



WORKSAFE VICTORIA

# NOTIFICATION OF ASBESTOS REMOVAL

Dec 2008

Office use only checklist (please circle)

Please refer to General Information and Instructions at the end of this form for guidance on completing and submitting this application.

<p><b>1. Details of Licensed Removalist</b> (Please print in BLOCK letters)</p> <p>Full Registered Name of Licensed Asbestos Removalist Conducting the Removal as it appears on the Licence <span style="float: right;">Licence Number</span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Telephone Number <span style="margin-left: 150px;">Facsimile</span> <span style="float: right;">ABN</span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Name of Nominated Site Supervisor(s) who will Oversee Removal Work</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Telephone Number of Site Supervisor(s) <span style="margin-left: 50px;">Number of Employees Undertaking Removal Work</span> <span style="float: right;">Email Address</span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Details of Training and Experience of Employees (if different to information already notified)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Date of Risk Assessment Used to Develop Control Plan</p> <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 20px; margin-right: 5px;">/</span> <span style="font-size: 20px; margin-right: 5px;">/</span> <span style="font-size: 20px;">/</span> </div> <p style="margin-left: 200px;">OR <input type="checkbox"/> Risk Assessment not Available – Domestic Premises used Solely for Domestic Purposes <small>(tick if applicable)</small></p>	<p>Is part 1 complete?</p> <p>Y N</p>
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<p><b>2. Details of Client</b></p> <p>Client Name (person or organisation that commissioned the asbestos removal work)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Contact Person <span style="float: right;">Client Telephone</span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>Is part 2 complete?</p> <p>Y N</p>
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<p><b>3. Workplace Name and Address (where asbestos removal work will be performed).</b></p> <p>Workplace Name (include registered business or corporate name)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Workplace Address <span style="float: right;">Postcode</span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Specific Location where Removal Work will take Place (eg. Floor level, name of building)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Date of Notification <span style="margin-left: 150px;">Removal Commencement Date</span> <span style="float: right;">Estimated Completion Date</span></p> <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 20px; margin-right: 5px;">/</span> <span style="font-size: 20px; margin-right: 5px;">/</span> <span style="font-size: 20px;">/</span> </div>	<p>Is part 3 complete?</p> <p>Y N</p>
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<p><b>4. Type of Notification</b></p> <p><b>Tick one of the below:</b></p> <p><input type="checkbox"/> 5 days prior to asbestos removal commencing    OR    <input type="checkbox"/> Notification within 24 hours of an "unexpected situation"    OR</p> <p><input type="checkbox"/> Notification at least 24 hours before commencing removal of &lt;math&gt;\leq 10\text{m}^2&lt;/math&gt; of fixed or installed non-friable asbestos containing material</p> <p><b>AND</b></p> <p><b>Tick one of the below:</b></p> <p><input type="checkbox"/> First notification for this removal job    OR    <input type="checkbox"/> Updated/amended notification for this removal work</p>	<p>Is part 4 complete?</p> <p>Y N</p>
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**NOTE:** The licence holder is not required to notify WorkSafe Victoria of a change to the supervisors for the asbestos notification.

## 5. Type of Workplace

- public location (eg. school, hospital, shopping centre)  industrial
- adjacent to public location  office
- demolition site  domestic premises
- utilities infrastructure (eg. telecommunications pits and pipes, water pipes, gas, sewerage, electrical)
- other (specify)

Is part 5 complete?  
Y N

## 6. Friable Removal

Type of Asbestos Containing Material (ACM)

- Sprayed Limpet
- Pipe lagging
- Insulation
- Manufactured non-friable ACM that has become friable
- Friable millboard
- Friable gaskets
- Other (specify)

Method of Enclosure

- Full Enclosure  Wrap and Cut
- Mini Enclosure  Glove Bag
- Other (specify)

Estimated Removal Quantity

Cubic metres (m3)

## Non-Friable Removal

Type of Asbestos Containing Material (ACM)

- AC roof
- AC pipe
- AC sheet
- Vinyl floor or wall tile
- Fire door
- Pump/Valve Packing
- Zelanite Boards
- Non-Friable gaskets
- Telecommunications pits and pipes
- Other (specify)

Estimated Removal Quantity

Square metres (m2)

Is part 6 complete?  
Y N

## 7. Asbestos Removal Work

Will the asbestos removal work described in this notification result in removal of ALL asbestos-containing material from the entire site?

Yes  No  Do not Know/Unsure

## 8. Name of Organisation Conducting Paraoccupational Airmonitoring

Paraoccupational airmonitoring is required for indoor friable removal and outdoor friable removal that presents a risk.

