

# Asbestos

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## *REMOVAL LICENSING FOR APPLICANTS*

April 2018



**These interpretive guidelines help PCBU's who want to do licensed asbestos removal work apply for the relevant asbestos removal licence from WorkSafe New Zealand.**

## CONTENTS

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<b>1.0</b>	<b>Introduction</b>	<b>3</b>
1.1	Why you might need a licence	4
1.2	Asbestos removal licences: a summary	4

---

<b>2.0</b>	<b>Who may apply for an asbestos removal licence</b>	<b>7</b>
------------	--	----------

---

<b>3.0</b>	<b>Supervisors on asbestos removal licences</b>	<b>9</b>
3.1	Age restrictions	10
3.2	Required experience and qualifications for supervisors	10

---

<b>4.0</b>	<b>How to complete the application form</b>	<b>12</b>
------------	---	-----------

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<b>5.0</b>	<b>Apply using the online form</b>	<b>14</b>
------------	------------------------------------	-----------

---

<b>6.0</b>	<b>Apply using the PDF form</b>	<b>17</b>
6.1	Type of licence applied for	18
6.2	Applicant details	18
6.3	Equivalent licenses in Australia	18
6.4	Certified safety management system	18
6.5	Supervisor details	19
6.6	Supervisor additional documents required	19
6.7	For a class A or B application	20
6.8	Additional supervisors	20
6.9	Applicant's declaration	20

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<b>7.0</b>	<b>Where to send your application</b>	<b>21</b>
7.1	Supervisor experience	22
<hr/>		
<b>8.0</b>	<b>The licence application process</b>	<b>23</b>
8.1	Missing the timeframe	24
<hr/>		
<b>9.0</b>	<b>The licence application decision</b>	<b>25</b>
9.1	When the licence is granted	26
9.2	When the licence is granted with conditions attached	26
9.3	If WorkSafe refuses to grant a licence	26
9.4	Requesting a review of the decision	27
<hr/>		
<b>10.0</b>	<b>Asbestos removal licence register</b>	<b>28</b>
<hr/>		
<b>11.0</b>	<b>Application fees and payment</b>	<b>30</b>
11.1	How to pay	31
<hr/>		
<b>12.0</b>	<b>How to get support</b>	<b>32</b>

## appendices

Appendix A: Glossary	35
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## tables

1	Types of removal licences	4
2	Unit standard and Australian equivalent course	11
3	Online form steps	15
4	Fees and payment	31
5	Example of fee	31

## figures

1	Class A Asbestos Removal Licence	5
2	Class B Asbestos Removal Licence	5

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# 1.0

## Introduction

### **IN THIS SECTION:**

- 1.1 Why you might need a licence
- 1.2 Asbestos removal licences:  
a summary

This guide explains:

- how the asbestos removal licence system works
- whether you need a licence
- how to get a licence.

The Health and Safety at Work (Asbestos) Regulations 2016 (the Asbestos Regulations) set out the requirements for licensing asbestos removal work.

Asbestos removal licences aim to protect workers with the greatest potential for asbestos exposure. They also secure safe removal practices to protect building occupants and others at the workplace.

## 1.1 Why you might need a licence

If a PCBU (a company, sole trader or self-employed person) carries out building, demolition or renovation work on buildings built before 1 January 2000, it may be removing material which contains asbestos.

Under the Asbestos Regulations, the PCBU may need an asbestos removal licence to remove asbestos legally.

## 1.2 Asbestos removal licences: A summary

### Types of licences

There are two classes of asbestos removal licence: Class A and Class B.

