



Australian Government

Comcare

# ASBESTOS LICENSING—CHANGE OF DETAILS FORM

This application form is approved by Comcare for the purposes of administering the *Work Health and Safety Act 2011* (WHS Act).

## PRIVACY AND PERSONAL INFORMATION

Any personal information collected by Comcare in connection with this application will be used to assess the granting of an authorisation. The information may also be used by Comcare in connection with its functions and powers under the WHS Act, *Work Health and Safety Regulations 2011* (WHS Regulations) and other legislation, and the administration and evaluation of Comcare's programs generally.

Comcare may disclose personal information to the following bodies and agencies, including but not limited to, its legal advisers; the Safety, Rehabilitation and Compensation Commission; contractors and agents; a court or tribunal; state or territory work health and safety regulatory agencies; Commonwealth, state or territory industry regulators; enforcement agencies (including police investigating or conducting an interview in connection with the application); state and territory Coroners; and any other person where there is an obligation under law to do so.

Comcare and inspectors appointed by Comcare respect your privacy and are committed to protecting your personal information. If you have any concerns about the privacy of your personal information please contact Comcare's privacy contact officer by email at [privacy@comcare.gov.au](mailto:privacy@comcare.gov.au).

Comcare's privacy statement is available at [http://www.comcare.gov.au/about\\_us/privacy](http://www.comcare.gov.au/about_us/privacy).

## PCBU'S IN COMCARE'S JURISDICTION

The person conducting the business or undertaking (PCBU) that commissions the removal of asbestos must ensure the removalist is licensed to carry out the work. Applications should be made to Comcare if the PCBU is the Commonwealth, a public authority or a non Commonwealth licensee as defined in the WHS Act and WHS Regulations. For more information about PCBUs in Comcare's jurisdiction, refer to [www.comcare.gov.au](http://www.comcare.gov.au).

## GUIDANCE MATERIAL

Applicants wishing to obtain an asbestos licence from Comcare are encouraged to review Comcare's 'Guide for Applicant's for asbestos removal licences' prior to submitting an application. The guidance material is available on our website at [www.comcare.gov.au](http://www.comcare.gov.au).

## ADDITIONAL INFORMATION

For additional information please contact the Authorisations team on 1300 366 979 or email [WHS.Asbestos@comcare.gov.au](mailto:WHS.Asbestos@comcare.gov.au). For information about how we handle personal information, please visit [www.comcare.gov.au](http://www.comcare.gov.au) or contact us to request a copy of our Privacy Policy.

# EVIDENCE REQUIREMENTS TO SUPPORT AN ASBESTOS REMOVAL LICENCE APPLICATION

## Qualification evidence

Applicants must submit a copy of their Vocational Education and Training (VET) certification, demonstrating their successful completion of the course. The certificate must relate to the asbestos removal licence for which they are applying for.

## Industry experience evidence

Applicants wishing to obtain a Class A asbestos removal licence must be able to demonstrate at least three years of relevant industry experience in the removal of friable asbestos work.

Applicants wishing to obtain a Class B asbestos removal licence must be able to demonstrate at least 12 months relevant industry experience in the removal of non-friable asbestos work.

## Certified safety management system

Applicants wishing to obtain a Class A asbestos removal licence must submit evidence they have a certified work health and safety management system in place at the time of lodging their application for a licence.

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## LICENCE DETAILS

If you hold a Comcare issued asbestos licence, it is important that you notify Comcare of any changes to your personal details so we can keep you up to date with important information.

Regulation 506 under the *Work Health and Safety Regulations 2011* (WHS Regulations) specifically outlines the licence holder's responsibility to notify Comcare of any changes to their information within 14 days of becoming aware of the change.

To notify Comcare of any changes to your details, please complete this form and submit it to Comcare via email to [WHS.Asbestos@comcare.gov.au](mailto:WHS.Asbestos@comcare.gov.au).

If you require any further information, please contact the Authorisations Team at Comcare on 1300 366 979.

## APPLICANT DETAILS

Title	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>		
Phone number	<input type="text"/>		
Email	<input type="text"/>		

## ASBESTOS LICENCE DETAILS

Asbestos removal licence number	<input type="text"/>
Date of expiry	<input type="text" value="/ /"/>

## PREVIOUS ADDRESS

Street	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Mobile	<input type="text"/>		

## CURRENT RESIDENTIAL ADDRESS

Title	<input type="text"/>	Family name	<input type="text"/>		
Given names	<input type="text"/>				
Street	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="/ /"/>		