

Form 76

Form guide - Application for a licence to carry out demolition work

V29.07.20

This guide is designed to assist you in completing the form 'Application for a licence to carry out demolition work', please also refer to the information papers D1 'Approved criteria for a certificate to carry out demolition work' and D2 'Requirements to supervise demolition work'. If you have further questions in relation to this material please contact Workplace Health and Safety Queensland (WHSQ) on 1300 362 128.

What type of demolition work requires a licence?

A licence is required for the following demolition work:

1. Demolishing or dismantling a structure that contains pre-tensioned or post-tensioned structural components.
2. Demolishing or dismantling a structure that involves use of load shifting equipment e.g. use of combination front-end loader and backhoe, skid steer loader, excavator, crane.
3. Demolishing or dismantling a structure that involves the use of explosives or another induced collapse method.
4. All other demolition work also requires a licence unless the structure being demolished or dismantled is any of the following -
 - A domestic house
 - A structure built as, and still having generally the characteristics of, a domestic house e.g. a domestic house converted to flats or an office
 - A structure that is ancillary to a domestic house or a structure with the characteristics of a domestic house, e.g. a carport or garage for a domestic house and the structure does not contain the structural components described in (1) above and the work does not involve the use of loadshifting equipment, or the demolition methods described in (2) or (3) above.

Demolition work does not include:

- the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work e.g. scaffolding, barricades, gantries, hoardings, perimeter containment screening or tower cranes; or
- the removal of power, light or telecommunication poles.

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. Existing demolition licence holder wanting to renew their demolition licence will need to submit Form 99 - Application for renewal of licence to carry out demolition work.

It is important to remember that an application for renewal needs to be made before the licence expires.

1. Details of applicant

Business information

- Enter the full legal name, business/trading name, ABN and ACN numbers for the business applying for the licence in the boxes provided.
- If the business applying for the licence is trustee for a trust please insert the name of the trustee in the 'Full legal name of the organisation' box provided and the name of the trust in the 'Business/Trading name/s' box provided.

Business address

- All written correspondence will be sent to the attention of the contact person provided.
- Provide the current business address details, by completing the unit and/or street number, street name, suburb, state and postcode fields in the boxes provided.
- The address provided must be an Australian address and cannot be a PO Box. Suburb, state and postcode are mandatory fields and must be completed.
- Only provide the postal address details (at the end of the 'Details of applicant' section) if the postal address is different to the business address, otherwise, cross the box and leave the remaining boxes blank.

Contact person

- Provide the current surname, title and given names of the person in the boxes provided.
- The title, family/surname and first given name fields are mandatory and must be completed.
- At least one contact telephone number must be provided.
- If a mobile number and email address is supplied, this will easily enable WHSQ to be in contact if there are any queries with the application or any important information about the licence.
- If the business is based or registered outside Queensland, information needs to be provided as to why the application is being submitted to WHSQ.

2. Demolition licence/certificate

- Cross 'No' or 'Yes' to the question.
- If 'Yes' is crossed, provide the details and a copy of the relevant certificate or licence issued outside Queensland.

3. Additional information

- Cross 'No' or 'Yes' to each question.
- If 'Yes' is crossed for any of the questions in this section supply the details of the offence or exclusion as it applies to the business applying for the licence.
- Having a licence suspended or cancelled, or having a conviction does not automatically exclude the business from holding a licence to carry out demolition work.
- Each application will be assessed on the details provided. However you may be contacted to supply further information.

4. Nominated supervisor

- Provide the supervisors current surname, title and given names in the boxes provided.
- The title, family/surname and first given name are mandatory fields and must be completed.
- The date of birth of the supervisor must be provided to assist WHSQ to identify him/her.

Contact details

- At least one contact telephone number must be provided, preferably for a mobile phone. This will easily enable WHSQ to be in contact to make further inquiries or provide important information.

Address

- Provide the current details of the supervisors residential address, by completing the unit and/or street number, street name, suburb, state and postcode fields in the boxes provided.
- The address provided must be a Queensland address and cannot be a PO Box. Suburb, state and postcode are mandatory fields and must be completed.
- Only provide the postal address details if the postal address for the supervisor is different to the residential address, otherwise, cross the box and leave the remaining boxes blank.

Additional supervisor/s details

- If further supervisors are to be nominated complete this section as well.
- If the space provided is insufficient for the number of supervisors being nominated copy the blank supervisor page as many times as necessary to provide information for each supervisor.

5. Insurance

- Evidence of Public Liability Insurance in the name of the applicant must be attached to the application.
- Details of the insurer are to be entered on the application.
- If workers' compensation insurance details are applicable, these details must be entered in the space provided.
- Evidence of workers' compensation insurance in the name of the applicant must be provided if applicable.

6. Declaration by applicant

- Before signing this section, make sure each point is read and understood.
- The declaration must be signed by a duly authorised representative of the business applying for the licence.
- For a partnership or unincorporated association, each individual member of the legal entity must sign the declaration. Copy the declaration page as many times as is necessary to provide information for each member.