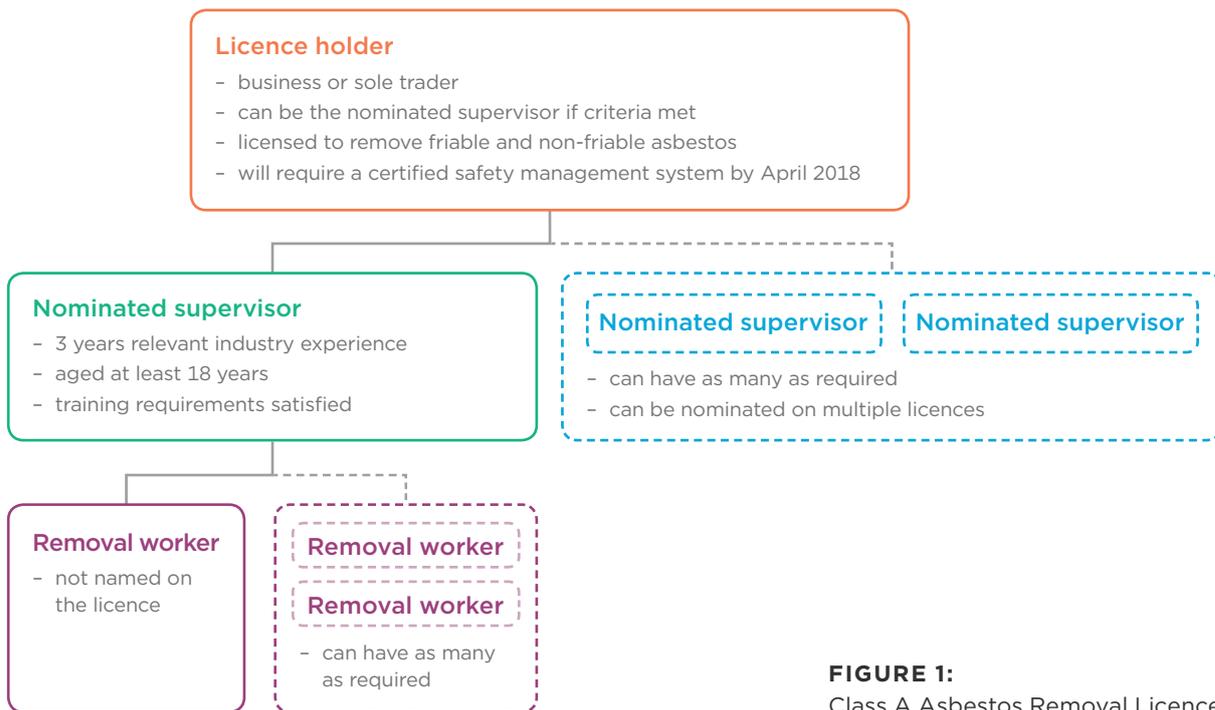
CLASS OF ASBESTOS REMOVAL LICENCE	TYPE AND AMOUNT OF ASBESTOS THAT CAN BE REMOVED UNDER THAT LICENCE
Class A	Any type or quantity of asbestos or ACM, including any amount of: <ul style="list-style-type: none"> <li>- friable asbestos or ACM</li> <li>- asbestos-contaminated dust or debris (ACD)<sup>1</sup></li> <li>- non-friable asbestos or ACM.</li> </ul>
Class B	<ul style="list-style-type: none"> <li>- over 10 m<sup>2</sup> (cumulatively, over the whole course of the site's removal project) of non-friable asbestos or ACM</li> <li>- ACD associated with removing over 10 m<sup>2</sup> (cumulatively, over the whole course of the site's removal project) of non-friable asbestos or ACM<sup>2</sup></li> </ul>

**TABLE 1:**  
Types of  
removal licences

<sup>1</sup> Except ACD associated with removing non-friable asbestos, or when the ACD is not associated with asbestos removal and is only a minor contamination.

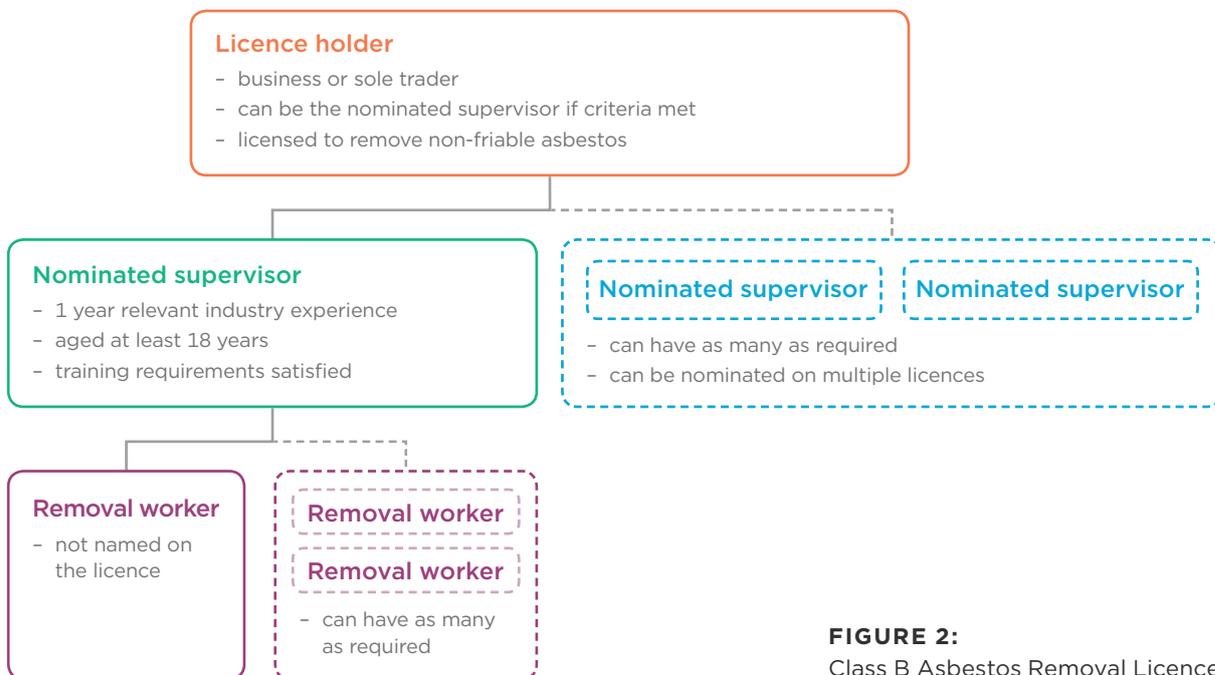
<sup>2</sup> Except ACD associated with removing 10 m<sup>2</sup> (cumulatively, over the whole course of the site's removal project) of non-friable asbestos or ACM, or when the ACD is not associated with removing 10 m<sup>2</sup> (cumulatively, over the whole course of the site's removal project) of non-friable asbestos or ACM.

