

Application Form

Change of Nominated Supervisor

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. A separate application is required for each person nominated as supervisor.
2. Read the application form in full to understand all of the information required
3. Complete the application form in full
4. Gather all required attachments, such as certificates of attainment
5. Use the provided checklist to check the application is complete
6. Submit the application along with payment of the required fee

For assistance completing this application:

Phone: 1300 424 091

Email: Worksafelicencing@dmirs.wa.gov.au

How to submit this application

Post

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

In Person

Department of 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	WUA	Chart Description	<input type="checkbox"/> Asbestos class A – Modification
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PART 1: APPLICANT DETAILS

Applicant Details			
Licence Holder Name			
Licence Number			
Mobile phone no.		Phone no. (day)	
Email address			

PART 2: SUPERVISORS TO BE REMOVED

List the names of any Nominated Supervisors to be removed from the licence	
1. Supervisor to be removed name	
2. Supervisor to be removed name	
3. Supervisor to be removed name	
4. Supervisor to be removed name	
5. Supervisor to be removed name	

PART 3: SUPERVISOR TO BE ADDED

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)			
<input type="checkbox"/>	CPCCODE4008 - Supervise asbestos removal		
<input type="checkbox"/>	CPCCODE3015 - Remove friable asbestos		
Proof of Identity			
<input type="checkbox"/>	Proof of identity documents attached (refer to proof of identity requirements at the end of this form for detail)		

Declaration by Nominated Supervisor			
I, _____ (print name) hereby declare:			
<ul style="list-style-type: none"> 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		Date Signed	

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
- Including details of a referee for reference checking of the work
- Including 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 report, and
 - i. Clearance certificates.

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

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 blackjacket 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. a licence was required but the removalist was not licensed,
 - b. the asbestos removal was not notified to the Department prior to the work commencing, or
 - c. 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 applicant.
- 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.

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

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 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.

PART 4: DECLARATION BY APPLICANT

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:

Date:

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:

Date:

Position:

Full Name:

Signature:

Date:

This section has been left blank intentionally.

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
PART 2: NOMINATED SUPERVIORS TO BE REMOVED	
<input type="checkbox"/>	Names of nominated supervisors who are no longer associated with the licence holder have been provided to be removed.
PART 3: NOMINATED SUPERVISOR TO BE ADDED	
<input type="checkbox"/>	Nominated person name and contact details completed in full
<input type="checkbox"/>	Proof of identity documents attached
<input type="checkbox"/>	Statements of Attainment attached following courses: <ol style="list-style-type: none"> 1. CPCPCDE4008 - Supervise asbestos removal course 2. CPCPCDE3015 - Remove friable asbestos
<input type="checkbox"/>	At least 6 work examples provided including evidence of experience documents and reference letters
<input type="checkbox"/>	Nominated Supervisor Declaration Completed
PART 4: DECLARATION	
<input type="checkbox"/>	Applicant declaration signed

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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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