



# Application for Construction Occupation Licence Individual Asbestos Assessor

*Construction Occupations (Licensing) Act 2004, s128 and s17*

This approved form is to be used for individuals applying under the *Construction Occupations (Licensing) Act 2004* to the Construction Occupations Registrar for an asbestos assessor licence to provide asbestos assessment services in the ACT. This application will not be considered unless it is complete and all supporting documentation provided.

All supporting documentation must:

- be originals or certified true copies of original documents where relevant; and
- be in English. If original documents are not in English, you must provide a certified copy of the original document and an official translation of the document.

For detailed information on eligibility criteria please refer to [Asbestos Assessors licensing](http://www.planning.act.gov.au) on the [www.planning.act.gov.au](http://www.planning.act.gov.au) website.

## Privacy Notice

The personal information on this form is provided to the ACT Environment and Planning Directorate (EPD) to enable the processing of your application. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislations administered by EPD. The [Information Privacy Policy Annex](#) contains information in regard to what information EPD collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found on the [EPD website, under the "About Us" menu.](#)

## Section A — Personal Details

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Names \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Business Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Residential Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number (Business Hours) \_\_\_\_\_ Fax \_\_\_\_\_

Mobile Number\* \_\_\_\_\_ Email\* \_\_\_\_\_

*\*Please note that under s170 of the Construction Occupations (Licensing) Act 2004 it is a requirement to provide a valid mobile telephone number and email address.*

**I understand that it is a requirement under law that should my licence be issued I must notify the Construction Occupations Registrar of any changes to my details within two weeks of the change.**

I understand.

Approved form AF2014-155 approved by David Middlemiss, Construction Occupations Registrar on 7 November 2014 under section 128 of the *Construction Occupations (Licensing) Act 2004* and revokes AF2014-111.

## Section B — Existing licence

Have you previously or do you currently hold an ACT construction occupation licence?

- Yes** — licence number \_\_\_\_\_ expiry date \_\_\_\_\_
- No** — proceed to Section C – Occupation class and functions.

## Section C — Occupation class and functions

An Asbestos Assessor is an individual who provides an asbestos assessment service. An asbestos assessment service is the doing or supervising of all or any of the following work for the *Construction Occupations (Licensing) Act 2004* (COLA), *Building Act 2004*, *Dangerous Substances Act 2004* or *Residential Tenancies Act 1997* as defined in section 7A of COLA:

- air monitoring for asbestos;
- identifying the location, type and condition of asbestos in buildings, including by taking samples;
- assessing the risk resulting from the identified asbestos;
- advising on how the asbestos should be managed;
- reporting about the work mentioned in the above points.

An asbestos assessor, at the class A level, is an individual who provides an asbestos assessment service and can do anything allowed under a class B asbestos assessor licence.

An asbestos assessor, at the class B level, is an individual who undertakes field surveys to identify the location, type and condition of asbestos in buildings for COLA, the *Building Act 2004*, *Civil Law (Sale of Residential Property) Act 2003*, *Dangerous Substances Act 2004* or *Residential Tenancies Act 1997* including, for example, bulk sampling.

What class of asbestos assessor licence are you applying for?

- Class A** – licence authorises the provision of an asbestos assessment service and anything allowed to be done under a class B licence.
- Class B** – licence authorises the undertaking of field surveys to identify the location, type and condition of asbestos in buildings for COLA, the *Building Act 2004*, *Civil Law (Sale of Residential Property) Act 2003*, *Dangerous Substances Act 2004* or *Residential Tenancies Act 1997* including, for example, bulk sampling.

## Section D — Evidence of qualifications/eligibility – Class A Asbestos Assessor

Complete this section only if you are applying for a class A asbestos assessor.

**Qualification Type:** must be in occupational or industrial hygiene or occupational health and safety or an environmental or biological science discipline or a discipline encompassing building construction; or another qualification that the registrar is satisfied provides a comparable level of knowledge in asbestos assessment.

**Qualification Level:** must be a minimum of a university qualification in the Australian Qualifications Framework System.

- Yes — please attach a certified copy of the qualification.
- No — please note that you may not be eligible for a licence.

Note: If your qualification is not from Australia, you will need to have it assessed to determine its equivalence within the Australian Qualifications Framework. Please refer to the following link for information about this process: <http://www.aqf.edu.au/news/using-the-aqf/faq/recognition-of-international-qualifications/>

**Qualification:** successful completion of either the *Course in Asbestos Assessment* with the national accreditation number 80806ACT from a Registered Training Organisation;

**OR**

**Qualification:** successful completion of CPCBC5014A *Conduct asbestos assessment associated with removal* from a Registered Training Organisation.

Yes — please attach a certified copy of the qualification.