### Class A Asbestos Removal Licence



**FIGURE 1:**  
Class A Asbestos Removal Licence

### Class B Asbestos Removal Licence



**FIGURE 2:**  
Class B Asbestos Removal Licence

A licence is not required for removing:

- up to and including 10 m<sup>2</sup> of non-friable asbestos or ACM, cumulatively, over the whole course of the removal project for the site
- ACD associated with removing up to and including 10 m<sup>2</sup> of non-friable asbestos or ACM and associated minor ACD.

## Licence holder

The PCBU holds the asbestos removal licence (either Class A or Class B). The licence authorises the holder to remove the type of asbestos covered by the class of licence.

It is an offence under the Asbestos Regulations for a PCBU to carry out, direct, or allow a worker to carry out Class A or Class B asbestos removal work unless the PCBU holds the relevant licence.

The licence holder nominates supervisors on their licence to supervise asbestos removal workers. An asbestos removal licence must have at least one nominated supervisor. However, there is no limit to the number of supervisors a licence can have.

A Class A asbestos removal licence holder must provide evidence to WorkSafe that they have a certified safety management system.

## Supervisors

A supervisor must be a competent person that can oversee the removal work and make sure the work is done safely and in accordance with the Asbestos Regulations.

Supervisors must be:

- present at the removal area whenever Class A asbestos removal work is being carried out
- in the vicinity, and readily available to workers whenever Class B removal work is being carried out.

Supervisors can be nominated on more than one licence.

The licence holder may nominate themselves as a supervisor. For example, if they are a sole trader and they meet the competency requirements to be a supervisor.

PCBUs can apply to WorkSafe to add or remove supervisors from a licence at any time.

## Term of the licence

An asbestos removal licence expires five years from the day it was granted unless cancelled earlier.

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2.0

Who may apply  
for an asbestos  
removal licence

## 2.0 Who may apply for an asbestos removal licence

Only a PCBU that carries out, or proposes to carry out asbestos removal work may apply for an asbestos removal licence.

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# 3.0

## Supervisors on asbestos removal licences

### **IN THIS SECTION:**

- 3.1 Age restrictions
- 3.2 Required experience and qualifications for supervisors

# Applications for Class A or Class B asbestos removal licences must include the name(s) of the competent person(s) engaged to supervise the asbestos removal work.

If the applicant is an individual who proposes to also supervise asbestos removal work, the supervisor details must relate to the applicant.

## 3.1 Age restrictions

Each nominated supervisor must be at least 18 years of age.

If the individual applicant is also the supervisor, the applicant must be at least 18 years of age.

Evidence of age is required as part of the application process.

## 3.2 Required experience and qualifications for supervisors

### Required experience

Each nominated supervisor, or the individual applicant who is also the supervisor, must have at least:

- three years relevant industry experience in removing friable asbestos for a Class A asbestos removal licence
- one year's relevant industry experience removing non-friable asbestos for a Class B asbestos removal licence.

WorkSafe requires the applicant to provide proof of this experience by submitting a description of the work conducted over:

- a three-year period (at least) for a Class A asbestos removal licence
- a one-year period (at least) for a Class B asbestos removal licence.

**Note:** One year is taken to equate to 200 days of experience, whilst 3 years is taken to equate to 600 days of experience.

Evidence of experience should show that the supervisor has:

- been actively engaged in asbestos removal work in the last six months
- suitable experience for the class of asbestos removal licence being applied for.

