



Victoria Government Gazette

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OCCUPATIONAL HEALTH AND SAFETY (ASBESTOS) REGULATIONS 2003

	WORKSAFE VICTORIA
	APPLICATION FOR AN ASBESTOS REMOVAL LICENCE
Sept 2003	Office use only checklist (please circle)

Trim No.

Note: Regulation 207 of the Occupational Health & Safety (Asbestos) Regulations 2003 allows an employer or self-employed person to remove a limited amount of asbestos containing material which is fixed or installed to a building, structure, ship or plant without the need to hold an Asbestos Removal Licence.

This exclusion only applies to:-

- non-friable asbestos containing material; and
- the area to be removed is less than 10 square metres in total; and
- the removal is not undertaken for more than 1 hour in any period of 7 days.

This permitted limited asbestos removal must be conducted in accordance with Part 8 of the Regulations.

1. Type of Application

The people who may be considered for approval to operate as asbestos removalists are an individual person, body corporate or body politic.

I/We apply for a licence to undertake asbestos removal work under Regulation 402(1) of the Occupational Health and Safety (Asbestos) Regulations 2003. (tick applicable box)

- CLASS A – FRIABLE AND NON-FRIABLE (Removal of all forms of asbestos containing material)
- CLASS A – SPECIFIC FRIABLE (Removal of specific* "types of friable asbestos-containing material")

Specify Type(s)

- CLASS B – NON FRIABLE (Removal of all non friable asbestos-containing materials)
- CLASS B – SPECIFIC NON FRIABLE (Removal of specific* "types of non friable asbestos-containing material") eg. telecommunication pits and pipes, asbestos cement pipes, gaskets.

Specify Type(s)

* "type of asbestos-containing material" means a description of asbestos containing material or product e.g. asbestos containing cement sheeting, cement pipes, vinyl tiles, sprayed insulation, telecommunications pits and pipes, pipe lagging, millboard and gaskets.

Friable Asbestos means:- asbestos containing materials that when dry may be crumbled, pulverised or reduced to powder by hand pressure.

Non Friable Asbestos means:- asbestos containing materials that have been compounded from asbestos mixed with cement or other hard bonding materials.

Is part 1 complete?
Y N

2a. Details of (Registered Company) Applicants

Note: a certified copy of the company's "Certificate of Incorporation" MUST accompany this application.

Registered Legal Company Name	ABN Number	
<input type="text"/>	<input type="text"/>	
Company Address	Postcode	
<input type="text"/>	<input type="text"/>	
Postal Address (if different to company address)	Postcode	
<input type="text"/>	<input type="text"/>	
Contact Persons Name		
Work Telephone	Mobile	Facsimile
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is part 2a complete?
Y N
N/A

Is copy of Certificate attached?
Y N
N/A

SPECIAL

2b. Details of (Individual) Applicant				Is part 2b complete? Y N N/A
Note: a certified copy of the individual's Proof of Identity, eg. Drivers Licence, MUST accompany this application.				
Name of Individual		ABN Number		Is Proof of Identity attached? Y N N/A
<input type="text"/>		<input type="text"/>		
Postal Address				
<input type="text"/>				
Postcode				
Work telephone	Mobile	Facsimile number		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Note: Asbestos Removal Licences CAN only be issued in the name of Registered Companies or in the name of Individuals, they CANNOT be issued in Business Names or Trading Names.				
3a. Has the applicant or any of the directors, principals or chief executive ever been issued a licence or approval as an asbestos removalist in Victoria or in any other Australian state or Territory? (tick appropriate box)				Is part 3a complete? Y N
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please indicate:				Is part 3b complete? Y N
State of Issue	Licence Number	Issue Date	Expiry Date	
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
b. Has the applicant or any of the directors, principals or chief executive ever had an application for a licence or approval as an asbestos removalist refused, suspended, cancelled or revoked?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details on a separate sheet.				
4. Has the applicant or any of the directors, principals or chief executive ever had previous conviction(s) in relation to asbestos removal work in any Australian state or territory? (tick appropriate box)				Is part 4 complete? Y N
<input type="checkbox"/> Yes <input type="checkbox"/> No				If YES have details been provided? Y N
If Yes, provide details on a separate sheet of previous conviction(s) and how the issues relating to them have been rectified.				
5. Provide the Name and contact details of the Registered Medical Practitioner who you have, or will engage, to undertake medical examinations of your employees.				Is part 5 complete? Y N
Name				
<input type="text"/>				
Contact address		Postcode		
<input type="text"/>		<input type="text"/>		
Contact telephone				
<input type="text"/>				