No — please note that you may not be eligible for a licence.

### **Experience**

Relevant experience means that you must demonstrate that you have undertaken a minimum of four years part time, or two years full time, relevant work experience from within the last five years in performing the range of work that a class A asbestos assessor licence is authorised to do under the supervision of a licensed class A asbestos assessor.

Yes — you must attach a signed resume and/or logbook detailing relevant asbestos assessment work experience for specific projects where you were performing the work. You must include dates, site details and type of asbestos assessment service undertaken. You must provide sufficient detail of your individual involvement in the asbestos assessment work for each project.

No — please note that you may not be eligible for a licence.

### **Verification**

Your experience must be verified through a written reference.

Yes — references must be from Class A asbestos assessor licensees that you have worked with on site. Your referees must attest to your skills, knowledge, experience and competence as an asbestos assessor relevant to the class of licence you are applying for.

No — Please note that you may not be eligible for a licence.

### **Professional Indemnity Insurance**

A licensed asbestos assessor must have adequate insurance to be eligible for a licence. Insurance must either state that the applicant is an insured person under the policy or the applicant must be attached to a company with appropriate insurance. Please note, if you are an employee of a company who holds the insurance policy then a condition may be placed on any licence issued to reflect this arrangement.

Yes — please attach a copy of the insurance.

No — please note you may be not be eligible for a licence.

## **Section D — Evidence of qualifications/eligibility – Class B Asbestos Assessor**

Complete this section only if you are applying for a Class B Asbestos Assessor.

**Qualification:** successful completion of either the *Course in Asbestos Assessment* with the national accreditation number 80806ACT from a Registered Training Organisation;

**OR**

**Qualification:** successful completion of CPCBC5014A *Conduct asbestos assessment associated with removal* from a Registered Training Organisation.

Yes — please attach a certified copy of the qualification.

No — please note you may be not be eligible for a licence.

### **Experience**

Relevant experience means that you must demonstrate that you have undertaken more than five (5) residential and 10 non-residential field surveys within the last five years under the supervision of a licensed class A asbestos assessor or class B asbestos assessor.

- Yes – you must attach a signed resume and/or logbook detailing relevant asbestos assessment work experience for specific projects where you were performing the work. You must include dates, site details and type of asbestos assessment service undertaken. You must provide sufficient detail of your individual involvement in the asbestos assessment work for each project.
- No – please note that you may not be eligible for a licence.

### **Verification**

- Yes – references must be from class A asbestos assessor or class B asbestos assessor licensees that you have worked with on site. Your referees must attest to your skills, knowledge, experience and competence as an asbestos assessor relevant to the class of licence you are applying for.
- No – please note that you may not be eligible for a licence.

### **Professional Indemnity Insurance**

A licensed asbestos assessor must have adequate insurance to be eligible for a licence. Insurance must either state that the applicant is an insured person under the policy or the applicant must be attached to a company with appropriate insurance. Please note, if you are an employee of a company who holds the insurance policy then a condition may be placed on any licence issued to reflect this arrangement.

- Yes – please attach a copy of the insurance.
- No – please note you may not be eligible for a licence.

## **Section E – Evidence of Financial Resources**

Evidence of financial resources is required to help demonstrate your ability to fulfil contractual obligations when providing construction services. Failure to provide information below may result in your licence being refused.

- 1. Do you have access to financial resources adequate to complete works performed under the licence applied for?**

Yes – please skip the next question

No – complete next question
- 2. If 'No' to the above, do you wish to only operate as an employee under the licence applied for?**

Yes – I understand a condition may be imposed on the licence if issued

No – please note that if you do not wish to have a licence restricted to employee only, then you must ensure you have financial resources as requested above or you may be ineligible for a licence.
- 3. Are you currently, or previously have been, deemed bankrupt or personally insolvent?**

Yes – please attach details and official documentation of bankruptcy/insolvency  No
- 4. I understand that it is a requirement under law that should my licence be issued, I must notify the Construction Occupations Registrar should I become bankrupt or personally insolvent.**

I have read and understand the above statement.