## Qualifications

Supervisors must satisfy training requirements to be nominated on a Class A or B asbestos removal licence.

This includes formal training in asbestos removal and supervising asbestos removal, provided by accredited training providers. The training is set at NZQA level 5.

The Australian equivalent courses are also accepted in lieu of the unit standards above. The table below shows the unit standard and the Australian equivalent course.

<b>COURSE</b>	<b>UNIT STANDARD</b>	<b>AUSTRALIAN EQUIVALENT</b>
Remove Non Friable Asbestos	29765	CPCCE3014A
Remove Friable Asbestos	29766	CPCCE3015A
Supervise Asbestos Removal	29767	CPCBC4051A
Conduct Asbestos Assessment	29768	CPCBC5014A

**TABLE 2:**  
Unit standard  
and Australian  
equivalent course

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# 4.0

## How to complete the application form

# This information will help you complete the Application for Asbestos Removal Licence form.

If you have further questions about the application form, please contact WorkSafe on 0800 030 040, or email: [asbestos@worksafe.govt.nz](mailto:asbestos@worksafe.govt.nz)

For WorkSafe to accept your application, you must:

- complete the form correctly
- provide all supporting documentation, and
- pay the prescribed fee.

Failure to do any of these things will delay your application. You will be asked to provide any missing information. If you do not do this within the given timeframe (which will be at least 28 days) WorkSafe will treat your application as withdrawn.

Each application will be assessed on the details provided. However, WorkSafe may contact you for additional information.

You may apply by:

- completing the online form and submitting to WorkSafe (preferred)
- completing the PDF version of the form and emailing it to WorkSafe, or
- printing the PDF version of the form, completing the required information, then scanning and emailing or posting the form to WorkSafe.

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# 5.0

## Apply using the online form

The online application process is divided into two parts. First you complete the applicant details and submit this to WorkSafe. You will then receive an email within two working days, providing you with a link to add your nominated supervisors.

Before you begin, read through the instructions and make sure you have all the required documentation ready. Once you begin entering either the applicant details or nominated supervisors, you cannot save a draft to continue at a later time.

From the WorkSafe website, click the online version of the *Application for Asbestos Removal Licence*.

Follow these steps to apply online.

**Note:** Mandatory fields in the online form are indicated with a red asterisk.

STEP	ACTION
1.	<p>Complete the Step 1 – Applicant Details screen:</p> <ul style="list-style-type: none"> <li>- Select the type of licence being applied for from the dropdown list.</li> <li>- Complete the Applicant Details section. <ul style="list-style-type: none"> <li>- Enter the full legal name of business (eg name registered with the Companies Office or Inland Revenue).</li> <li>- Enter the trading name (if different from the full legal name), and New Zealand Business Number (NZBN) for the PCBU applying for the licence.</li> </ul> </li> <li><b>Note:</b> You can find your company's NZBN by searching the company at: <a href="http://www.nzbn.govt.nz">www.nzbn.govt.nz</a></li> <li>- Complete the Contact person section. <ul style="list-style-type: none"> <li>- Provide the details of the person that WorkSafe can contact during the application process if necessary, and once any licence has been granted.</li> <li>- You must complete the first name, last name and email fields, and provide at least one contact phone number.</li> </ul> </li> <li>- Complete the Physical address section. <ul style="list-style-type: none"> <li>- Provide the current business address details by completing the level/unit number and building name (if relevant), street number, street name, suburb (if relevant), town/city and postcode fields.</li> </ul> </li> <li>- Complete the Postal address section. <ul style="list-style-type: none"> <li>- Select 'Yes' if the postal address is the same as the physical address.</li> <li>- Select 'No' and complete the required fields if the postal address is different to the physical address.</li> </ul> </li> <li>- Click Next.</li> </ul>
2.	<p>Complete the Step 2 – Equivalent licences in Australia screen:</p> <ul style="list-style-type: none"> <li>- Select 'Yes' or 'No' for each question. <ul style="list-style-type: none"> <li>- If 'Yes' is selected, enter a declaration to provide further details.</li> </ul> </li> <li><b>Note:</b> Having a licence suspended or cancelled, or having a conviction does not automatically exclude the PCBU from holding an asbestos removal licence.</li> <li>- Click Next.</li> </ul>
3.	<p>Complete the Step 3 – Certified safety management system screen:</p> <ul style="list-style-type: none"> <li>- For a Class A application only, select 'Yes' or 'No' to indicate if you have a certified safety management system in place. If 'Yes' is selected you must upload your evidence: <ul style="list-style-type: none"> <li>- Click Attach File, then click Browse to locate and select the file.</li> <li>- Click Open, then click Upload File. You will see on-screen confirmation that the file has been uploaded successfully.</li> </ul> </li> <li><b>Note:</b> If you select 'No' you will be requested to provide it before the application can be progressed.</li> <li>- Click Close.</li> <li>- Click Next.</li> </ul>
4.	<p>Review the Step 4 – Fees screen:</p> <ul style="list-style-type: none"> <li>- Review the fee payment information, then click Submit. <ul style="list-style-type: none"> <li>- You will see on-screen confirmation that your application is complete.</li> </ul> </li> <li>Click Close. <ul style="list-style-type: none"> <li>- You must now wait to receive an email from WorkSafe with a link to add your nominated supervisor(s) to your application.</li> </ul> </li> </ul>
5.	<p>Click the link within your email from WorkSafe.</p> <p>The Supervisor Details screen displays.</p>

