Application for Asbestos Removal Licence - Company

Work Health and Safety Act 2011

This form is to be used by companies or partnerships applying for an asbestos removal licence under the Work Health and Safety Act 2011 (the Act). You can access the legislation and its regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.accesscanberra@act.gov.au.

This form should be completed by a director of a company who wishes to apply for a company asbestos removal licence.

All supporting documentation must:
- be originals or certified true copies of original documents where relevant; and
- be in English. If original documents are not in English, you must provide a certified copy of the original document and an official translation of the document.

Privacy Notice
The personal information on this form is provided to Access Canberra of the ACT Government to enable the processing of your application. If all or some of the personal information is not collected, Access Canberra cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislation administered by Access Canberra. The Information Privacy Policy Annex contains information in regard to what information Access Canberra collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. The Information Privacy Policy can be found on http://cmd.act.gov.au/legal/privacy_statement.

Important Information

To be eligible for an asbestos removal licence, the nominated asbestos removal supervisor for the licence must be at least 18 years of age and provide satisfactory evidence of their identity.

The nominated asbestos removal supervisor must provide a certified copy of their certification in relation to the specified VET courses for the class of licence applied for.

An asbestos removal licence takes effect on the day it is granted and, unless cancelled earlier, expires 5 years after that day.

Nominated supervisors must provide three forms of identification with the application with at least one being a photographic identification from the list below:

- A Photographic Driver Licence issued in Australia (current or expired up to 2 years).
- Full Australian Birth Certificate (not a Commemorative Certificate or an extract). If the certificate is not in the name currently used appropriate linking documentation will be required.
- Australian Passport (current or expired up to 2 years).
- Overseas Passport (expired by up to 2 years if accompanied by a current Australian Visa).
- Australian Citizenship Certificate or Naturalisation Certificate.
- Department of Immigration and Citizenship travel document (valid up to 5 years after issue).
- Department of Immigration and Citizenship Certificate of Evidence of Resident Status.
- ACT Police Officer Photo-identity card.
- Australian Proof of Age Card (includes NSW Photo Card) with appropriate security features, showing date of issue by an Authority (current or expired up to 2 years).

All supporting documentation must be originals or certified true copies of original documents where relevant.
Section A – Company Details

Entity Name___________________________________________________________

Australian Company Number/Australian Business Number (ACN/ABN)______________

Registered Business (Trading) Name _________________________________________

Registered Office Address (must not be a PO Box) ______________________________

__________________________________________ Suburb ___________________________

State ___________________________ Postcode ________________

Postal Address ____________________________________________________________

__________________________________________ Suburb ___________________________

State_____________________________ Postcode_______________________________

Phone Number (Business Hours) ___________________________ Fax _______________________

Mobile Number ___________________________ Email _____________________________

Contact person – Please Note: licence applications will only be discussed with the contact person for the application, a director or partner of the entity applying for the licence.

Given Name______________________________ Surname___________________________

Mobile Number ___________________________ Email _____________________________

Please Note: If the registered office of the corporation or partnership is outside the ACT, you may not be eligible to be licensed in the ACT. You will need to provide a separate statement outlining the reasons for applying for a licence in the ACT.

☐ I have attached a statement outlining the reasons for applying for a licence in the ACT.

I understand that should my licence be issued I must notify Access Canberra of any changes to my details within 14 days of the change.

☐ I understand

Section B – Historical Company Extract

Complete this section only if you are applying for a company licence. Please provide either of the following:

☐ A historical company extract issued by the Australian Securities and Investment Commission (www.asic.gov.au) which has been issued within the last three months; or

☐ A company extract issued by the Australian Securities and Investment Commission (www.asic.gov.au) if the corporation is less than three months old.

Section C – Type of licence

☐ Class A (Friable) asbestos removal

☐ Class B (Non-friable) asbestos removal
Section D – Class A (Friable) Asbestos Removal Licence

Only complete this section if you are applying for a Class A (Friable) Asbestos Removal Licence.

An applicant for an asbestos removal licence must nominate at least one eligible competent person who will supervise asbestos removal work authorised by the licence.

In order to be eligible to be an asbestos removal supervisor, the supervisor must provide:

- evidence that the supervisor is at least 18 years of age
- a copy of the certification issued for the specified VET course for the supervision of asbestos removal work (CPCCBC4051A – Supervise Asbestos Removal Work)
- a copy of the certification issued for the specified VET course for Class A asbestos removal work (CPCCDE3015A – Remove Friable Asbestos)
- a copy of the certification issued for the specified VET course for Class B asbestos removal work (CPCCDE3014A – Remove Non-friable Asbestos)
- evidence that the supervisor has at least 3 years of relevant industry experience. Evidence must include a description of the work undertaken, the licensee who supervised the work, and three written references from persons who can verify the supervisor’s experience and competency to perform friable asbestos removal work.

This office may seek additional information to assess your eligibility to hold an asbestos removal licence. You may be asked to provide this information yourself, or to authorise this office to make independent enquiries.

An Asbestos Removal Supervisor Nomination Form must be completed for each person who the company or partnership is nominating to supervise asbestos removal work authorised by the licence. This form can be found at Access Canberra - Asbestos Licensing Forms.

☐ I have attached Asbestos Removal Supervisor Nomination form(s) to this application.

Certified Safety Management System

Class A (Friable) asbestos removal licence applicants are required to submit with their applications evidence that a certified safety management system is in place that complies with AS 4801: 2001 (Occupational health and safety management systems) or an equivalent system determined by the regulator.