7. Checklist of documents required

- If the business applying for the licence has a registered business name, then a copy of the certificate of registration must be provided with the application.
- If the business applying for the licence is a corporate body then a copy of the certificate of incorporation must be provided with the application.
- Sole traders must provide a copy of a government issued identification document.
- Evidence of the Public Liability and workers' compensation insurance under the name of the corporate entity needs to be supplied as applicable.

- A sample of the demolition work removal plan used by the applicant for a major demolition project must be provided.
- Evidence of a certified workplace health and safety management system must be provided;
- Applicants must provide evidence that they have in place a safety management system that this system complies with AS 4801:2001 or AS/NZS ISO 45001:2018 or an equivalent safety management system provided by:
 - a JAS-ANZ accredited conformity assessment body
 - an Exemplar Global (previously known as RABQSA) certified auditor, or;
 - another person deemed to be suitably qualified by the regulator

JAS-ANZ is the government-appointed accreditation body for Australia and New Zealand responsible for providing accreditation of conformity assessment bodies (CABs) in the fields of certification and inspection. Accreditation by JAS-ANZ demonstrates the competence and independence of these CABs. For further information please visit the JAS-ANZ web site at www.jas-anz.com.au.

Exemplar Global (previously known as RABQSA) is an independent auditor and training certification body and is accredited to ISO/IEC17024:2003- *Requirements for Bodies operating the certification of persons*, standard by the Joint Accreditation System of Australia and New Zealand (JAZ-ANZ). For further information please visit the Exemplar Global web site at www.exemplarglobal.org.

Other people wishing to certify safety management systems for applicants for demolition removal licences should provide evidence of their qualifications, experience (particularly experience related to the demolition industry) and examples of systems considered to be compliant with AS4801:2001 or AS/NZS ISO 45001:2018 to WHSQ at the address listed below.

8. Checklist of evidence required for each nominated supervisor

- Each nominee must provide evidence of:
 - Proof of identification, for example a copy of the current driver's licence or another government issued identification document that confirms the nominee is over 18.
 - A working knowledge of the workplace health and safety management system held by the applicant, for example, a statutory declaration.
 - Three years relevant industry experience and experience in supervising a minimum of three major building/structural demolition projects, for example a logbook or other validated written record that identifies the supervisory experience, the dates of commencement and completion of the projects and the nature of the projects.

Training evidenced by:

- Statements of Attainment in the following Units of Competency;
 - CPCCOHS2001A *Apply OHS requirements policies and procedures in the construction industry*
 - CPCCCM2001A *Read and interpret plans and specifications*
 - CPCCDE3019A *Demolish small buildings and structures using hand tools and small plant and equipment*
 - CPCCDE3016A *Identify hazards on demolition sites and apply risk management strategies*
 - CPCCDE3017A *Select and use hand tools and equipment for demolition tasks*
 - CPCCDE3018A *Select and use small plant and equipment for demolition tasks*; or
- Statement of Attainment in a course that covers competencies which meet requirements under the AS 2601 – 2001: *Demolition of Structures* issued by a Registered Training Organisation
- relevant qualification (e.g. a Degree in Construction Management or a Diploma or Associate Diploma in Building).

9. Fee

- The payment details for the specific fee must be included with the licence application.
- View the list of scheduled fees at worksafe.qld.gov.au/oir-fees. GST does not apply to fees.

10. Returning the form

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

- The completed *Application for a licence to carry out demolition work*.
- All appropriate documentation relevant to this licence (refer to the document checklists on the form and this guide).
- 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.

Form 76

Application for a licence to carry out demolition work

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This form is to be completed in accordance with the relevant guide accompanying this form, and the information papers D1 'Approved criteria for a certificate to carry out demolition work' and D2 'Requirements to supervise demolition work' available at worksafe.qld.gov.au or by phoning 1300 362 128.

Note: Unsigned or incomplete applications or applications not accompanied by the required documentation cannot be processed and may be returned. **Existing demolition licence holder wanting to renew their demolition licence will need to submit Form 99 - Application for renewal of licence to carry out demolition work.**

It is important to remember that an application for renewal needs to be made before the licence expires.

1. Details of applicant

Only a person who conducts a business or undertaking in which demolition work is carried out may apply for a demolition work licence.

Full Legal name of organisation (For example sole trader, partnership or corporation)

Business/Trading name/s (If the licence applicant (above) is trustee for a trust, include the name of trust here)

The ABN or ACN must be attached to the legal name entered above (please note, a corporation must supply an ACN)

ABN

ACN

Principal business address (must be an Australian address and not a PO Box)

Unit number/ Street number/ Street name		
Suburb	State	Postcode

Contact person

Title	First name	
(Dr, Mr, Mrs, Miss, Ms)		
Middle name (if applicable)	Surname	
Telephone (including area code)	Fax number (including area code)	Mobile number
Email		

Postal address (must be an Australian address and not a PO Box)

Cross this box if the postal address is the same as the address above

PO box number	GPO box number	Private bag number	Locked bag number
Suburb/ locality		State	Post code

Provide a reason for requesting a demolition licence in Queensland if you currently reside or have a registered office outside this state:

2. Demolition Licence / Certificate

Do you hold a licence or certificate to perform demolition work applied for under the WHS legislation of another State or Territory?