STEP	ACTION
6.	<p>Complete the Supervisor Details section:</p> <ul style="list-style-type: none"> <li>- Enter the first name, last name and date of birth for the nominated supervisor.</li> <li>- Select the relevant licence class from the dropdown list.</li> </ul>
7.	<ul style="list-style-type: none"> <li>- Attach all of the required files: <ul style="list-style-type: none"> <li>- Select 'Yes' in the relevant dropdown list, then click Attach Files. The Upload Files screen displays.</li> <li>- Select the type of file you are uploading from the Type dropdown list (eg Evidence of supervisor's experience).</li> <li>- Locate the file to upload by clicking to select the file source (eg Browse for a file).</li> <li>- Click Upload.</li> </ul> </li> </ul> <p><b>Note:</b> Provide a recent head-and-shoulders passport-sized photo of each nominated supervisor. Photographs must:</p> <ul style="list-style-type: none"> <li>- be less than six months old</li> <li>- be full colour, on plain white photographic paper with no border</li> <li>- not have creases or tears</li> <li>- be taken against a plain cream or other light-coloured background</li> <li>- have a strong contrast between the image and background</li> <li>- not have shadows</li> <li>- not contain other objects or people</li> <li>- be a true image, not altered in any way</li> <li>- be clear and in focus</li> <li>- be head and shoulders only, with the head facing straight at the camera</li> <li>- make sure the maximum head size, including hair, is 75% of the photo</li> <li>- have eyes open, no red-eye, and not have a reflection or glare from glasses</li> <li>- not have a head covering, such as hats, unless for religious reasons</li> <li>- not have anything covering the face.</li> </ul> <p>You must also provide evidence that each supervisor is at least 18 years old. This could be a copy of the photo page of their passport, driver's licence or firearms licence.</p> <ul style="list-style-type: none"> <li>- Click Close to return to the main screen. <ul style="list-style-type: none"> <li>- You may view the files you have uploaded by clicking View files. If required, you may remove a file by selecting the Remove checkbox, then click Remove file.</li> </ul> </li> </ul>
8.	<p>Indicate if you have any more supervisors to add. If more supervisors to add:</p> <ul style="list-style-type: none"> <li>- Select 'Yes' from the dropdown list.</li> <li>- Click Submit. A screen displays to thank you for your application.</li> <li>- Click <a href="#">click here</a>.</li> <li>- Repeat from step 6 above.</li> </ul> <p>If no more supervisors to add:</p> <ul style="list-style-type: none"> <li>- Select 'No' from the dropdown list. A Declaration section displays.</li> </ul>
9.	<p>Complete the Declaration section:</p> <ul style="list-style-type: none"> <li>- Select 'Yes' or 'No' for each statement.</li> <li>- Enter your first and last name in the Name field.</li> <li>- Enter the date in the Date field.</li> <li>- Click Submit. A screen displays to thank you for your application.</li> <li>- Close your browser session.</li> </ul>

**TABLE 3:** Online form steps

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# 6.0

## Apply using the PDF form

### **IN THIS SECTION:**

- 6.1 Type of licence applied for
- 6.2 Applicant details
- 6.3 Equivalent licenses in Australia
- 6.4 Certified safety management system
- 6.5 Supervisor details
- 6.6 Supervisor additional documents required
- 6.7 For a class A or B application
- 6.8 Additional supervisors
- 6.9 Applicant's declaration

## 6.1 Type of licence applied for

You must select the class of licence you require:

- for a Class A asbestos removal licence, tick 'Class A'
- for a Class B asbestos removal licence, tick 'Class B'.

Only tick ONE box.

**Note:** Class A licence holders are authorised to carry out both Class A and Class B asbestos removal work.

## 6.2 Applicant details

Enter the full legal name of the business (eg name registered with the Companies Office or Inland Revenue).

