence of the work.</p> <p>For work conducted after 30 March 2022 the assessing officer will reference your asbestos removal work notification records, and no evidence is required to be submitted.</p>	
<input type="checkbox"/>	<p>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:</p> <ol style="list-style-type: none"> 1. CPCPCDE4008 - Supervise asbestos removal course 2. CPCPCDE3014 - Remove non-friable asbestos <ul style="list-style-type: none"> • (if required) 	