

Form guide - Application for asbestos removal licence for Class A or Class B

This guide is designed to assist you in completing the form 'Application for asbestos removal licence Class A or Class B', if you have further questions in relation to this material please contact WorkSafe Tasmania on 1300 366 322.

The document 'ASBESTOS LICENSING INFORMATION GUIDELINES' should be read in order to understand the obligations, responsibilities and rights under the Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012 in relation to who can apply for an asbestos removal licence, the application process and processing, as well as the work undertaken by an individual who holds an asbestos removal licence.

In order for WorkSafe Tasmania to accept your application, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed fee must be paid on submitting to Service Tasmania. Failure to do so will delay the processing of your application.

1. Type of licence applied for

- If a Class A licence is required, cross 'Class A'.
- If a Class B licence is required, cross 'Class B'.
- Only cross ONE box

2. Details of applicant

Business information

- Enter the full legal name, business/trading name, ABN and ACN numbers for the business applying for the licence in the boxes provided.
- If the business applying for the licence is trustee for a trust please insert the name of the trustee in the 'Full legal name of the organisation' box provided and the name of the trust in the 'Business/Trading name/s' box provided.

Business address

- All written correspondence will be sent for the attention of the contact person provided.
- Provide the current business address details, by completing the unit and/or street number, street name, suburb, state and postcode fields in the boxes provided.
- The address provided must be a Tasmanian address and cannot be a PO Box. Suburb, state and postcode are mandatory fields and must be completed.
- Only provide the postal address details (at the end of the 'Details of applicant' section) if the postal address is different to the business address, otherwise, cross the box and leave the remaining boxes blank.

Contact person

- Provide the current surname, title and given names of the person in the boxes provided.
- The title, family/surname and first given name fields are mandatory and must be completed.
- At least one contact telephone number must be provided.
- If a mobile number and email address is supplied, this will easily enable WorkSafe Tasmania to be in contact if there are any queries with the application or any important information about the licence.

3. Additional information

- Cross 'No' or 'Yes' to each question.
- If 'Yes' is crossed for any of the questions in this section supply the details of the offence or exclusion as it applies to the business applying for the licence.
- Having a licence suspended or cancelled, or having a conviction does not automatically exclude the business from holding an asbestos removal licence.
- Each application will be assessed on the details provided. However you may be contacted to supply further information.

4. Nominated supervisor details

Name and date of birth:

- Provide the supervisor's current surname, title and given names in the boxes provided.
- The title, family/surname and your first given name are mandatory fields and must be completed.
- The date of birth of the supervisor must be provided in order to assist WorkSafe Tasmania in identifying him/her.

Contact details

- At least one contact telephone number must be provided, preferably a mobile phone number.

Address

- This will easily enable WorkSafe Tasmania to be in contact if there are any queries to be made or any important information to be alerted to.
- Provide the current details of the supervisor's residential address, by completing the unit and/or street number, street name, suburb, state and postcode fields in the boxes provided.

- The address provided must be a Tasmanian address and cannot be a PO Box. Suburb, state and postcode are mandatory fields and must be completed.
- Only provide the postal address details if the postal address for the supervisor is different to the residential address, otherwise, cross the box and leave the remaining boxes blank.

5. Additional supervisor/s details

- If further supervisors are to be nominated complete this section as per the guide points above.
- If the space provided is insufficient for the number of supervisors being nominated copy the blank supervisor's page as many times as necessary to accommodate the nominations.

6. Declaration by applicant

- Before signing at this section, make sure each point is read and understood.
- The declaration must be signed by a duly authorised representative of the business applying for the licence.
- For a partnership or unincorporated association, each individual member of the legal entity must sign the declaration. Copy the declaration page as many times as is necessary to accommodate each member.

7. Checklist of documents required

- If the business applying for the licence has a registered business name, then a copy of the certificate of registration must be provided with the application.
- If the business applying for the licence is a corporate body then a copy of the certificate of incorporation must be provided with the application.

8. Checklist of additional documents required

Applicants for Class A

- The business must provide evidence that they have in place a certified safety management system and that this system complies with AS 4801:2001 or an equivalent safety management system provided by:
 - a JAS-ANZ accredited conformity assessment body, or
 - a RABQSA certified auditor.

JAS-ANZ is the government-appointed accreditation body for Australia and New Zealand responsible for providing accreditation of conformity assessment bodies (CABs) in the fields of certification and inspection. Accreditation by JAS-ANZ demonstrates the competence and independence of these CABs. For further information please visit the JAS-ANZ web site at www.jas-anz.com.au

RABQSA is an independent auditor and training certification body and is accredited to ISO/IEC 17024:2003- Requirements for Bodies operating the certification of persons, standard by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ). For further information please visit the RABQSA web site at www.rabqsa.com

- For each named supervisor:
- Provide a copy of the statement of attainment for successful completion of the specified vocational education and training (VET) course for Class A asbestos removal work and Class B asbestos removal work and asbestos removal supervision.