Enter the trading name, and New Zealand Business Number (NZBN) for the PCBU applying for the licence in the boxes provided.

**Note:** You can find your company's NZBN by searching for the company at: [www.nzbn.govt.nz](http://www.nzbn.govt.nz)

### Contact person

Provide the details of the person that WorkSafe can contact during the application process if necessary, and once any licence has been granted.

You must complete the first name, last name and email fields, and provide at least one contact phone number.

### Physical address

Provide the current business address details by completing the level/unit number and building name (if relevant), street number, street name, suburb (if relevant), town/city and postcode fields in the boxes provided.

The physical address must be a New Zealand address and cannot be a postal address (PO Box).

### Postal address

Only provide postal address details if the postal address is different to the physical address.

Otherwise, tick 'Same as above' and leave the remaining boxes blank.

## 6.3 Equivalent licenses in australia

You must tick 'Yes' or 'No' to each question.

If 'Yes' is ticked for any of the questions in this section, make a declaration to provide further details about the statement.

Having a licence suspended or cancelled, or having a conviction, does not automatically exclude the PCBU from holding an asbestos removal licence.

## 6.4 Certified safety management system

For Class A asbestos removal licences, you must tick the appropriate statement about the status of your safety management system. If your safety management system is certified, attach evidence of the certification to your application.

We accept certification of safety management systems to either AS/NZS 4801:2001 or OHSAS 18001.

To find an audit body if you require certification, please go onto the JAS-ANZ website: [www.jaz-anz.org](http://www.jaz-anz.org) hover your cursor over 'Our Directory' across the top and then select 'Accredited Bodies Search' in the drop down list.

Click 'advanced search' to search by Standard, ensure you leave schemes program etc empty, but do change the country to NZ.

In the standards section, select 18001 or 4801 and click search. This will provide you a list of certification and auditing bodies.

Please note, this is for Class A licence holders only – not Class B.

## 6.5 Supervisor details

Provide the name of the person or people who will be a supervisor for the licence.

Additional supervisors may be included, but you must complete a separate *Asbestos Removal Licence Additional Supervisor* form for each one.

Complete the first name, last name and date of birth fields.

## 6.6 Supervisor additional documents required

Provide a recent head-and-shoulders passport-sized photo of each nominated supervisor.

Photographs must:

- be less than six months old
- be full colour, on plain white photographic paper with no border
- not have creases or tears
- be taken against a plain cream or other light-coloured background
- have a strong contrast between the image and background
- not have shadows
- not contain other objects or people
- be a true image, not altered in any way
- be clear and in focus
- be head and shoulders only, with the head facing straight at the camera
- make sure the maximum head size, including hair, is 75% of the photo
- have eyes open, no red-eye, and not have a reflection or glare from glasses
- not have a head covering, such as hats, unless for religious reasons
- not have anything covering the face.

You must also provide evidence that each supervisor is at least 18 years old. This could be a copy of the photo page of their passport, driver's licence or firearms licence.

The extra documents may be provided electronically or in hard copy.

Make sure you tick each item to indicate they are included with your application.

## 6.7 For a class A or B application

Make sure you tick each box to indicate the information you are providing to WorkSafe.

### Experience

You must provide evidence that the nominated supervisor has at least:

- three years' relevant industry experience in removing friable asbestos for a Class A application
- one years' relevant industry experience in removing non-friable asbestos for a Class B application.

**Note:** one year is taken to equate to 200 days of asbestos removal experience. As such, three years is taken to be 600 days.

You may demonstrate experience by submitting a description of the work conducted over the applicable period (at least),.

Provide the relevant business name, first and last name (if different to the business name), work and/or mobile phone number, and email address.

Complete the *Supervisor Experience* table in this guide and submit it for each nominated supervisor with the licence application, unless you can provide your own records.

### Training

Attach certificates showing that the nominated supervisor has the appropriate training for the class of licence as well as the supervision of asbestos removal, which meet the requirements stipulated under 'Qualifications' on page XX.

## 6.8 Additional supervisors

Show the number of *Asbestos Removal Licence Additional Supervisor* forms that are attached to your asbestos removal licence application.

If there are no additional supervisors, enter '0'.

## 6.9 Applicant's declaration

Tick 'Yes' for each item to declare it correct. If the statement is not correct you must provide details about each conviction, finding of guilt or enforceable undertaking.

You must also confirm that you consent to WorkSafe making enquiries and exchanging information with work health and safety regulators in Australia (if the applicant is, or has been, based in Australia).

Enter your first and last name, and the date, in the space provided. This is considered to be an electronic signature that is reliable for the purpose of this application.

