



# Application to change the Nominated Supervisor on a Demolition Licence

Work Health and Safety Act 2020 (the Act)  
Work Health and Safety (General) Regulations 2022 (the Regulations)

## CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

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 our website*

### You may lodge your completed application:

**By Post:**

Licensing Services  
Department of Mines, Industry Regulation and Safety  
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  
Opening hours: 8.30am - 4.30pm, Monday to Friday  
Enquiries: 1300 424 091

### OFFICE USE ONLY

<b>Total Fee</b>	\$	<b>Department Code</b>	WL	<b>Chart Description</b>	<input type="checkbox"/> Demolition modification
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## 1. Licence holder details

Licence number			
Class of Demolition Licence	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	
Expiry Date			
Body Corporate name			
ACN – Australian Company Number			
Business Name (if applicable) a business name extract is required			
Registered address * must be within Western Australia unless otherwise specified above	Street address		
	Suburb		Postcode
Postal address (if different to registered address)	Postal address		
	Suburb		Postcode
Mobile phone no.		Phone no. (day)	
Email			

## 2. Nominated Supervisor

### Details of Nominated Supervisor

Family name			
Given name/s			
Date of birth		Place of birth	
Residential Address	Street address		
	Suburb		Postcode
Mobile phone no.		Phone no. (day)	
Email			



### 3. Identification

To establish proof of identity, the nominated supervisor must provide **ONE** primary document or at least **THREE** secondary documents.

*For more examples please refer to the [Applicant Guide – Application for a Demolition 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 <b>any other photographic identity document</b> 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)

### 4. Training

Nominated Supervisors must show evidence that they have been trained in safe methods of demolition. To satisfy this requirement, nominated supervisors must attach a certified copy of their Statement of Attainment for the following units of competency, or their replacements, issued by a Registered Training Organisation (RTO):

- CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry; and
- CPCCCM2009 - Carry out basic demolition.



## 5. Experience - Demolition work

The nominated supervisor must demonstrate recent and relevant demolition experience in investigating, planning and supervising safe methods of demolition for the demolition work.

To demonstrate this, the nominated supervisor must complete the Statement of Experience (SOE) within this application. The SOE must demonstrate experience in the class of demolition work applied for. The experience must include:

- Project start and finish dates/the dates the demolition work was carried out over;
- How many days the demolition work was carried out over;
- The demolition licence number work was carried out under;
- Employers details including details of person/s who can verify/answer questions about the experience;
- Name of project;
- Type of Structure;
- Composite of structure;
- Complete or partial demolition;
- Site address;
- Height and square metering;
- Method of demolition
- The role and responsibilities of the nominated supervisor;
- Name and signature of nominated supervisor;
- Date.

Nominated supervisors must have demonstrated experience in performing work in accordance with *Australian Standard AS2601: The demolition of structures* (AS 2601).

**Experience must be a minimum of three (3) substantial jobs within the past 5 years, in the class for which you are applying.** *Note: Demolition jobs will be referenced against Demolition of Work Notifications submitted to the WorkSafe Commissioner under regulation 142F.*

To assist in verification of the demolition work experience within the SOE, additional information and/or documentation may be requested at any point during the application process. Examples of information and/or documentation that may be requested are Safe Work Method Statements (SWMS), Job Safety Analysis (JSA), demolition management plan, copies of Notification of Demolition Work etc.

### 5a. Approved nominated supervisor in another jurisdiction

If the nominated supervisor for this application has been approved as a Nominated Supervisor for a demolition licence holder, within the past 5 years in another jurisdiction under an equivalent legislation framework, **or** has already been approved as a Nominated Supervisor on another demolition licence holder in WA, with the last 5 years, applicants may provide evidence of this.

As such, the evidence provided will be assessed against the requirements and may be considered as an alternative to the SOE template.

*This section has been left blank intentionally.*



## 6. Written References

The demolition work experience documented for a nominated supervisor, must be independently verified by the provision of two (2) written references. These references must verify experience provided on the SOE, and should be completed by a credible and independent person.

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.

For experience gained while a contractor or subcontractor, a credible and independent person is the client, or the building contractor. If it is not possible to obtain a signed verification from the client or contractor, obtain references from a foreman, supervisor or manager.

A credible and independent referee is not:

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

Credible and independent referees may be contacted by Licensing Services to verify your experience.

Written references must outline and verify the Nominated Supervisor's experience, and must include the following details of your experience:

- explanation of the referee's relationship and the capacity to independently verify and endorse the nominated supervisor's experience
- the type of work completed by the nominated supervisor i.e. occupation, duties, roles, and responsibilities;
- the start and finish date of each project the referee is verifying; and
- the address of each demolition project being verified by the referee.

Both 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.