Applicants for Class B

- For each named supervisor:
- Provide a copy of the statement of attainment for successful completion of the specified vocational education and training course for Class B asbestos removal work and asbestos removal supervision.

9. Fee

- The payment details for the specific fee must be included with the licence application and lodged at Service Tasmania.

Lodging your application form

In order to process the application WorkSafe Tasmania must receive the following at the time of lodgement of the application:

1. The completed Application for asbestos removal licence for Class A or Class B.
2. All appropriate documentation relevant to the class of licence being applied for (refer to the document checklists on the form and this guide).
3. Payment of the applicable fee.

It is an offence under the Work Health and Safety Act 2012 to provide false and misleading information in the application or in any documents submitted in support of the application. Submit the application to WorkSafe Tasmania:

To lodge your application, take it in person to your nearest Service Tasmania Outlet.



Application for asbestos removal licence for Class A or Class B

This form is to be completed in accordance with the relevant guidelines. The guidelines are available at www.worksafe.tas.gov.au or by phoning the department's Infoline on 1300 366 322

Please note: Only a person who conducts a business or undertaking in which asbestos removal work is carried out may apply for an asbestos removal licence.

1 Type of licence applied for

 New Application **Licence Renewal**

Class of licence applied for

(check only one box)

 Class A (friable asbestos and asbestos-contaminated dust or debris)

OR

 Class B (more than 10 square metres of non-friable asbestos or asbestos containing materials, and asbestos contaminated dust or debris associated with the removal of more than 10 square meters of non-friable asbestos or asbestos containing materials)

2 Details of applicant

Full legal name of organisation (for example sole trader, partnership or corporation)

Business/Trading names (if the licence applicant (above) is a trustee for a trust, include the name of the trust here)

The ABN or ACN must be attached to the legal name entered above (please note, a corporation must supply an ACN)

Australian Company number

Australian Business number

Principal business address (must be an Australian address and not a PO Box)

Unit number/ Street number/ Street name

State

Post Code

Contact person

Title (Mr, Mrs, Miss, Ms) Surname Name

Given Names

Phone

Mobile Phone

Fax

Email Address

Postal address(must be an Australian address)

 postal address same as above

PO Box Number

GPO Box Number

Private Bag Number

Locked Bag Number

Suburb/Locality

State

Post Code

3 Additional Information

Has the applicant (or in the case of a corporate body, any officer of the corporate body) been found guilty of an offence under the *Work Health and Safety Act 2012* or *Work Health and Safety Regulation 2012* or under the work health and safety law of another state or territory or the Commonwealth?

Yes No

If YES, give details

Has the applicant (or in the case of a corporate body, any officer of the corporate body) been found guilty of an offence in relation to the unlawful disposal of hazardous waste under the *Environmental Protection Act 1994*?

Yes No

If YES, give details

Has the applicant (or in the case of a corporate body, any officer of the corporate body) been disqualified from holding an equivalent licence by another state or territory or the Commonwealth work health and safety regulator?

Yes No

If YES, give details

Has the applicant (or in the case of a corporate body, any officer of the corporate body) previously had an equivalent licence refused, suspended or cancelled under the *Work Health and Safety Act 2012* or *Work Health and Safety Regulation 2012* or under the work health and safety law of another state or territory or the Commonwealth?

Yes No

If YES, give details

Has the applicant (or in the case of a corporate body, any officer of the corporate body) entered into an enforceable undertaking under the *Work Health and Safety Act 2012* or the work health and safety law of another state or territory or the Commonwealth?

Yes No

If YES, give details

Has the applicant (or in the case of a corporate body, any officer of the corporate body) previously held a similar licence under a corresponding work health and safety law in respect of which a condition has been imposed?

Yes No

If YES, give details

4 Nominated supervisor details

Title (Mr, Mrs, Miss, Ms) Surname Name

Given Names

Date of Birth (DD/MM/YYYY)

Residential address (must be an Australian address)

Unit number / Street number / Street name

Suburb/Locality

State

Post Code

Phone	Mobile Phone	Fax
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Email Address

Postal address(must be an Australian address)

postal address same as above

PO Box Number	GPO Box Number	Private Bag Number	Locked Bag Number
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Suburb/Locality	State	Post Code
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5 Additional supervisor details (Please copy this section of this page if more supervisors are to be added)

Title (Mr, Mrs, Miss, Ms)	Surname Name
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Given Names	Date of Birth (DD/MM/YYYY)
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Residential address (must be an Australian address)

Unit number / Street number / Street name

Suburb/Locality	State	Post Code
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Phone	Mobile Phone	Fax
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Email Address