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# 7.0

## Where to send your application

### **IN THIS SECTION:**

7.1 Supervisor experience

Send your completed application and documents to WorkSafe by email or post.

**Email:** [asbestos@worksafe.govt.nz](mailto:asbestos@worksafe.govt.nz)

Put the PCBU's legal name in the email's subject line.

**Post:** WorkSafe New Zealand, CAR Team, Asbestos Licensing, PO Box 165, Wellington.

## **7.1 Supervisor experience**

Please fill in the form available at: [worksafe.govt.nz](http://worksafe.govt.nz) to supply evidence of supervisor training.

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# 8.0

## The licence application process

### **IN THIS SECTION:**

8.1 Missing the timeframe

# You must provide WorkSafe with enough information so it can decide whether or not you qualify for an asbestos removal licence.

It is important that you work out exactly what you need to send. If you do not provide the correct information to WorkSafe, there could be a delay in processing your application.

For each asbestos removal licence application, WorkSafe needs to:

- check that the application contains all the required information
- process the fee
- confirm the applicant criteria
- confirm the supervisor criteria
- check evidence (call referees etc)
- notify the applicant about the decision.

## 8.1 Missing the timeframe

This process will be delayed if information is missing or if WorkSafe requires more information.

In this case, you will be notified and given time to provide the information (at least 28 days).

If you miss the timeframe to supply missing or additional information and do not contact WorkSafe, it will treat your application as withdrawn.

You will need to begin the application process again, including repaying the fee.

You can contact WorkSafe and request a time extension to provide the information if you have a valid reason for not supplying the information in the specified time.

You will be notified if WorkSafe proposes to refuse to grant a licence. You will be given time to prepare and submit a submission (at least 28 days) to give WorkSafe additional information to reconsider your application.

You will be notified of WorkSafe's final decision.

If WorkSafe does not make a decision within 120 days after receiving the application or any additional information requested, WorkSafe is taken to have refused to grant the licence.

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# 9.0

## The licence application decision

### **IN THIS SECTION:**

- 9.1 When the licence is granted
- 9.2 When the licence is granted with conditions attached
- 9.3 If WorkSafe refuses to grant a licence
- 9.4 Requesting a review of the decision

WorkSafe will make a decision whether to issue a licence based on the information and evidence you provide.

WorkSafe will either:

- grant the licence, or
- grant the licence with conditions attached, or
- refuse to grant the licence.

### **9.1 When the licence is granted**

Within 14 days after WorkSafe makes the decision, you will receive a letter advising that your licence has been granted. Your licence name, number, type, expiry date and approved supervisors will be included in the letter.

You will receive the licence document in the post as soon as it is ready. In the meantime, you can use the letter as an interim licence document.

### **9.2 When the licence is granted with conditions attached**

WorkSafe may impose any conditions it considers appropriate on an asbestos removal licence. For example, it may require you to put control measures in place when carrying out work or activities under the licence.

You are entitled to apply to WorkSafe for a review of the decision if your licence is granted with conditions.

### **9.3 If worksafe refuses to grant a licence**

If WorkSafe decides to refuse your asbestos removal licence application, it will notify you that it proposes to refuse to grant the licence.

You will receive a notification letter that will include WorkSafe's reasons for the proposed refusal.

You are entitled to make a submission to WorkSafe outlining why you believe the licence should be granted. The notification letter will provide details of the submission process and provide a due date for any submission you may want to make (at least 28 days).

After the submission period has ended, and within 14 days after making the decision, WorkSafe will advise you of its final decision.

## How does worksafe decide whether it should grant a licence?

WorkSafe must be satisfied that:

- the application was made in accordance with the Asbestos Regulations
- for individual applicants: the applicant resides in New Zealand. If the applicant resides outside New Zealand, there must be circumstances to justify WorkSafe granting the licence
- for body corporate applicants: the applicant's registered office is located in New Zealand. For applicants located outside New Zealand, there must be circumstances that justify WorkSafe granting the licence
- the applicant can ensure
  - that asbestos removal work that relates to the licence are carried out safely and competently
  - compliance with any conditions that will apply to the licence (WorkSafe will assess the applicant's previous compliance with current and previous health and safety legislation and regulations in New Zealand and Australia)
  - compliance with any previous licence the applicant held in New Zealand or Australia
- each nominated supervisor meets the requirements to be nominated on the licence.

WorkSafe must refuse to grant a licence if the applicant:

- is disqualified under the law of an Australian State or Territory from holding an equivalent licence
- has given false or misleading information in the application, or has failed to give information that should have been given.

### 9.4 Requesting a review of the decision

You are entitled to prepare and send a submission to WorkSafe outlining why you believe the licence should be granted.