☐ I have attached evidence that I have the required certified safety management system in place.

Section E – Class B (Non-friable) Asbestos Removal Licence

Only complete this section if you are applying for a Class B (Non-friable) Asbestos Removal Licence.

An applicant for an asbestos removal licence must nominate at least one eligible competent person who will supervise asbestos removal work authorised by the licence.

In order to be eligible to be an asbestos removal supervisor, the supervisor must provide:

- evidence that the supervisor is at least 18 years of age
- a copy of the certification issued for the specified VET course for the supervision of asbestos removal work (CPCCBC4051A – Supervise Asbestos Removal Work)
- a copy of the certification issued for the specified VET course for Class B asbestos removal work (CPCCDE3014A – Remove Non-Friable Asbestos)
☐ evidence that the supervisor has at least 1 year of relevant industry experience. Evidence must include a description of the work undertaken, the licensee who supervised the work, and three written references from persons who can verify the supervisor’s experience and competency.

This office may seek additional information to assess your eligibility to hold an asbestos removal licence. You may be asked to provide this information yourself, or to authorise this office to make independent enquiries.

An Asbestos Removal Supervisor Nomination Form must be completed for each person who the applicant is nominating to supervise asbestos removal work authorised by the licence. This form can be found at Access Canberra - Asbestos Licensing Forms.

☐ I have attached ____ Asbestos Removal Supervisor Nomination form(s) to this application.

Section F – Licence History Declarations

1. Does the company currently hold an equivalent licence granted under a corresponding WHS law?
   ☐ Yes – please provide a copy of the licence as an attachment to this application.
   ☐ No

2. Has the company or any officer of the corporation, ever been convicted or found guilty of an offence under the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, the Construction Occupations (Licensing) Act 2004 or under a workplace health and safety law of another state, territory or the Commonwealth?
   ☐ Yes – please provide comprehensive details in an attachment to this application.
   ☐ No

3. Has the company or any officer of the corporation, ever been convicted or found guilty of any offence in relation to the unlawful disposal of hazardous waste under the Environment Protection Act 1997 or the Dangerous Goods (Road Transport) Act 2009?
   ☐ Yes – please provide comprehensive details in an attachment to this application.
   ☐ No

4. Has the company or any officer of the corporation, ever entered into an enforceable undertaking under the Work Health and Safety Act 2011 or under a workplace health and safety law of another state, territory or the Commonwealth?
   ☐ Yes – please provide comprehensive details in an attachment to this application.
   ☐ No

5. Has the company or any officer of the corporation, ever been previously refused an equivalent licence under the workplace health and safety law of another state, territory or the Commonwealth?
   ☐ Yes – please provide comprehensive details in an attachment to this application.
   ☐ No

6. Were there any conditions on the licence if granted?
   ☐ Yes – please provide comprehensive details in an attachment to this application.
   ☐ No
7. Has the licence, if granted, ever been suspended, cancelled or was the licence holder disqualified from holding a licence?

☐ Yes – please provide comprehensive details in an attachment to this application.
☐ No

Section G – Declaration by Applicant

I, ______________________________________________________________________________________,

Insert name, position, address and occupation of person making the declaration

make the following declaration:

1. I declare:
   a) that I make this application to the Regulator for an asbestos removal licence and that all statements, and the documents/information provided in support of the application, are accurate, true and correct.

2. I authorise and consent:
   a) I consent to Access Canberra 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.
   b) to receiving information from Access Canberra relevant to my asbestos removal licence or the asbestos industry electronically.
   c) To my license details being published on the Access Canberra website.

3. I acknowledge:
   a) that the Regulator and Access Canberra may validate documents provided in support of this application or wish to confirm my identity.
   b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted.
   c) that the Regulator has the legal right to refuse my application if not satisfied that I am eligible to hold a licence or impose a condition on my licence if it is deemed necessary or desirable to protect the public.

4. I undertake:
   a) to comply with all relevant legislation, codes of practice, Australian standards and guidelines relevant to my asbestos removal licence when providing, or offering to provide, licensed asbestos removal work.

5. I believe that the statements (1 - 4) in this declaration are true.

Signature of Applicant (director):

Name of Applicant (director):

Date: ___ / ___ / ___
Section H – Lodgement and Contact Information

Access Canberra Environment Planning and Land Shopfront
In person: 16 Challis Street, Dickson ACT 2602
Business Hours: 8:30am to 4:30pm weekdays (excluding Public Holidays)
Post: GPO Box 158, Canberra City ACT 2601
Email: cwpl@act.gov.au
Phone: (02) 6207 8096

Section I – Payment Details

Upon lodgement of your application you will be required to pay an application assessment fee. This fee is non-refundable.

You will be provided with a notice of decision in relation to your application. If your application is approved a licence term fee will be payable prior to the issue of your licence. Please note that additional fees may apply if you submit an incomplete application without required supporting documents.

Licence application and term fees may be found at the Access Canberra Website.

Payment may be made by cash, credit card, EFTPOS, money order or cheque. All cheques should be made payable Access Canberra. If lodging your application form by post and paying by credit card please ensure you complete the attached credit card payment authorisation.

Section J – Credit Card Payment Authority

☐ MasterCard ☐ Visa Card
Credit Card Number

Expiry Date

CARD HOLDER’S AUTHORISATION

I consent to Access Canberra debiting the following amount from my credit card to the value of:

$[ ] [ ] [ ] [ ] [ ] . 00

Cardholders Signature Dated
Card Holders Full Name