

Form guide - Application for asbestos assessor licence

This guide is designed to assist you in completing the form 'Application for asbestos assessor licence', if you have further questions in relation to this material please contact Workplace Health and Safety Queensland (WHSQ) on 1300 655 986.

The document 'GUIDE FOR APPLICANTS FOR ASBESTOS REMOVAL AND ASBESTOS ASSESSOR LICENCE and NOTIFICATIONS - of asbestos removal work, asbestos fibres and emergency demolition of structures containing asbestos' should be read in order to understand the obligations, responsibilities and rights under the *Work Health and Safety Regulation 2011* in relation to who can apply for an asbestos assessor licence, the application process and processing, as well as the work undertaken by an individual who holds an asbestos assessor licence.

In order for WHSQ to accept your application, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed fee must be included. Failure to do so will delay the processing of your application.

1. Details of applicant

Name and date of birth:

- Provide your current surname, title and given names in the boxes provided.
- Your title, family/surname and your first given name are mandatory fields and must be completed.
- You must provide your date of birth to assist WHSQ in identifying you.

Address

- All written correspondence sent will be for the individual who is the/proposed licence holder; therefore you must enter your address details as the holder of the licence.
- Provide your current details, whether a residential or business address, by completing the unit and/or street number, street name, suburb, state and postcode fields.
- You must be a resident of Queensland, or satisfy WHSQ that circumstances exist that justify the issue of the licence in Queensland.
- Your address provided must be a Queensland address and cannot be a PO Box. Suburb, state and postcode are mandatory fields and must be completed.

Contact details

- You must provide at least one contact telephone number.
- If you supply a mobile number and email address, this will enable WHSQ to more easily contact you if there are any queries with your application or any important information about your licence.

Postal address

- Only provide the postal address details if your postal address is different to your residential/business address, otherwise, cross the box and leave the remaining boxes blank.

2. Additional information

- Cross 'No' or 'Yes' to each question.
- If you cross 'Yes' supply the information requested as it applies to you.
- Having a licence suspended or cancelled, or having a conviction does not automatically exclude you from holding an asbestos assessor licence.
- Each application will be assessed on the details provided. However you may be contacted to supply further information.
- It is an offence under the *Work Health and Safety Act 2011* to provide false or misleading information when applying for an asbestos assessor licence.
- Section 271 of the *Work Health and Safety Act 2011* permits the release of information by Workplace Health and Safety Queensland as the regulator that is necessary for the recognition of authorisations under a corresponding WHS law or is required for the exercise of a power or function under a corresponding WHS law.

3. Declaration by applicant

- Make sure you read and understand the declarations before you sign.
- The declaration must be signed by the individual making the application.

4. Checklist of documents required

Workplace Health and Safety Queensland's criteria to operate as an asbestos assessor require that applicants for an Asbestos Assessor licence must:

1. Provide a copy of a certificate of the national unit/s of competency for asbestos assessor work issued not more than 60 days before the date of the application for an asbestos assessor licence; **or**
2. Submit evidence of the successful completion of a tertiary qualification in occupational health and safety or industrial hygiene or science or building construction or environmental health.
3. Provide documented evidence describing work experience in performing or supervising the work of an asbestos assessor (i.e. air monitoring, clearance inspections and issue of clearance certificates) over the preceding two years prior to submitting this application. The description should include the name and contact telephone numbers of referees.
4. Provide a copy of the applicant's current Queensland driver's licence or a driver's licence of another state territory. If this type of identification is not available, any other form of government issued photographic identity is acceptable.

5. Fee

The payment details for the specific fee must be included with the licence application.

The fee for an Asbestos Assessor licence is \$152.00

Lodging your application form

In order to process the application WHSQ must receive the following at the time of lodgement of the application:

1. The complete *Application for asbestos assessor licence*.
2. All appropriate documentation relevant to the licence being applied for (refer to the document checklists on the form and this guide).
3. Payment of the applicable fee.

It is an offence under the *Work Health and Safety Act 2011* to provide false and misleading information in the application or in any documents submitted in support of the application.

Submit the application to WHSQ by:

Post : Licensing Services
 Workplace Health and Safety Queensland
 PO Box 820,
 Lutwyche 4030,
 QLD

Fax : (07) 3247 9433

Scan and email: WHSQLicensing@justice.qld.gov.au



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This form is to be completed in accordance with the relevant guidelines. The guidelines are available at www.worksafe.qld.gov.au or by phoning the department's Infoline on 1300 655 986.