The application needs to be made using the *Apply for a Review of a Licence Decision* form and must be submitted to WorkSafe within 28 days after the date that WorkSafe gave you written notice of the decision.

An applicant may apply for a review for any of the following decisions:

- refusal to grant a licence
- imposing a condition when granting or renewing a licence
- refusal to renew a licence.

You need to state why you want the decision to be reviewed, and include any additional information that will support your application.

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# 10.0 Asbestos removal licence register

WorkSafe keeps a register of all asbestos removal licences on the WorkSafe website.

Information published in the asbestos removal licence register includes:

- the licence holder name
- licence number
- licence class (A or B)
- licence expiry date
- supervisor name(s).

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# 11.0

## Application fees and payment

### **IN THIS SECTION:**

11.1 How to pay

Applying for an asbestos removal licence incurs a non-refundable fee. Asbestos removal licence fees are listed as follows:

ITEM	FEE PAYABLE (incl gst)	NOTES
Application for Class A asbestos removal licence	\$490.00	Licence valid for 5 years
Nominated supervisor in Class A asbestos removal licence application	\$470.00	Fee is for each supervisor
Application for Class B asbestos removal licence	\$490.00	Licence valid for 5 years
Nominated supervisor in Class B asbestos removal licence application	\$80.00	Fee is for each supervisor
Application to add a new nominated supervisor to Class A asbestos removal licence	\$550.00	Fee is for each supervisor
Application to add a new nominated supervisor to Class B asbestos removal licence	\$170.00	Fee is for each supervisor

**TABLE 4:**  
Fees and payment

For example, if you are applying for a Class A licence, and you have three supervisors, your fee is:

<b>Class A licence</b>	1 x \$490.00 =	\$490.00
<b>Supervisors</b>	3 x \$470.00 =	\$1410.00
	<b>TOTAL</b>	<b>\$1,900.00</b>

**TABLE 5:**  
Example of fee

## 11.1 How to pay

Preferred methods of payment are internet banking or over the counter at any Westpac branch.

When paying, you must enter 'asbestos' in the particulars, and enter the first 12 characters of the name that will be on the licence document (the 'Full legal name' in the Applicant Details section) as the reference. If you do not do this, your payment cannot be tracked and you may be asked to pay again.

**Note:** payments will not be accepted at WorkSafe offices.

You will be sent a GST receipt when your payment has been processed.

WorkSafe's account details are:

Account Name: WorkSafe New Zealand

Bank: Westpac Account 03-0251-0040445-000

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# 12.0

## How to get support

For more information about asbestos and asbestos removal licensing, go to our website: [worksafe.govt.nz](http://worksafe.govt.nz)

[Health and Safety at Work \(Asbestos\) Regulations 2016](#)

[Approved Code of Practice for the Management and Removal of Asbestos](#)  
(check WorkSafe's website for updates)

Email: [asbestos@worksafe.govt.nz](mailto:asbestos@worksafe.govt.nz)

Phone: 0800 030 040

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# Appendix

## IN THIS SECTION:

Appendix A: Glossary

## Appendix A: Glossary

TERMS	DEFINITIONS
ACM	Asbestos-containing material.
ACD	Asbestos-contaminated dust.
Business	An activity carried out with the intention of making a profit or gain.
Certificate of Competence holder	An asbestos worker who is authorised by WorkSafe to conduct restricted work relating to asbestos specified in the certificate.  Certificates of Competence were issued under the Health and Safety in Employment (Asbestos) Regulations 1998.
Certified safety management system	A safety management system that: <ul style="list-style-type: none"> <li>- an auditor accredited by JAS-ANZ or NATA has certified as being compliant with: <ul style="list-style-type: none"> <li>- AS/NZS 4801:2001 Occupational Health and Safety Management Systems, or</li> <li>- another international standard recognised by WorkSafe, and</li> </ul> </li> <li>- meets any requirements prescribed in a safe work instrument issued by WorkSafe (if there is one).</li> </ul>
Friable asbestos or ACM	Asbestos in a powder form or able to be crumbled, pulverised, or reduced to a powder by hand pressure when dry.
JAS-ANZ	Joint Accreditation System of Australia and New Zealand.
NATA	National Association of Testing Authorities (Australia).
Non-friable asbestos or ACM	Asbestos that is not friable (including material containing asbestos fibres reinforced with a bonding compound).
NZQA	New Zealand Qualifications Authority.
PCBU	A person who conducts a business or undertaking.  A PCBU may be an individual person or an organisation. In most cases the PCBU will be an organisation (for example, a business entity such as a company). An individual, such as a sole trader, can also be a PCBU.
Undertaking	An activity that is non-commercial in nature (eg certain activities of a local authority).



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