

Renewal of asbestos removal licence

Email: asbestos@worksafe.govt.nz

Post: WorkSafe New Zealand, Authorisations Team, Asbestos Licensing, PO Box 165, Wellington 6140

1. Type of licence to be renewed

Class A (friable and non-friable asbestos removal)

Licence number:

Class B (non-friable asbestos removal)

Licence number:

If you wish to renew both a class A and class B licence, you need to fill out two separate application forms.

2. Applicant details

Full legal name of company or applicant if sole trader:

Trading name: (if different from above)

New Zealand Business Number (NZBN): (if applicable)

Name of contact person:

Work phone:

Mobile phone:

Email:

Physical address: (include postcode)

Postal address: Same as above

Region(s) in New Zealand where you intend to operate:

3. Certified safety management system

I have attached evidence (copy of certificate) that a safety management system is in place and is compliant with AS4801:2001 or another international standard recognised by WorkSafe.

I have attached copy of the latest audit report issued by a certifying body in relation to a certified safety management system in place.

Note: Only applies to class A licence application.

Your safety management system can only be certified by an auditor accredited by JAS-ANZ or NATA.

4. Supervisor details

Name:

Date of birth: DD / MM / YEAR

Mobile phone:

Email:

Supervisor additional documents required:

- A recent head and shoulders passport style photo of the nominated supervisor.
- Evidence of the supervisor's age being over 18 (photo page of passport, driver's licence or fire arms licence).

5. Supervisor training and experience

New supervisor nomination

Class A

Experience

- Provide evidence that the nominated supervisor has at least three years' relevant industry experience, including at least 600 days in removing **friable asbestos** – some of which needs to be from the last 6 months.

Note: If the applicant is currently nominated class A supervisor on another licence (or was nominated and active in the last 6 months), they will not need to provide the above evidence of asbestos removal work.

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Training

Attached is a copy of the certificate(s) issued to the nominated supervisor for the relevant courses:

- Friable Asbestos Class A worker course (NZQA 29766)
- Supervise Asbestos Removal course (NZQAA 29767)

Class B

Experience

- Provide evidence that the nominated supervisor has at least one year's relevant industry experience, including at least 200 days in removing **non-friable asbestos** – some of which needs to be from the last 6 months.

Note: If the applicant is currently nominated class B supervisor on another licence (or was nominated and active in the last 6 months), they will not need to provide the above evidence of asbestos removal work.

Training

Attached is a copy of the certificate(s) issued to the nominated supervisor for the relevant courses:

- Non-Friable Asbestos Class B worker course (NZQA 29765)
- Supervise Asbestos Removal course (NZQAA 29767)

Currently nominated supervisor

Provide evidence of experience for the relevant removal class as listed below.

For the purpose of class A licence renewal, the provision of technical evidence in regards to supervisor(s) currently nominated on a PCBU's licence is a staged process.

For each supervisor currently nominated on your licence, you must be able to provide:

Stage 1: Provision of evidence of 100 days of experience in supervising removal of friable asbestos conducted within last 24 months (from the renewal application date). This evidence must be provided at the time of the renewal application by completing the Nominated supervisor's experience form.

Stage 2: Provision of specific Asbestos Removal Control Plans (ARCPs) as selected by WorkSafe. These ARCPs will be selected at the sole discretion of WorkSafe, based on the experience declared during stage 1, and will reflect a minimum of 50 days of experience. Selected ARCPs must be provided via email to asbestos@worksafe.govt.nz within 48 hours of WorkSafe's request. Request will be sent by email to the contact person specified in section 2 of this form.

Experience

- Stage 1: Provide evidence of 100 days of experience in supervising removal of friable asbestos conducted **within last 24 months**

Class B

Experience

- Provide evidence of 100 days of experience in supervising removal of non-friable asbestos conducted **within last 24 months**

6. Fees

The following fees apply to applications:

Licence	Fee
Class A removal licence fee	\$490.00
Class A supervisor fee (per supervisor)	\$470.00
Class B removal licence fee	\$490.00
Class B supervisor fee (per supervisor)	\$80.00

Fees are non-refundable

Fee payments can be made by internet banking or over the counter at any Westpac branch.

Note: WorkSafe offices cannot accept cash, cheque or card payments.

How to pay

Account name: WorkSafe New Zealand
Bank: Westpac Account: 03-0251-0040445-000
Particulars: Asbestos
Reference: Full legal name of company or applicant

If you don't do this, your payment cannot be tracked and you may be asked to pay again.

A receipt will be sent as soon as the payment has been processed.

Additional supervisors

If you wish to nominate more than one supervisor you must fill out a *Renewal of asbestos removal licence: additional supervisor* form for each additional supervisor.

I have attached additional supervisor form(s).

7. Declaration

Tick each statement to declare it correct.

- I declare that the applicant has complied with any condition ever imposed by WorkSafe on their licence – if any.

Otherwise provide details:

- I declare that the applicant or nominated supervisor(s) nominated by the applicant, as applicable, has maintained the competency required to carry out the work covered by the licence.

Otherwise provide details:

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- I declare that the applicant (or in the case of a company, the company or an officer of the company) **has not** been convicted or found guilty of an offence under the Health and Safety at Work Act 2015 or regulations, under a former Act, or under laws in a State or Territory in Australia that regulate work involving asbestos.

Otherwise provide details:

- I declare that the applicant (or in the case of a company, the company or an officer of the company) **has not** been convicted or found guilty of an offence in relation to the unlawful disposal of hazardous waste under the Resource Management Act 1991.

Otherwise provide details:

- I declare that the applicant (or in the case of a company, the company or an officer of the company) **has not** entered into an enforceable undertaking under the Health and Safety at Work Act 2015 or the laws in a State or Territory in Australia that regulate work involving asbestos.

Otherwise provide details:

- I have the consent of the supervisor applicant to be nominated on this licence.

- I have the authority to complete and submit this application.

- To the best of my knowledge, the information provided in this application is true and correct.

- Each nominated supervisor is at least 18 years old.

Name:

Date: DD / MM / YEAR

Signature: