



Applicant Guide - Application for Demolition Licence [CLASS 1 and CLASS 2]

Licensing Services Directorate, Department of Mines, Industry Regulation and Safety

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Disclaimer – The information contained in this guide is provided as general information only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

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1. When is a Demolition Licence required?

WorkSafe WA regulates demolition work and determines applications for Demolition licences. The information is based on the *Work Health and Safety Act 2020 (WA)* (the Act) and Division 1 of Part 4.5 of the *Work Health and Safety (General) Regulations 2022 (WA)* (the Regulations).

A Demolition licence of the appropriate class is required when work is as follows for each class.

Class 1 demolition work is work:

- work comprising the total demolition or dismantling of a structure that is 10 metres or more in height when measured from the lowest ground level of the structure to the highest part of the structure;
- comprising the partial demolition or dismantling of a structure that is 10 metres or more in height when measured from the lowest ground level of the structure to the highest part of the structure;
- comprising demolition work on a structure; and involving the use of load shifting equipment on a suspended floor;
- work comprising demolition work on pre-tensioned or post-tensioned structural components of a structure;
- work comprising demolition work on a structure containing precast concrete elements erected by the tilt-up method of construction;
- work involving the removal of key structural members of a structure so that the whole or a part of the structure collapses;
- work done to a structure involving explosives;
- work comprising demolition work on a structure that involves the use of a tower crane or any crane with a safe working load greater than 100 tonnes;
- work involving the removal of an area of brittle or fragile roofing material in excess of 200 m² from a structure if any part of the area to be removed is 10 metres or more above the lowest ground level of the structure.

Class 2 demolition work is work comprising demolition work involving a structure that is less than 10 metres in height when measured from the lowest ground level of the structure to the highest part of the structure, **excluding** –

- demolition work involving a single storey dwelling;
- demolition work on a structure; and involving the use of load shifting equipment on a suspended floor;
- demolition work on pre-tensioned or post-tensioned structural components of a structure;
- demolition work on a structure containing precast concrete elements erected by the tilt-up method of construction;
- work involving the removal of key structural members of a structure so that the whole or a part of the structure collapses;
- work done to a structure involving explosives;
- work comprising demolition work on a structure that involves the use of a tower crane or any crane with a safe working load greater than 100 tonnes.

A licence is not required for demolition work on:

- A fence or wall less than 1.8 metres in height; or
- A structure less than 2 metres in height; or
- A structure by a person in the metal fabrication or engineering industry in the course of maintaining, refurbishing, upgrading, modifying or decommissioning plant.

2. Who may apply for a Demolition licence?

You can apply for a demolition licence if:

- you reside, or your registered office is located, in WA. (If outside of WA circumstances must exist that justify the grant of the licence); and
- your nominated supervisor (which can be you), has been trained in safe methods of demolition work by an RTO; and
- your nominated supervisor (which can be you) can provide evidence to demonstrate relevant and recent experience in demolition work applicable to the class of demolition licence being sought, including investigation, planning and supervising safe methods of the demolition work; and
- the experience can be verified by two written references; and
- you are able to provide a safety management plan.

3. Applying for a Demolition Licence

Body Corporate entities and individuals may apply for a demolition licence.

If you are applying as a Body Corporate, you must ensure that the name and ACN provided matches the Australian Securities and Investment Commission (ASIC) registration.

If you are applying as an individual, you must ensure that the name details provided are the same as those that appear on the identification documentation you provide. If your name has changed you will need to provide evidence (e.g. marriage certificate, date of birth, change of name certificate etc.).

If you are trading under a business name (trading name), a Business Name Extract issued by ASIC must be provided with the application form.

4. Nominated Supervisor

An application for a demolition licence must include the nomination of a supervisor. This person must be approved by the regulator as a competent person and must demonstrate this in a number of ways throughout the application.

5. Training

Nominated Supervisors must show evidence that they have been trained in safe work methods of demolition.

To satisfy this requirement, Nominated Supervisors must attach a certified copy of their Statement of Attainment for the following units of competency, or their replacements, issued by a Registered Training Organisation (RTO):

- CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry; and
- CPCCCM2009 - Carry out basic demolition.

6. Experience

The nominated supervisor must demonstrate recent and relevant demolition experience in investigating, planning and supervising safe methods of demolition for the demolition work.

