

Renewal Application Asbestos Assessor Licence

June 2024

Complete this form to renew a licence for asbestos removal work under the *Work Health and Safety Regulation 2017* (WHS Regulation).

For more information about renewing your asbestos removal licence refer to the SafeWork website safework.nsw.gov.au/licences-and-registrations/licences

For SafeWork NSW to accept your application, the form must be completed correctly, all supporting documentation must be included and payment of the prescribed fee **MUST** be included. Failure to do so will delay the processing of your application.

How to fill in this form

Please type directly into the form. When complete save a copy before emailing or printing. If completing by hand please print clearly and mark box(es) with a tick ☒ where required.

For assistance call 13 10 50

Fees

Refer to the SafeWork NSW fees schedule available at safework.nsw.gov.au or call 13 10 50.

Lodgement instructions

Email: licensing@safework.nsw.gov.au

Identity documents

The licence holder must provide:

- one passport quality photo www.passports.gov.au/getting-passport-how-it-works/photo-requirements
- copy of a licence issued under Australian law, for example, a driver's licence which contains a photo and signature.

Privacy Collection Notice

1. Who we are

Your information is being collected by SafeWork NSW, the NSW Work Health and Safety Regulator. SafeWork NSW gives priority to protecting the privacy of your personal information, in accordance with the Privacy and *Personal Information Protection Act 1998* (PIIP Act) and *Health Records and Information Privacy Act 2002* (HRIP Act).

If you have any questions about this document, or how we handle your personal information, you can contact our Privacy team using the contact details at the end of this notice.

2. Why we collect your personal information

SafeWork NSW is collecting your personal information for the purposes of processing an application to renew an asbestos assessor licence in accordance with the WHS Regulation.

3. Failure to provide information

Your information is provided voluntarily however if you choose not to provide your information, we may be unable to process your application.

4. How we may use this information

We may use the information we collect in the following ways:

- To assess your application to renew an asbestos assessor licence in accordance with Part 8.10 Division 5 of the WHS Regulation.
- Internal administrative purposes, including liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the Work Health and Safety Act (WHS Act) and the WHS Regulation.
- To administer and update your licence, including to send you information that we consider important such as reminders to renew licences and to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW.
- To support more informed policy making, program management, evaluation, research, and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
- To verify your proof of identity documents.
- Other directly related purposes.

5. Who we may share your information with

If required, we may make enquiries and exchange information with other NSW Government agencies, or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes. We may disclose your information to such bodies for these purposes.

Your personal information may also be shared with third-party service providers engaged by SafeWork NSW for the purpose of printing and mailing your licence card to you.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. Our [Privacy Statement](#) describes when this may occur.

6. Protecting your information

We will store and manage your information in accordance with the provisions of the PPIP and HRIP Acts. We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will only keep information for as long as we need it to fulfil the purposes we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

See our [Privacy Management Plan](#) for more information about how we handle your personal information

7. Your rights

Subject to certain conditions, you have the right to access or correct your personal information. If you wish to invoke any of the above rights, please contact us using the details below.

8. Contact us

If you would like to make a privacy enquiry or complaint, you can contact us on (02) 9219 3999 or at privacy@safework.nsw.gov.au

Section 1. Licence holder details

Name on the asbestos assessor licence

Licence number

Family name

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number

Other names

Email

Residential address (must not be a PO Box)

Unit number/Street number/Property number
(include Lot or DP number if applicable)

Postal address

same as residential address

Unit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Street name

Suburb

Suburb

State

Postcode

State

Postcode

Section 2. Checklist of documents required

Use this checklist to ensure you have your required documents ready to submit with your application.

one passport quality photo www.passports.gov.au/getting-passport-how-it-works/photo-requirements

copy of a licence issued under Australian law, for example, a driver's licence which contains a photo and signature

Section 3. Disclosure statements

For legal purposes, the term 'you' on this page means:

- the licence holder.

Have you been convicted or found guilty of an offence under the WHS Act or WHS Regulation or under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details

No

Have you been convicted or found guilty of any offence in relation to the unlawful disposal of hazardous waste under the *Protection of the Environment Operations Act 1997*?

