

Application Form

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

Submission method		Application fee
Online	Submit your application and pay online: www.commerce.wa.gov.au/worksafe/class-b-asbestos-removal-licence	Pay by credit card online
Post	Licensing Services Department of Energy, Mines, Industry Regulation and Safety Locked Bag 100 EAST PERTH WA 6892	Attach Application Payment Form www.commerce.wa.gov.au/publications/licensing-application-payment-form-1
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	

*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 – 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 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			
Interstate application justification			
Applicants 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 if you are applying from outside WA.			
<input type="checkbox"/> Statement justifying application attached (<i>if applicable</i>)			

PART 2: CONDITIONAL RESTRICTIONS

To assist applicants who do not remove asbestos as a primary part of their service, or who only provide a specific type of asbestos removal, a conditionally restricted Class B asbestos removal licence can be applied for. Choose one of the options below to apply for a category of conditionally 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 experience examples provided for your nominated supervisor/s can be limited to fencing.

OR

Removal of Bonded Asbestos Roofing.

Activities authorised by the licence will be restricted to removal of bonded asbestos roofing only. The experience examples provided for your nominated supervisor/s can be limited to roofing.

OR

Removal of Bonded Telecommunication Pits.

Activities authorised by the licence will be restricted to removal of bonded asbestos telecommunication pits only. The experience examples provided for your nominated supervisor/s can be limited to telecommunication pits.

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. Refer to the Statement of Experience Instructions below for more specific details of experience requirements.

PART 3: SAFE WORK

Specialist Equipment Questions

A Class B asbestos removal licence holder must ensure the availability and use of specialist safety equipment. To demonstrate how you will ensure availability, you are required to provide evidence that you have access to the following safety equipment 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	

Minor equipment and consumables

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

Answer:

PART 4: NOMINATED SUPERVISORS

Supervisor Nomination

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

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 5: 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: <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"/>
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 Commissioner on the facts presented and may not affect your application to be licensed.	
N/A: <input type="checkbox"/> Attached: <input type="checkbox"/>	

Declaration

Section 268 of the *Work Health and Safety Act 2020* provides for the penalties of up to \$12,500 for a person that gives information that the person knows to be false or misleading in a material particular or omits any matter of 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 you declare that the information and documents you have provided in support of your application are true and correct. In addition, by signing this form, you give consent to the WorkSafe Western Australia Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider your 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.

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

Declaration of an individual applicant

Full Name:

Signature:

Declaration of a 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:

Declaration of the nominated supervisor

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: Applicant Details completed in full	
<input type="checkbox"/>	Business name extract provided (<i>if applicable</i>)	
<input type="checkbox"/>	Interstate application justification attached (<i>if applicable</i>)	
<input type="checkbox"/>	Proof of identification attached for individual applicant	
PART 4: NOMINATED SUPERVISOR		
<input type="checkbox"/>	Part 4: Nominated Supervisor Questions completed in full	
<input type="checkbox"/>	One (1) completed 'Supervisor Nomination Form' attached for each nominated supervisor including: <ul style="list-style-type: none"> • Statement of Attainment for VET course CPCPCDE4008 • Statement of Attainment for VET course CPCPCDE3014 • Statement of Experience (SOE) • Reference letter from employers or organisations, including the name of referee, email address and contact phone number, asbestos removal licence number, details of your responsibilities and role in completing the work dated and signed on a business letterhead document 	
<input type="checkbox"/>	Proof of identification attached for each Nominated Supervisor	
<input type="checkbox"/>	Evidence of prior approval as a nominated supervisor (<i>if applicable</i>)	
PART 5: PROBITY AND DECLARATION		
<input type="checkbox"/>	All probity questions answered	
<input type="checkbox"/>	Declaration signed	