To demonstrate this, the nominated supervisor must complete the Statement of Experience (SOE) within this application. The SOE must demonstrate experience in the class of demolition work applied for. The experience must include:

- Project start and finish dates/the dates the demolition work was carried out over;
- How many days the demolition work was carried out over;
- The demolition licence number work was carried out under;
- Employers details including details of person/s who can verify/answer questions about the experience;
- Name of project;
- Type of Structure;
- Composite of structure;
- Complete or partial demolition;
- Site address;
- Height and square metering;
- Method of demolition
- The role and responsibilities of the nominated supervisor;
- Name and signature of nominated supervisor;
- Date.

Nominated supervisors must have demonstrated experience in performing work in accordance with *Australian Standard AS2601: The demolition of structures (AS 2601)*.

Experience must be a minimum of three (3) substantial jobs within the past 5 years, in the class for which you are applying. Note: Demolition jobs will be referenced against Demolition of Work Notifications submitted to the WorkSafe Commissioner under regulation 142F.

To assist in verification of the demolition work experience within the SOE, additional information and/or documentation may be requested at any point during the application process. Examples of information and/or documentation that may be requested are Safe Work Method Statements (SWMS), Job Safety Analysis (JSA), demolition management plan, copies of Notification of Demolition Work etc.

If the Nominated Supervisor for this application has been approved as a Nominated Supervisor for a demolition licence holder, within the past 5 years in another jurisdiction under an equivalent legislative framework, or has already been approved as a Nominated Supervisor for another demolition licence holder in WA, within the last 5 years, applicants may provide evidence of this.

As such, the evidence provided will be assessed against the requirements and may be considered as an alternative to the SOE template.

7. Written references

The demolition work experience documented for a nominated supervisor, must be independently verified by the provision of two (2) written references. These references must verify experience provided on the SOE, and should be completed by a credible and independent person.

A credible and independent person is in a position and has the skills to assess the scope and quality of the experience you are claiming.

For experience gained while employed, a credible and independent referee is the nominated supervisor's employer or an authorised representative of the nominated supervisor's employer.

For experience gained while a contractor or subcontractor, a credible and independent person is the client, or the building contractor. If it is not possible to obtain a signed verification from the client or contractor, obtain references from a foreman, supervisor or manager.

A credible and independent referee is not:

- a relative;
- a person with potential conflict (your employee);
- a co-worker or subordinate worker; or
- an office manager or HR manager.

Credible and independent referees may be contacted by Licensing Services to verify your experience.

Written references must outline and verify the Nominated Supervisor's experience, and must include the following details of your experience:

- explanation of the referee's relationship and the capacity to independently verify and endorse the nominated supervisor's experience
- the type of work completed by the nominated supervisor i.e. occupation, duties, roles, and responsibilities;
- the start and finish date of each project the referee is verifying; and
- the address of each demolition project being verified by the referee.

Both written references must be signed and dated by the credible and independent person. It must also include the full name, email address, and telephone number of the referee.

8. Safety Management Plan

Applicant must provide evidence that they have a Safety Management Plan in place that addresses the essential management criteria of planning, consultation, hazard management and training in relation to the class of demolition work they are applying for.

9. Probity Questions

The probity questions listed in the application form must be answered. If you answer 'yes' to any of those questions, you must attach details. A 'yes' response will be considered by the WorkSafe Western Australia Commissioner (Commissioner) on the facts and information provided.

An enforceable undertaking legally binds an offender who has been found guilty of an offence under the OSH or WHS Acts and a penalty has been imposed by the court. The undertaking is entered into with the Commissioner and is an alternative to the payment of fines.

A list of the corresponding WHS laws across Australia can be found at the end of this Applicant Guide.

10. Identification

To establish proof of identity you must provide **ONE primary** document **or at least THREE secondary** documents and a document must include at least name and date of birth.