<p>6. Certification for Health & Safety Management System (Class A Only)</p> <p>Provide A COPY of Certification for a Health & Safety Management System which is:-</p> <ul style="list-style-type: none"> • current, and is • directly associated with asbestos removal, and is • accredited/approved by JAS-ANZ or as determined by the Authority. <p>Certification must remain current for the term of the Licence as an Asbestos Removalist.</p> <p>Provide details of the person who will be responsible for ensuring that certification remains current.</p> <p>Name</p> <input type="text"/>			<p>Is part 6 complete? Y N</p>
<p>Position</p> <input type="text"/>	<p>Contact number</p> <input type="text"/>	<p>Facsimile number</p> <input type="text"/>	<p>Is copy attached? Y N</p>
<p>Note: If an applicant holds a current quality assurance certificate in relation to a current Class A approval issued under the Occupational Health & Safety (Asbestos) Regulations 1992, that certificate will be deemed as meeting the above requirement until such time as the current certificate expires.</p>			

<p>7. Personal Protective Equipment & Laundering</p> <p>7.1 Describe the type/s of Respiratory Protection to be worn by employees</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<p>Is part 7.1 complete? Y N</p>
<p>7.2 Does the applicant and/or employees use (tick appropriate box)</p> <p><input type="checkbox"/> Non-Disposable clothing <input type="checkbox"/> Disposable clothing <input type="checkbox"/> Both</p> <p>Describe the type of clothing</p> <input type="text"/> <input type="text"/> <input type="text"/>			<p>Is part 7.2 complete? Y N</p>
<p>7.3 If non-disposable clothing is used, does the applicant:-</p> <p>(i) Launder their own employees contaminated clothes? (tick appropriate box)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(ii) Forward their contaminated clothing to a laundry? (tick appropriate box)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>Is part 7.3 complete? Y N</p>
<p>7.4 (a) If the contaminated clothing is forwarded to a laundry is the laundry informed that the clothing may be contaminated with asbestos? (tick appropriate box)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>Is part 7.4 (a) complete? Y N</p>
<p>7.4 (b) What is/are the name(s) and address(s) of the laundry(s)?</p> <input type="text"/> <input type="text"/> <input type="text"/> <p style="text-align: right;">Postcode</p>			<p>Is part 7.4 (b) complete? Y N N/A</p>

<p>8. Training</p> <p>Proof of Training MUST be in the form of course certificates, letters from training providers or other suitable training institutions.</p> <p>Attach copies of proof of training in asbestos removal for each employee involved in or expected to be involved in asbestos removal work activities.</p> <p>Training details must include the following:-</p> <ul style="list-style-type: none"> • Course name • Date(s) of course completion • Type/Scope of course eg. - Friable & non friable asbestos removal <ul style="list-style-type: none"> - Non friable asbestos removal only - Other: Removal of specific type of asbestos removal (eg. Water pipes, telecommunications pits & pipes, gasket removal.) 			<p>Are training details attached? Y N</p>
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9. Site Supervisors Experience

Provide the names of all site supervisors including details of their experience in asbestos removal work activities*.

Note:

- Details of a minimum of at least six (6) asbestos removal projects should be provided.
- Project details should be no more than two (2) years old.
- Projects for non-specific Class A applicants should include a minimum of four (4) friable asbestos removal jobs.
- Projects for non-specific applicants should, as far as possible, show removal of a range of different asbestos containing materials and in different quantities.