**CREDIT/DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED
FOR PROOF OF IDENTIFICATION**

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)
WA Recreational Skipper's Ticket issued by Department of Transport	Valid Government issued Certificate of Competency/OHS Certification Australia card
Student Smartrider with photo (issued through School)	Certificate or statement of accomplishment or enrolment from a recognised educational institution
Western Australian current Working with Children Card	Letter from the principal of a recognised educational institution (not older than 12 months)
Western Australian Firearms Identification card	Maritime Security Identification Card (MSIC) or Aviation Security Identification Card (ASIC)
Current Document of Identity issued by the Department of Corrective Services for prisoners (will be accepted as only form of ID if no other can be supplied)	Current motor vehicle registration or insurance papers (not older than 12 months)
	Property Lease agreement (not older than 12 months)



This page has been left blank intentionally

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 a statement of experience for each asbestos removal job used to demonstrate the suitability of the person nominated. Provide as much detail as possible. Print or add extra pages if required.
4. Attach proof of identity for the person nominated.
5. Attach copies of certification.

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

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

CPCPCDE4008 - Supervise asbestos removal course

CPCPCDE3014 - Remove non-friable asbestos

Already approved as nominated supervisor

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

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

they are not required to provide examples of experience and 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 (e.g. copy of current licence).

Statement of Experience Instructions

Each nominated supervisor must be able to demonstrate at least one (1) year of relevant industry experience. To evidence the required level of experience each supervisor nomination statement of experience should include:

- details of at least six (6) different asbestos removal works which:
 - occurred within the last three (3) years,
 - include at least three (3) different types of asbestos removal (for full Class B),
 - include details of credible referees for verification of the work.

Examples of non-friable asbestos removal works which occurred:

- Prior to 5 April 2022 - should include sufficient documentary evidence of the nominated supervisor's completion of the work such as:
 - the asbestos removal control plan used,
 - Safe Work Method Statements,
 - tip receipts.
- On or after 5 April 2022 - will be validated using the asbestos removal notification records submitted by the licence holder.

IMPORTANT:

Examples of work that will not be accepted as evidence of the nominated supervisors experience include where:

- a licence was required but the removalist was not licensed,
- the asbestos removal was carried out on or after the 1 January 2023 and was not notified to the Department using the online form, prior to the work commencing.
- the licence holder did not have an approved nominated supervisor at the time of the removal.

Each example provided will be validated by contacting referees to confirm the role of the applicant in the work. Additional detail or additional examples of experience may be requested. Providing as much evidence of experience as possible will assist the application.

Examples of types of non-friable asbestos removal may include but are not limited to the following examples: fencing, roofing, eaves, guttering, cladding, walls, ceiling piping and vinyl floor tiles that can be removed intact.

All experience documented on the SOE must be independently verified as a true record by a relevant, credible, and independent person (referee). Applicants should not detail experience that cannot be verified. Applicants are required to attach a written reference by a credible and independent referee to the application form.

A credible and independent person is in a position and has the skills to assess the scope and quality of the experience you are claiming. For experience gained while employed, a credible and independent referee is the nominated supervisor's employer or an authorised representative of the nominated supervisor's employer.

A credible and independent referee is not:

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

Written references must outline and verify your experience and must include an explanation of the referee's relationship and the capacity to independently verify and endorse the Applicant's experience.

Written references must be signed and dated by the credible and independent person. It must also include the full name, email address, and telephone number of the referee.

Statement of Experience

Example 1 of 6

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 April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.
- Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

Example 2 of 6

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 April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.
- Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

Statement of Experience

Example 3 of 6

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 April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.

Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

Example 4 of 6

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 April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.

Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

Statement of Experience

Example 5 of 6

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 April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.

Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

Example 6 of 6

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 April 2022 attach evidence of experience, such as asbestos removal control plans; safe work method statements and disposal receipts.

Written reference including the full name, email address, and telephone number of the referee, asbestos removal licence number, details of your responsibilities and role in completing the work, dated and signed on company letterhead.

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

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

Signature of nominated supervisor applicant

This section has been left blank intentionally.