Postal address(must be an Australian address)

postal address same as above

PO Box Number	GPO Box Number	Private Bag Number	Locked Bag Number
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Suburb/Locality	State	Post Code
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Title (Mr, Mrs, Miss, Ms)	Surname Name
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Given Names	Date of Birth (DD/MM/YYYY)
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Residential address (must be an Australian address)

Unit number / Street number / Street name

Suburb/Locality	State	Post Code
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Phone	Mobile Phone	Fax
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Email Address

Postal address(must be an Australian address)

postal address same as above

PO Box Number	GPO Box Number	Private Bag Number	Locked Bag Number
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Suburb/Locality	State	Post Code
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6 Declaration by applicant

Please note: The declaration must be signed by each individual in the partnership or unincorporated association. Copy and complete the declaration for each individual and submit with the application form.

I declare that:

- I have authority from the corporate body to complete and submit this application (corporate body applicants only).
- the applicant does not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.
- the information supplied in this application is true and correct to the best of my knowledge.
- none of the information supplied by me in this application or in any documents attached to or submitted in support of this application is false or misleading in any material particular.
- in making this application I have not failed to provide any material information relating to the matters addressed above.
- I acknowledge that it is an offence under the *Work Health and Safety Act 2012* to provide false and misleading information in this application or in any documents submitted in support of this application.
- each nominated supervisor is at least 18 years old.

I consent to WorkSafe Tasmania making enquiries and exchanging information with work health and safety regulators in other states, territories or the Commonwealth regarding any matter relevant to this application.

I agree to the name of the licence holder and licence number being published by WorkSafe Tasmania

Yes

No

.....
(Date)

.....
(Full name)

.....
(Signature)

Personal information we collect from you will be used by the Director of Industry Safety for certification purposes and may be used for other purposes permitted by the *Work Health and Safety Act 2012* and associated laws. Failure to provide this information may result in your application being denied or records not being properly maintained. Your personal information may be disclosed to contractors and agents of WorkSafe Tasmania, law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service

7 Checklist of documentation required

- A copy of the registration of business (trading) name issued by state/territory regulators (if applicable).
- A copy of the certificate of incorporation of the corporate body (corporate body applicants only).

8 Checklist of additional documents required

Application for Class A licence

- Copy of the certification issued to each named supervisor for the specified VET accredited courses for
 - Class A asbestos removal work; and
 - Class B asbestos removal work; and
 - asbestos removal supervision for asbestos removal work;
- Evidence that each named supervisor has at least three years of relevant industry experience; and
- Copy of identity documents for each named supervisor; and
- Evidence that applicant has a safety management system certified as being compliant with AS 4801:2001 or equivalent safety management system.

Certification may be made by a JAS-ANZ accredited conformity assessment body, RABQSA certified auditor

Application for Class B licence

- Copy of the certification issued to each named supervisor for the specified VET accredited courses for
 - Class B asbestos removal work; and
 - asbestos removal supervision for asbestos removal work;
- Evidence that each named supervisor has at least one year of relevant industry experience; and
- Copy of identity documents for each named supervisor.

9 Fee

In order for your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed non-refundable application fee must be included. Failure to do so will delay the processing of your application.

Payment of Application

To lodge your application, take it in person to your nearest Service Tasmania Outlet

Application for Asbestos Removal Licence

Class A Removalist Licence - \$1216.75

Class B Removalist Licence - \$895.90

Asbestos Removal Licence Renewal

Class A Removalist Licence - \$832.35

Class B Removalist Licence - \$511.50

Evidence of identity Requirements

Before this licence application can be processed you must establish evidence of identity. To do this please provide at least:

- one document from Category A plus two documents from Category B; or
- two documents from Category A plus one document from Category B

Acceptable forms of identification include the following:

Category A

(All documents must be original and current)

- Birth Certificate (not an extract)
- Citizenship papers
- Australian Passport/Visa
- Overseas Passport/Visa
- Driver Licence
- Firearm Licence
- Department of Immigration and Multicultural Affairs issued travel documents, including a visa
- Department of Immigration and Multicultural Affairs issued Certificate of Evidence of Residential Status

Category B

(All documents must be original and current)

- Medicare Card
- Plastic Bank or Credit Card, with signature
- Tertiary Student Identity card
- Department of Veterans' Affairs/Centrelink Pensioner Concession Card
- Births Deaths and Marriages Change of Name/Marriage Certificate (to prove name change)
- Security Guard/Crowd Controller Licence
- Government issued Personal Photo ID Card

Department of Justice

WorkSafe Tasmania

PO Box 56, Rosny Park, TAS 7018

Phone: (in Tasmania) 1 300 366 322; (outside Tasmania) - 03 6166 4600; Fax 03 6173 0206

Email: wstinfo@justice.tas.gov.au Website www.worksafe.tas.gov.au