Yes. If yes provide details

No

Have you entered into an enforceable undertaking under the WHS Act or under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. If yes provide details

No

Was there any condition(s) on the licence?

Yes. If yes provide details

No

Was the licence suspended, cancelled or disqualified?

Yes. If yes provide details

No

Section 4. Licence holder's declaration

Has the licence holder ensured asbestos assessor work of the type authorised by the licence, been carried out during the term of the licence period?

Yes

No

If no, please provide details why the applicant has not carried out licensed asbestos assessor work.

I _____ (print name) declare:

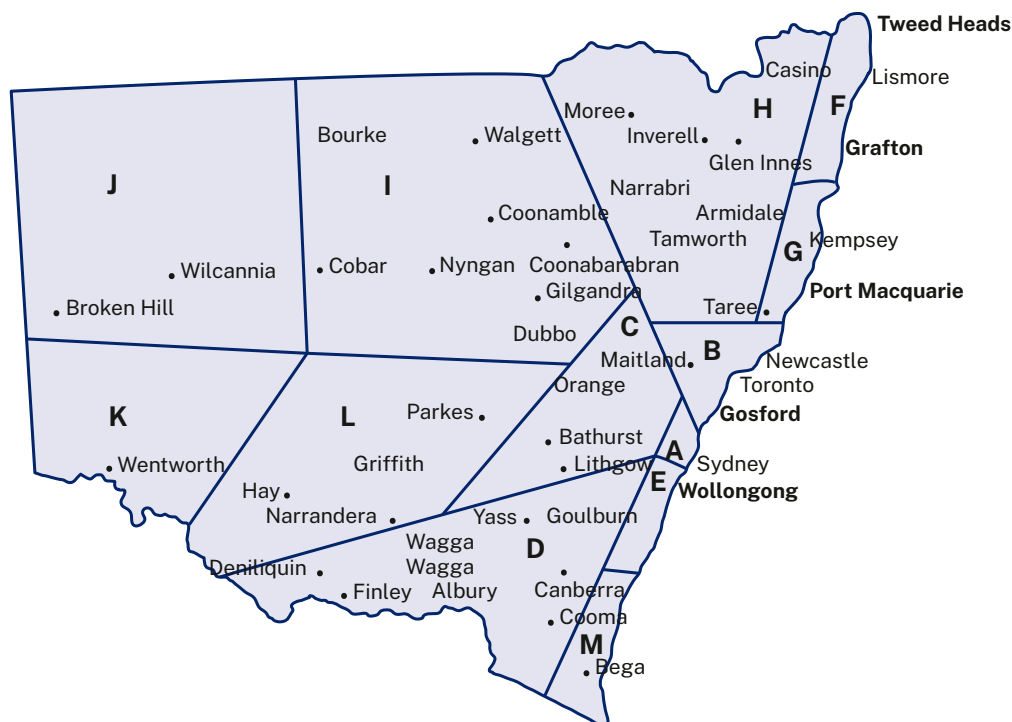
- the information supplied in this application is true and correct to the best of my knowledge.
- I consent to SafeWork NSW making enquiries and exchanging information with work health and safety regulators in other states, territories, or the Commonwealth regarding any matter relevant to this application.
- I do not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.
- I have maintained my competency to carry out the work of a licensed asbestos assessor safely and competently.
- I have read the privacy collection notice.

Section 4. Licence holder's declaration (continued)

SafeWork NSW compiles a public register of asbestos assessor licence holders on verify.licence.nsw.gov.au

Please mark the proposed region(s) you will operate in, as per the SafeWork NSW region map key below.

A B C D E F G H I J K L M or ALL



Signature

Date (DD/MM/YYYY)

Note: It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Act. Penalties may apply.

Section 5. Fees and lodgement of form

Fees

A fee must be paid before lodging this application form. Refer to the SafeWork NSW fees schedule available at www.safework.nsw.gov.au

Pay by credit card or PayPal using the following link: www.safework.nsw.gov.au/applicationpayments

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging the application; not providing this information may result in delays in processing your application.

Receipt number

Note: If you are having difficulty lodging this payment online, please contact SafeWork NSW on 13 10 50.

Lodgement

Send completed form and required documents to: licensing@safework.nsw.gov.au