## 9. Declaration by Applicant

### Declaration

I declare that, to the best of my knowledge, the information provided in this notification and supporting this notification is true and correct in every particular.

I declare that where I provide personal information to WorkSafe Victoria about any other individual, I am authorised to provide that information, the information has been collected in accordance with the Information Privacy Act 2000 (Vic) and the individual has been or will be made aware of WorkSafe Victoria's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal information is collected about them.

Signature of Licence Holder

Date

/  /

Witnessed by (signature) - witness must be at least 18 years of age

Print Name of Witness

Telephone

Declaration signed and dated?  
Y N

Witnessed?  
Y N

**WARNING: The provision of false and misleading information is an offence under the legislation.**

## 10. Internal Use Only

Complete?  
Y N

SV No.	<input type="text"/>	Date / /	CP	<input type="checkbox"/>	RVR	<input type="checkbox"/>
IN	<input type="text"/>	Reg. No.:	TL	<input type="checkbox"/>	LTR-AV	<input type="checkbox"/>
PN	<input type="text"/>	Reg. No.:	OOH	<input type="checkbox"/>	Other	<input type="checkbox"/>
OB	<input type="text"/>	Reg. No.:	ARI	<input type="text"/>		

## 11. General Information and Instructions

This Notification must be faxed or mailed to the WorkSafe regional office closest to the address where the asbestos removal is to be undertaken

### Collection of Personal Information

Personal information collected by WorkSafe Victoria in connection with this notification will be used for the purpose of assessing the notification and administering Victorian occupational health and safety legislation. The information may also be used for the administration and enforcement of other legislation administered by WorkSafe Victoria, administration and evaluation of WorkSafe Victoria's programs generally and legal proceedings.

WorkSafe Victoria may disclose personal information to its contractors and agents; to a court or tribunal; to other regulatory agencies and to any person authorised by the individual to whom it relates, or by law, to obtain it.

WorkSafe Victoria maintains a publicly available database of licence holders. WorkSafe Victoria may publish this information on the WorkSafe website. You may ask us not to publish information about your licence status on the website by sending your request, in writing, to the Manager, Licensing Branch.

WorkSafe Victoria may disclose a person's licence status to employers or prospective employers and members of the public who wish to check this status. Collection of this information may be required by Victorian occupational health and safety legislation.

If you do not provide any or all of the information, your notification may not be accepted or processed.

You have rights to have access to any personal information WorkSafe Victoria holds about you. You should contact the WorkSafe Freedom of Information Unit. You can access the WorkSafe Privacy Policy at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).

### Contact Details

Submit your completed application form and all supporting documentation to:

#### Central

Level 4  
628 Bourke Street  
MELBOURNE 3000  
**Fax** 9941 0560

PO Box 414  
MELBOURNE 3005  
**Ph** 9941 0558

238-250 Plenty Road  
PRESTON 3072  
**Fax** 9485 4501

PO Box 181  
PRESTON 3072  
**Ph** 9485 4555

#### Northern

104 Queen Street  
BENDIGO 3550  
**Fax** 5441 3997

PO Box 1100  
BENDIGO 3552  
**Ph** 5443 8866

76 Lemon Avenue  
MILDURA 3500  
**Fax** 5021 4047

**Ph** 5021 4001

24 Reid Street  
WANGARATTA 3677  
**Fax** 5721 2740

PO Box 714  
WANGARATTA 3678  
**Ph** 5721 8588

148-150 Welsford Street  
SHEPPARTON 3630  
**Fax** 5831 1508

**Ph** 5831 8260

#### Western

8c 333 Gillies Street  
WENDOUREE 3355  
**Fax** 5338 4499

**Ph** 5338 4444

Level 1/1 Yarra Street  
GEEELONG 3220  
**Fax** 5221 7861

PO Box 1143  
GEEELONG 3220  
**Ph** 5226 1200

76 Henna Street  
WARRNAMBOOL 3280  
**Fax** 5564 3210

**Ph** 5564 3200

#### Eastern

Level 3, 33 Princes Hwy  
DANDENONG 3175  
**Fax** 8792 9011

**Ph** 8792 9000

372 Wellington Road  
MULGRAVE 3170  
**Fax** 9565 9400

PO Box 71  
MULGRAVE 3170  
**Ph** 9565 9444

Suites 1 & 2  
6-8 Grey Street  
TRARALGON 3844  
**Fax** 5174 9086

PO Box 1688  
TRARALGON 3844  
**Ph** 5174 8900

**Note: Unsigned or incomplete notifications or notifications not accompanied by the required documentation cannot be processed**

Further information relevant to Notification of Asbestos Removal is available on our website  
[www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)