## Section F — Licence History Declarations

1. **Have you previously held an Asbestos Assessor licence elsewhere in Australia or overseas?**  
 Yes — provide details below of most recent licence/s (attach an additional page if required)  No  
State/Territory/Country \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. **Is your licence as an asbestos assessor, in Australia or overseas, currently suspended or cancelled?**  
 Yes — you must attach details  No
3. **Have you previously had an asbestos assessor licence cancelled, refused or suspended in Australia or overseas?**  
 Yes — you must provide comprehensive details in an attachment to this application  No
4. **I understand that I must notify the Construction Occupations Registrar if my asbestos assessor licence is cancelled, refused or suspended in Australia or overseas.**  
 I have read and understand the above statement.
5. **Has your Asbestos Assessor licence ever been subject to conditions, undertakings, limitations or restrictions in Australia or overseas?**  
 Yes — you must provide comprehensive details in an attachment to this application  No
6. **Are you disqualified under the *Construction Occupations (Licensing) Act 2004*, or a corresponding prior Act, from applying for licence, or being licensed in a construction occupation?**  
 Yes — you must provide comprehensive details in an attachment to this application  No
7. **Have you ever been, or are you currently, the subject of complaints, occupational discipline, demerit activity or rectification orders whilst licensed under the *Construction Occupations (Licensing) Act 2004*, a corresponding prior Act, or the law of another jurisdiction in Australia or overseas, where those proceedings were not finalised?**  
 Yes — you must provide comprehensive details in an attachment to this application  No
8. **Have you been convicted or found guilty of a criminal offence\* that involves fraud, dishonesty or violence and is punishable by imprisonment of 1 year or more?**  
 Yes — you must provide comprehensive details in an attachment to this application  No  
and a recent criminal history check (issued in the last three months)  
\*Please note: Spent convictions under the Spent Convictions Act 2000 do not need to be included in this declaration
9. **I understand that it is a requirement under law that should my licence be issued I must notify the Construction Occupations Registrar if I am convicted of such an offence in the future.**  
 I have read and understand the above statement.
10. **I understand that it is a requirement under law that should my licence be issued I must not perform any licensable asbestos assessment that is outside the scope of what the licence authorises.**  
 I have read and understand the above statement.
11. **I understand that it is a requirement under law that should my licence be issued I must give evidence to clients of the insurance I hold as a licensed individual in relation to any relevant licensable construction service I intend to undertake prior to providing the services.**  
 I have read and understand the above statement.

12. I understand that it is a requirement under law that should my licence be issued I must only advertise licensable construction services with my full name (as it appears on the licence) and my individual licence number\*.

I have read and understand the above statement.

*\*Please note: It is an offence to advertise licensable construction services as an individual without including the above.*

13. I understand that it is a requirement under law that should I be granted a licence, all licensable asbestos assessment services I may perform under my asbestos assessor licence must comply with all relevant legislation, codes and standards.

I have read and understand the above statement.

*Please note: Asbestos assessment services may be audited by the Construction Occupations Registrar in the ACT for compliance against the relevant laws. Individual licence holders identified performing non-compliant services may be subject to occupational discipline or other licensing action.*

## Section G — Consent and Application Declaration

I,

\_\_\_\_\_  
*Insert name, address and occupation of person making the declaration*

make the following declaration:

**1. I declare:**

- a) that I make this application to the Construction Occupations Registrar for a construction occupations licence and that all statements, and the information/documents provided in support of the application, is/are accurate, true and correct.

**2. I authorise and consent:**

- a) to the Construction Occupations Registrar and Environment and Planning Directorate (EPD) to make enquiries of, and exchange information with, the relevant regulatory authorities of any Australian State or Territory, or other country, regarding my construction occupation licence and practice as an asbestos assessor or otherwise regarding matters relevant to this application.
- b) to receiving information from the Construction Occupations Registrar relevant to my construction occupation licence or the construction industry electronically.

**3. I acknowledge:**

- a) that the Construction Occupations Registrar and EPD may validate documents provided in support of this application or wish to confirm my identity.
- b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted or additional fees being applied as per the statutory instrument authorising fees to be taken under the *Construction Occupations (Licensing) Act 2004*.
- c) that the Construction Occupations Registrar has the legal right to refuse my application if not satisfied that I am eligible to hold a licence or impose a condition on my licence if it is deemed necessary or desirable to protect the public.

**4. Should I be issued with a construction occupation licence I undertake:**

- a) to comply with the *Construction Occupations (Licensing) Act 2004* (and its operational Acts) and the codes, standards and guidelines relevant to my construction occupation licence when providing, or offering to provide, a relevant construction service.

5. I believe that the statements (1 - 4) in this declaration are true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section H — Payment Details

View the [fees and charges booklet](#) for licence applications for more information.

Upon lodgement of your application you will be required to pay an application assessment fee. This fee is **non-refundable**. You will be provided with a notice of decision in relation to your application. If your application is approved a licence term fee will be payable prior to the issue of your licence. Please note that additional fees may apply if you submit an incomplete application without required supporting documents.

## Section I — Lodgement and Contact Information

Environment and Planning Directorate website [www.planning.act.gov.au](http://www.planning.act.gov.au)

### Customer Service Centre

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Email: [epdcustomerservices@act.gov.au](mailto:epdcustomerservices@act.gov.au)