<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details (<i>attach copies of relevant demolition certificate</i>)			
Certificate number	Issued by (Territory/State)	Issue date	Expiry date

3. Additional information

Has the applicant (or in the case of a corporate body, any officer of the corporate body) 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*)

Has the applicant (or in the case of a corporate body, any officer of the corporate body) 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*)

Has the applicant (or in the case of a corporate body, any officer of the corporate body) 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 (or in the case of a corporate body, any officer of the corporate body) 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 (or in the case of a corporate body, any officer of the corporate body) 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 (or in the case of a corporate body, any officer of the corporate body) 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)

4. Nominated supervisor details

Provide details of each nominated person who has been engaged to supervise the demolition work.

(Dr, Mr, Mrs, Miss, Ms)	Family name/surname	
First given name	Second given name (if applicable)	
Date of birth (DD/MM/YYYY)		

Residential address (must be an Australian address and not a PO Box)

Unit/number/ street number/ street name		
Suburb/ locality	State	Post code
Telephone	Mobile	Facsimile
Email address (if applicable)		

Postal address (must be an Australian address)

Cross this box if the postal address is the same as the residential address above

PO box number	GPO box number	Private bag number	Locked bag number
Suburb/ locality		State	Post code

Additional supervisor details (Please copy this section of this page if more supervisors are to be added)

(Dr, Mr, Mrs, Miss, Ms)	Family name/surname	
First given name	Second given name (if applicable)	
Date of birth (DD/MM/YYYY)		

Residential address (must be an Australian address and not a PO Box)

Unit/number/ street number/ street name		
Suburb/ locality	State	Post code
Telephone	Mobile	Facsimile
Email address (if applicable)		

Postal address (must be an Australian address)

Cross this box if the postal address is the same as the residential address above

PO box number	GPO box number	Private bag number	Locked bag number
Suburb/ locality		State	Post code

5. Insurance

You must attach proof of holding the following current insurance:

Public liability insurance

Name of Insurer/underwriter	Policy number	Issue date	Expiry date
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Workers' compensation insurance (if applicable)

Name of Insurer/underwriter	Policy number	Issue date	Expiry date
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The name of insured on the evidence provided must be the same as the legal name of the applicant as stated in Section 1 of this application.

6. Declaration by applicant

Please note: The declaration must be signed by each individual in the partnership or unincorporated association. Copy and complete the declaration for each individual and submit with the application form.

I declare that:

- I have authority from the corporate body to complete and submit this application (corporate body applicants only).
- The applicant does not hold an equivalent licence granted by a corresponding regulator under a corresponding work health and safety law.
- 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.
- Each nominated supervisor is at least 18 years old.

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.

I agree to the name of the licence holder and licence number being published by Workplace Health and Safety Queensland. No Yes

Applicant Signature		Date
First name	Surname	

7. Checklist of documentation/evidence required for the applicant

- A copy of the registration of business (trading) name issued by state/territory regulators (if applicable).
- A copy of the certificate of incorporation of the corporate body (corporate body applicants only).
- Sole trader applicants to supply copy of ID.
- Evidence of Public liability insurance.
- Evidence of workers' compensation insurance (if applicable).
- A sample demolition work removal plan used by the applicant for a major demolition project.
- For new applicants: evidence that the applicant has a safety management system certified as being compliant with AS4801:2001 or AS/NZS ISO 45001:2018 or equivalent safety management system. Certification may be made by a JAS-ANZ accredited conformity assessment body, Exemplar Global (previously known as RABQSA) certified auditor, or other person deemed to be appropriately qualified by the regulator.

8. Checklist of evidence required for each supervisor

- Proof of identification.
- A statutory declaration attesting to a working knowledge of the workplace health and safety management system held by the applicant.
- Evidence of three years of relevant demolition industry experience and experience in supervising a minimum of three major building/structural demolition projects.
- Evidence of training as set out in **Section 8** of the form guide.

9. 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 online and is not subject to GST. View the list of fees at worksafe.qld.gov.au/oir-fees.

- Please tick this box if you want a receipt sent to you.

Address to send the receipt (if different from address stated in Section 2):

Unit/Building No.	Street No.	Street name
Suburb/Town/Locality	State	Postcode

- I have enclosed a cheque or money order (*cheques should be made out to Office of Industrial Relations*);

or

- I wish to pay by credit card, please call me on

10. Returning the form

Scan and email:	WHSQLicensing@oir.qld.gov.au
Post:	Licensing and Advisory Services Workplace Health and Safety Queensland PO Box 820 Lutwyche QLD 4030
Fax:	(07) 3874 7700

Privacy statement. The Queensland Government is collecting your personal information in order to process your application in accordance with the *Work Health and Safety Act 2011*. It is the usual practice to disclose this information to the applicable Commonwealth, state or territory health and safety regulator/s in order to obtain information relevant to making a decision on your application. The Queensland Government may also disclose your licence status to employers or prospective employers and members of the public who wish to check this status.