Site supervisor's name Years of experience in asbestos removal

Project name	Project dates (Start/Finish)	Client	Supervisors direct employer	Friable or Non-friable including Type of Asbestos Containing Material	Quantity of asbestos removed
1.					
2.					
3.					
4.					
5.					
6.					

Project Contact Details (Please provide contact name and phone number of the client for each project indicated above)

	Name	Contact Number
Project 1		
Project 2		
Project 3		
Project 4		
Project 5		
Project 6		

* Provide the above information for each site supervisor.
If there is more than one site supervisor provide details on a separate sheet.

Are site supervisor details complete?
Y N

Are project contact details provided?
Y N

<p>10. Declaration by Applicant</p> <p>I declare that, to the best of my knowledge, the information provided in this application and supporting this application is true and correct in every particular. I declare that where I provide personal information to the VWA about any other individual, I am authorised to provide that information, the information has been collected in accordance with the Information Privacy Act 2000 (Vic) and the individual has been or will be made aware of the VWA's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal information is collected about them.</p>		<p>Has the applicant signed and dated the declaration? Y N</p>
<p>Applicant's signature</p> <input type="text"/>	<p>Date</p> <input type="text"/> / <input type="text"/> / <input type="text"/>	
<p>Applicant's Name (Please Print)</p> <input type="text"/>		

<p>Collection of Personal Information</p> <p>Personal information collected in connection with this application will be used for the purpose of assessing the application and for the purposes of the administration and enforcement of legislation administered by the VWA, the administration and evaluation of the VWA's programs generally, and legal proceedings. Subject to Section 10 of the Occupational Health & Safety Act 1985, the VWA may disclose such personal information to its contractors and agents, to a court or tribunal, to employers or prospective employers of the individual, to other regulatory agencies and to any person authorised by the individual to whom the information relates, or by law, to obtain it. Collection of this information may be required by the Occupational Health & Safety Act 1985. If you do not provide any of the information, your application may not be accepted or processed. Individuals have rights to have access to personal information the VWA holds about them: contact the VWA Freedom of Information Officer. You can access the VWA Privacy Policy at www.workcover.vic.gov.au.</p>																
<p>Contact Details Send your completed application form and all supporting documentation to:</p> <table border="0"> <tr> <td>In person</td> <td>By mail</td> <td></td> </tr> <tr> <td>WorkSafe Victoria</td> <td>WorkSafe Victoria</td> <td></td> </tr> <tr> <td>Licensing Branch</td> <td>Licensing Branch</td> <td></td> </tr> <tr> <td>Level 3, 628 Bourke Street</td> <td>GPO Box 4293</td> <td>Telephone (03) 9941 0500</td> </tr> <tr> <td>Melbourne, Victoria, 3000</td> <td>Melbourne, Vic, 3001</td> <td>Fax (03) 9941 0501</td> </tr> </table>		In person	By mail		WorkSafe Victoria	WorkSafe Victoria		Licensing Branch	Licensing Branch		Level 3, 628 Bourke Street	GPO Box 4293	Telephone (03) 9941 0500	Melbourne, Victoria, 3000	Melbourne, Vic, 3001	Fax (03) 9941 0501
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<p>Payment Options</p> <p>Schedule 4 of the OHS (Asbestos) Regulations 2003 states that the fee for the ISSUE of an Asbestos Removal Licence is:-</p> <p>Class A Licence \$460. Class B Licence \$340.</p> <p>PAYMENT IS ONLY REQUIRED ON THE ISSUE OF A LICENCE</p> <p>When a decision is made to issue an Asbestos Removal Licence you will be advised in writing to lodge the appropriate payment as indicated above.</p> <p>DO NOT SEND PAYMENT WITH THIS APPLICATION</p>		<p>Fee paid? Y N</p> <p>Receipt No Y N</p> <p>Receipt Date</p>
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