



Unrestricted Asbestos Licence Application Guide

Work Covered by a Licence

An unrestricted asbestos licence is required in Western Australia for work involving the removal of friable asbestos-containing material. Only an Unrestricted Asbestos licence holder or an employee of a licence holder may carry out this type of work.

Licence Application

A person can apply to WorkSafe, for an unrestricted asbestos licence. The application should be sent to The Director, Business Service Centre, WorkSafe, PO Box 294 West Perth WA 6872 accompanied by the required fee (Please contact this office for the current unrestricted asbestos licence fee), which is refunded if the application is refused.

The application must include:

- Application form;
- Application fee - **\$4195.00** as shown in Schedule 6.2A of the *Occupational Safety and Health Regulations 1996*;
- Asbestos removal work procedures manual;
- Asbestos removal work training manual;
- Details of unrestricted asbestos licences (or equivalent) issued in other States or Territories;
- Curriculum vitae of each person employed as a manager or supervisor of unrestricted asbestos work;
- Any other relevant information that may support the application.

Assessment of Application

The submission is assessed according to the following criteria:

- Procedures manual describes all asbestos removal methods covered by the licence and is compatible with the National Code of Practice for the Safe Removal of Asbestos;
- Procedures manual includes all legal requirements associated with removal work;
- Training manual covers the training of all employees involved in asbestos removal work and is compatible with the National Code of Practice;
- Training is carried out by a competent person;
- Equipment for asbestos work is either approved (vacuum cleans and respiratory protection) or otherwise compatible with the National Code of Practice;
- Satisfactory performance of unrestricted asbestos work in other States and Territories, if applicable;

- The applicant will also be required to pass a written examination based on sections of the *Occupational Safety and Health Regulations 1996* relevant to asbestos removal, and the *National Code of Practice for the Safe Removal of Asbestos*;
- Satisfactory previous experience in work involving the removal of friable asbestos containing materials which shows, but is not restricted to;
 - Project names and addresses
 - Start and finish dates
 - Types and quantity of asbestos removed
 - Details regarding the applicant's role in the project
 - Contact details of persons able to verify the work conducted

At least one person must have adequate experience at a supervisory level in this type of asbestos work.

Issue of Licence

A licence is issued by the Director, Business Service Centre if satisfied that the applicant can carry out unrestricted asbestos work in a safe and proper manner.

Each licence is endorsed with a number of conditions, which relate to the way unrestricted asbestos work is carried out. A licence is valid for a period of three years.

Paul Hogg
Licensing Coordinator
Business Service Centre

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WorkSafe
Office Use
Only

**REGULATION OF ASBESTOS REMOVALIST
WORK UNDER THE OCCUPATIONAL SAFETY
AND HEALTH ACT 1984 and OCCUPATIONAL
SAFETY AND HEALTH REGULATIONS 1996**

Application for a Licence to Carry Out Unrestricted Asbestos Work

This licence is required for the removal of **friable** asbestos in
Western Australia

1. Details of Company Applying for Licence

Name of Registered Business (must be Pty Ltd)

.....

Trading Name (if applicable)

Australian Company Number (ACN) :

Australian Business Number (ABN) :

Business Address:

.....

.....

..... Postcode:.....

Postal Address:

(if different to business address)

.....

..... Postcode:.....

Telephone Number: Business: (.....) After Hours: (.....)

Facsimile Number: (.....)

Email Address:

<p>Applications to be returned to:</p> <p>WorkSafe PO Box 294 WEST PERTH WA 6872</p>	<p>Please attach comprehensive details of:</p> <ol style="list-style-type: none"> 1. Training manuals 2. Procedures manuals 3. List of asbestos related equipment 4. Details of other licences 5. Previous asbestos related experience
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2. Directors (continue on a separate page if necessary)

Family Name:

Given name(s).....

Address:

.....Postcode:

Date of Birth: Place of Birth:

Family Name:

Given name(s).....

Address:

.....Postcode:

Date of Birth: Place of Birth:

3. After Hours Contacts (the details of at least one person must be submitted).
Continue on a separate page if necessary.

Family Name:

Given name(s)

Telephone Number: Business:.....(.....

After Hours:

Family Name:

Given name(s)

Telephone Number: Business:.....(.....

After Hours:

4. Relevant Information

Have you, a partner or a Director of the Company been convicted under the *Occupational Safety and Health Act 1984*, or associated regulations in the 5 years preceding this application?

Yes No

If yes, give details:.....

.....

.....

5. Details of Company Representative Undergoing WorkSafe Asbestos Assessment.

Family Name:.....

Given name(s)

Address:

..... Postcode:

Date of Birth:..... Place of Birth:

Position in Company:

Starting Date of Employment:

Previous Employer:.....
(if employed less than twelve months)

Mobile / Contact Number (...):.....

6. Declaration

This form must be signed by an authorised signatory. This is a person authorised to sign documents and who will be legally responsible. **If** a sole trader – The business owner; **if** a partnership – one of the partners; **if** a company – one of the Directors: **or** other authorised person.

* I hereby make an application for an Unrestricted Asbestos Licence under Regulation 5.44 of the Occupational Safety and Health Regulations 1996 and declare that the information contained in this application and all supporting documentation is true and correct.

* I understand that relevant enquires will be made in relation to this application.

Family Name:.....

Given name(s).....

Address:

..... Postcode:.....

Date of Birth:..... Place of Birth:

Position in Company:

Signature:..... Date:

7. Method of payment

TAX INVOICE: WorkSafe Western Australia ABN 47 908 572 641

(Note: Unrestricted Asbestos Licence fees are GST exempt under Division 81 Determination New Tax System [GST Tax] {Exempt taxes and fees and charges} Determination 2000 No 3)

CHEQUE

CASH

CREDIT CARD

(Cheques to be made payable to WorkSafe)

Visa / Mastercard

Card No

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Card Holders' Name..... Date of Expiry...../...../.....

Card Holder's Signature