*This section has been left blank intentionally.*



**Statement of Experience (SOE) – Demolition Licence Application**

The nominated supervisor is required to provide a detailed description of a **minimum** of three (3) substantial demolition jobs, in the demolition class being applied for, completed within the five (5) years before the date of the application. *Note: demolition jobs will be referenced against Demolition of Work Notifications submitted to the WorkSafe Commissioner under regulation 142F.*

<b>Project start and finish dates</b> <small>(how many days)</small>	<b>Demolition licence number</b> <small>(works conducted under)</small>	<b>Employer</b> <small>(including name, email address and telephone number of person/s who can verify experience)</small>	<b>Name of project</b> <small>(If applicable)</small> <b>Type of structure</b> <b>Composite of structure</b> <b>Complete or partial demolition</b>	<b>Site address</b>	<b>Sqms (m<sup>2</sup>)</b> <b>Height (m)</b> <small>(You must provide details of both)</small>	<b>Method of demolition</b>	<b>Your role and responsibilities – overview of the activities performed by you in relation to the demolition work you were involved in.</b>	<small>Office use only</small>

Name of Nominated Supervisor:

Signature: \_\_\_\_\_

Date:        /        /



**Statement of Experience (SOE) – Demolition Licence Application**

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Name of Nominated Supervisor:

Signature: \_\_\_\_\_

Date:        /        /



### Statement of Experience (SOE) – Demolition Licence Application

The nominated supervisor is required to provide a detailed description of a **minimum** of three (3) substantial demolition jobs, in the demolition class being applied for, completed within the five (5) years before the date of the application. *Note: demolition jobs will be referenced against Demolition of Work Notifications submitted to the WorkSafe Commissioner under regulation 142F.*

Project start and finish dates (how many days)	Demolition licence number (works conducted under)	Employer (including name, email address and telephone number of person/s who can verify experience)	Name of project <i>(If applicable)</i> Type of structure Composite of structure Complete or partial demolition	Site address	Sqms (m <sup>2</sup> ) Height (m) (You must provide details of both)	Method of demolition	Your role and responsibilities – overview of the activities performed by you in relation to the demolition work you were involved in.	Office use only

Name of Nominated Supervisor:

Signature: \_\_\_\_\_

Date:        /        /





**Statement of Experience (SOE) – Demolition Licence Application**

The nominated supervisor is required to provide a detailed description of a **minimum** of three (3) substantial demolition jobs, in the demolition class being applied for, completed within the five (5) years before the date of the application. *Note: demolition jobs will be referenced against Demolition of Work Notifications submitted to the WorkSafe Commissioner under regulation 142F.*

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Name of Nominated Supervisor:

Signature: \_\_\_\_\_

Date:        /        /



**Statement of Experience (SOE) – Demolition Licence Application**

The nominated supervisor is required to provide a detailed description of a **minimum** of three (3) substantial demolition jobs, in the demolition class being applied for, completed within the five (5) years before the date of the application. *Note: demolition jobs will be referenced against Demolition of Work Notifications submitted to the WorkSafe Commissioner under regulation 142F.*

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Name of Nominated Supervisor:

Signature: \_\_\_\_\_

Date:        /        /



### Statement of Experience (SOE) – Demolition Licence Application

The nominated supervisor is required to provide a detailed description of a **minimum** of three (3) substantial demolition jobs, in the demolition class being applied for, completed within the five (5) years before the date of the application. *Note: demolition jobs will be referenced against Demolition of Work Notifications submitted to the WorkSafe Commissioner under regulation 142F.*

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Name of Nominated Supervisor:

Signature: \_\_\_\_\_

Date:        /        /



## 7. Probity questions *(Please answer 'Yes' or 'No' to the following)*

Please refer to the Applicant Guide for the definition of corresponding WHS law.

1. Have you, the corporate body or any of the officers of the body corporate, ever been convicted or found guilty of any offence under the Act or these Regulations or under any corresponding WHS (work health and safety) law?

Yes:  No:

2. Have you, the body corporate or any of the officers of the body corporate, ever entered into an enforceable undertaking under the Act or under any corresponding WHS law?

Yes:  No:

3. Have you, the body corporate or any of the officers of the body corporate, ever been refused an equivalent licence under a corresponding WHS law?

Yes:  No:

4. Have you, the body corporate or any of the officers of the body corporate, previously held an equivalent licence under a corresponding WHS law?

Yes:  No:

5. If you answered 'Yes' to question 4, were any conditions imposed on that licence?

Yes:  No:

6. If you answered 'Yes' to question 4, have you had that licence suspended or cancelled?

Yes:  No:

7. If you answered 'Yes' to question 6, were you, the body corporate or any of the officers of the body corporate, disqualified from applying for any licence?

Yes:  No:

### 7a. Answering the above questions

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:  Attached:



## 8. Declaration

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. By signing this application form you declare that the information and documents you have provided in support of this 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 this application

Please refer to Section 127 CA of the *Corporations Act 2001*

Position:			
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Full Name:			
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Signature:		Date:	
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Position:			
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Full Name:			
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Signature:		Date:	
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### Declaration of the nominated supervisor

Full Name:			
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Signature:		Date:	
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## 9. Checklist

Incomplete applications cannot be accepted and will be returned to the applicant.

✓	Please provide a copy of the following:	Office use only
<input type="checkbox"/>	Section 1-8 of the application form have been completed	
<input type="checkbox"/>	Application fee – refer to the WorkSafe website for current fees	
<input type="checkbox"/>	Proof of identification for the Nominated Supervisor – refer to the <i>Applicant Guide – Application for a Demolition Licence</i>	
<input type="checkbox"/>	Certified copy of a Statement of Attainment for the following units of competency, or their replacements, issued by an RTO: <ul style="list-style-type: none"><li>• CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry; <b>and</b></li><li>• CPCCCM2009 - Carry out basic demolition.</li></ul>	
<input type="checkbox"/>	Two (2) written references to verify the demolition work experience of the nominated supervisor.	
<input type="checkbox"/>	Statement of Experience (SOE) for the nominated supervisor, or evidence of previous experience under an equivalent licence issued under corresponding WHS law within the last five years	