CREDIT/DEBIT CARDS OR BANK STATEMENTS CANNOT BE ACCEPTED FOR PROOF OF IDENTIFICATION

Primary Identification	Secondary Identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A current driver's licence, learners permit or any other photographic identity document issued under Australian Law	Australian Citizenship or naturalisation document
International Passport or other documents with same characteristics of Passport Current, not expired or cancelled	Current entitlement card issued by a State or Commonwealth Government department (for example, a Medicare, Pension, Health or Veteran)
Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)	Utility bill (for example Telephone, gas or electricity account) not more than 12 months old
Police and Defence identification cards	Water, local rate notice or land valuation notice not more than 12 months old
State or Commonwealth employee photo identification card with DOB	Electoral enrolment card or other evidence of enrolment not more than two years old
Western Australian Photo Card (formerly Proof of Age)	Student Identification Card (Secondary/Tertiary)
WA Recreational Skipper's Ticket issued by Department of Transport	Valid Government issued Certificate of Competency/OHS Certification Australia card
Student Smartrider with photo (issued through School)	Certificate or statement of accomplishment or enrolment from a recognised educational institution
Western Australian current Working with Children Card	Letter from the principal of a recognised educational institution (not older than 12 months)
Western Australian Firearms Identification card	Maritime Security Identification Card (MSIC) or Aviation Security Identification Card (ASIC)
Current Document of Identity issued by the Department of Corrective Services for prisoners (will be accepted as only form of ID if no other can be supplied)	Current motor vehicle registration or insurance papers (not older than 12 months)
	Property Lease agreement (not older than 12 months)

11. Declaration

As part of the application, you must declare that the information is true and correct, and cannot be found to be providing false and misleading information. In addition, you will be required to give consent to the Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider your application

12. Application fee

The relevant fees are published on the WorkSafe website. Your application cannot be processed until payment has been received. You must complete the credit card details at the top of the form prior to submitting.

DMIRS cannot receive payment details by email, so you must submit your application in person or by mail.

If your application is withdrawn, lapsed, or refused, the licence portion paid in respect of the application, may be refunded to you at the discretion of the Commissioner, or his delegate.

13. Approved applications

Your application will be reviewed by the Commissioner's delegate. If the application requirements have been met, your application will be granted, your licence will be issued, and you will be supplied licence document by email.

A demolition licence take effect on the day it is granted and, unless cancelled, expires 3 years after that day.

14. Incomplete applications

Licensing Services do not accept incomplete applications. It is important that you ensure the necessary documentation is provided in support of your application, in order for it to be accepted. Incomplete applications will be returned to the applicant, without action.

15. Insufficient information to make a decision

If an application is accepted by WorkSafe, but does not contain enough information for a decision to be made, the applicant may be asked in writing to provide additional information. The applicant will have 28 days to provide additional information. Information that isn't received by the date specified will result in the application being taken to be withdrawn.

16. How do I renew my licence?

You may apply to renew your licence through the online renewal portal on the WorkSafe website. Applications for renewal must be received by WorkSafe **before the expiry** of the licence as there are no grace periods for late renewal.

Renewal reminders will be sent as a courtesy as long as there is an email address and mobile number recorded on file.

17. How do I keep my details up to date?

The licence holder must notify the Commissioner of a change of residential address, and other contact details, within 14 days of the change occurring.

The licence holder may do this by emailing WorkSafe at WorkSafeLicensing@dmirs.wa.gov.au with their licence number, full name, date of birth, previous details (e.g. previous address) and new details (e.g. updated address). Alternatively the licence holder may also call WorkSafe to update their details. A three point identification check will be carried out before any personal details are changed.

18. What happens if I lose my licence document?

You must notify the Commissioner if the licence document is lost, stolen or destroyed. An application for a replacement licence document must be lodged using the online portal, where you will be required to complete a declaration describing the circumstances in which the original document was lost, stolen or destroyed.

You will need to use the same email address and/or mobile number recorded against your licence record, so that when prompted, Licensing Services can SMS and/or email you your personal, one-time security access code.

19. Defined terms

Corresponding WHS law means any of the following legislation:

Commonwealth

- *Work Health and Safety Act 2011*; and
- *Occupational Health and Safety (Maritime Industry) Act 1993*

Northern Territory

- *Work Health and Safety (National Uniform Legislation) Act 2011*

New South Wales

- *Work Health and Safety Act 2011*; and
- *Work Health and Safety (Mines and Petroleum Sites) Act 2013*

Queensland

- *Work Health and Safety Act 2011*;
- *Coal Mining Safety and Health Act 1999*; and
- *Mining and Quarrying Safety and Health Act 1999*

South Australia

- *Work Health and Safety Act 2012*

Tasmania

- *Work Health and Safety Act 2012*

Australian Capital Territory

- *Work Health and Safety Act 2011*

Victoria

- *Occupational Health and Safety Act 2004*