This form is to be used by an asbestos removal licence holder or applicant for an asbestos removal licence to nominate a competent person to supervise asbestos removal work authorised by the 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 an applicant or asbestos removal licence holder who wishes to nominated an asbestos removal supervisor for an 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 the http://cmd.act.gov.au/legal/privacy_statement.

Important Information

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

You must provide a certified copy of their certifications in relation to the specified VET courses for the class of licence held/applied for.

An asbestos removal supervisor nomination takes effect on the day it is approved and is valid for the term of the licence.

The asbestos removal supervisor must provide three forms of identification with this 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 – Licence Holder / Licence Applicant Details

Asbestos Removal Licence Number (for new applications write New Application) ______________________

Class of Licence Held ____________

Licence Holder Name ________________________________________________________________

Section B – Type of Change

☐ Add a supervisor. Complete all sections of the form.

☐ Change an existing supervisor’s details. Complete Sections C and F.

☐ Remove a supervisor. Complete Sections C and F.

Section C – Nominated Supervisor Details

Title _______ Surname ______________________________________________________________

Given Names ___________________________________________ Date of Birth _____/____/____

Residential Address (must not be a PO Box) ______________________________________________

__________________________________________________________________________

Suburb ______________________ State ___________ Postcode __________

Postal Address _________________________________________________________________

__________________________________________________________________________

Suburb ______________________ State ___________ Postcode __________

Phone Number (Home) __________________________________ Fax ________________

Mobile Number ____________________ Email ____________________________

I understand that any changes to the nominated supervisor’s details must be notified to Access Canberra within two weeks of the change.

☐ I understand

Section D – Class A (Friable) Asbestos Removal Licence

Only complete this section if you are nominating an asbestos removal supervisor 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 the following as an attachment to this application:

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

Only complete this section if you are nominating an asbestos removal supervisor 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 the following as an attachment to this application:

- 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 the person’s eligibility to be nominated as an asbestos removal supervisor. You may be asked to provide this information yourself, or to authorise this office to make independent enquiries.

Section F – Declaration by Licence Holder / Applicant for a Licence

I, ________________________________,

make the following declaration:

1. I declare:

   a) that I make this application to the Regulator for the nomination of an asbestos removal supervisor 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 the person nominated is eligible to be nominated as an asbestos removal supervisor.

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 Licence Holder/Applicant: ________________________________

Date: _____/_____/_____

Section G – 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 H – Payment Details

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

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.
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<th>Section I – Credit Card Payment Authority</th>
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<td>I consent to Access Canberra debiting the following amount from my credit card to the value of:</td>
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