1. Details of applicant

Title (Mr, Mrs, Miss, Ms)		Family name/Surname	
<input type="text"/>		<input type="text"/>	
First given name		Second given name (if applicable)	
<input type="text"/>		<input type="text"/>	
Date of birth (DD/MM/YYYY)			
<input type="text"/>			
Address (must be an Australian address and not a PO Box)			
Unit number/Street number/Street name			
<input type="text"/>			
Suburb/ Locality		State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Telephone	Mobile	Facsimile	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address (if applicable)			
<input type="text"/>			
Postal address (must be an Australian address)			
<input checked="" type="checkbox"/> Cross this box if your postal address is the same as your address above			
PO Box number	GPO Box number	Private Bag number	Locked Bag number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/ Locality		State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>

2. Additional information

Has the applicant been found guilty of an offence under the *Work Health and Safety Act 2011* or *Work Health and Safety Regulation 2011* or under the work health and safety law of another state or territory or the Commonwealth?

No ☒ Yes ☒

(If yes, provide details)

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Has the applicant been found guilty of an offence in relation to the unlawful disposal of hazardous waste under the *Environmental Protection Act 1994*?

No ☒ Yes ☒

(If yes, provide details)

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Has the applicant been disqualified from holding an equivalent licence by another state or territory or the Commonwealth work health and safety regulator?

No ☒ Yes ☒

(If yes, provide details)

Has the applicant previously had an equivalent licence refused, suspended or cancelled under the *Work Health and Safety Act 2011* or *Work Health and Safety Regulation 2011* or under the work health and safety law of another state or territory or the Commonwealth?

No ☒ Yes ☒

(If yes, provide details)

Has the applicant entered into an enforceable undertaking under the *Work Health and Safety Act 2011* or the work health and safety law of another state or territory or the Commonwealth?

No ☒ Yes ☒

(If yes, provide details)

Has the applicant previously held a similar licence under a corresponding work health and safety law in respect of which a condition has been imposed?

No ☒ Yes ☒

(If yes, provide details)

3. Declaration by applicant

I declare that:

- the information supplied in this application is true and correct to the best of my knowledge.
- none of the information supplied by me in this application or in any documents attached to or submitted in support of this application is false or misleading in any material particular.
- in making this application I have not failed to provide any material information relating to the matters addressed above.
- I acknowledge that it is an offence under the *Work Health and Safety Act 2011* to provide false and misleading information in this application or in any documents submitted in support of this application.
- I do not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.

I consent to Workplace Health and Safety Queensland 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.

Dated _____

Name in full _____ (Please Print) Signature _____

PRIVACY STATEMENT: The Department of Justice and Attorney-General is collecting your personal information in order to process your application for asbestos assessor licence in accordance with the *Work Health and Safety Act 2011*. It is the department's usual practice to disclose this information to the applicable Commonwealth, state or territory work health and safety regulator/s in order to obtain information relevant to making a decision on your application. Details of licensed asbestos assessors are published in a publicly available register under section 528 of the *Work Health and Safety Regulation 2011*. Your personal information will not be otherwise disclosed to third parties without your consent or unless authorised or required by law.

4. Checklist of documentation required



Copy of:

- the certification held by the applicant for the specified VET accredited course for asbestos assessor work, or
- evidence of tertiary qualification in occupational health and safety, or industrial hygiene or science or building construction or environmental health.



Documents evidencing acquisition of knowledge and skills of asbestos removal industry practice acquired through training or experience.



Copy of identity documents

5. Fee

In order for your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed non-refundable application fee must be included. Failure to do so will delay the processing of your application.

The relevant fee is specified in the guidelines and is not subject to GST.



Please cross this box if a receipt is required.

Address receipt is to be sent to (if different to address stated in Section 2)

Street number

Street name

Suburb

State

Postcode



I have enclosed a cheque or money order (cheques should be made out to *Department of Justice and Attorney General*), or



Please debit my credit card for the amount of \$ _____

Name on card

Cardholder's signature

Please note the following payment details will be destroyed once payment has been approved and receipted.

Card:



VISA



Mastercard

Card number

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Expiry Date

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Where to send the completed and signed form:

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Licensing Services
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Lutwyche QLD 4030