



Asbestos Licence Renewal Application (R) Guide to Completing the Application Form and Assessment Information

Contents

| | |
|--|---|
| What is this form..... | 2 |
| Who should complete this form | 2 |
| Asbestos Licence Assessment Fee | 2 |
| Application Form | 3 |
| Where can I get advice or help | 3 |
| Further information | 4 |
| How to title your email and where to send your Application | 4 |
| How your application will be assessed..... | 4 |

What is this form

This form is to be used to apply for a renewal [asbestos] licence from the Health & Safety Executive (HSE).

Who should complete this form

To be assessed for a licence, an employer or self-employed person must successfully complete an application for an asbestos licence.

If you wish to continue to work with asbestos and you require a licence to do so, please complete this form.

The Application Form is to be submitted electronically via email to the HSE's Asbestos Licensing Unit (ALU) at AsbLicApplication@hse.gov.uk.

You may also be asked to make yourself available to receive a telephone call from a member of the assessing team at the ALU.

Asbestos Licence Assessment Fee

You have the following options of paying the licence assessment fee:

1. Online by Credit/Debit Card/PayPal via WorldPay (an invoice **will not** be raised).
Links are time limited and will expire after three days.
2. Invoice (Credit/Debit Card/BACS) (an invoice **will be** raised and emailed from the ALU).

The quickest way to pay is online rather than by Invoice. Invoice payments will take longer to process.

You should make payment as soon as possible and not wait until you submit your application as the application will not be checked and assessed until the ALU receives confirmation of full payment of the fee. The fee will not be refunded if your application is unsuccessful, or if you withdraw your application following assessment.

Application Form

The Application Form should be completed by one or more of the senior people listed in Section 1. It is expected that the form is type-written.

Although consultants may support you with your preparation for applying for a licence, they should not complete any part of the Application Form itself. Your licence could be revoked if HSE/ALU discovers subsequently that consultants completed part of your application.

The Application Form is divided into 9 Sections:

- (1) Director / Relevant Person, Organisation Structure & Roles
- (2) Legislative Understanding / Removal, Repair & Encapsulation Techniques / Air Management
- (3) Planning & Plans of Work / Site Checks
- (4) Equipment Maintenance / RPE & PPE Knowledge
- (5) Decontamination / Site Cleaning & Preparation for Reoccupation / Management & Disposal of Asbestos Waste
- (6) Air / Personal Monitoring & Exposure Records / Health Records & Medical Surveillance
- (7) Leadership, Management & Worker Involvement
- (8) Competence & Training
- (9) Measuring Performance & Reviewing Arrangements

1. It is expected that all the Sections are completed. We require:
 - 1.1 Information of any changes within the company since the last assessment.
 - 1.2 Confirmation that issues raised at the last assessment and/or at site inspections have been successfully addressed. Where you have taken action you should describe this in the relevant answer box.
2. If there has been no changes and/or no issues – insert - **No Changes and/or No Issues** - in the relevant answer box.
3. **WE DO NOT REQUIRE YOU TO SUBMIT ANY EVIDENCE TO SUPPORT YOUR APPLICATION.** The assessing inspector will contact you if they require more specific information or clarification on certain matters.

Where can I get advice or help

Please contact the ALU at AsbLicApplication@hse.gov.uk. This email address is monitored daily and a member of the ALU will respond to your query as soon as possible.

Further information

General information on asbestos licensing can be found on the HSE website at:

<http://www.hse.gov.uk/asbestos/licensing/index.htm>

You may also find the following useful:

- L143: Managing and working with asbestos: Control of Asbestos Regulations 2012 Approved Code of Practice (<http://www.hse.gov.uk/pubns/books/l143.htm>)
- HSG247 Asbestos: The Licenced Contractors' Guide (<http://www.hse.gov.uk/pubns/books/hsg247.htm>)
- HSG65: Managing for Health and Safety (<http://www.hse.gov.uk/pubns/books/hsg65.htm>)
- LWIT: Leadership and Worker Involvement Toolkit (<http://www.hse.gov.uk/construction/lwit/>)

How to title your email and where to send your Application

The subject line in email(s) **must** read as follows:

'Name of company, application reference number',

e.g. 'XYZ Asbestos Ltd, Ref 1234

*You will be provided with a reference number by the ALU in the reminder renewal email.

Please submit your Application Form to the ALU at AsbLicApplication@hse.gov.uk.

The ALU will send an acknowledgment email on receipt of your completed application and provide a Target Date for an application/licensing decision.

However, this date could change, subject to the initial check of your application and the subsequent assessment. As a result, your target date may be later than the one specified.

How your application will be assessed

Initial Check of Application

An initial check of your application will only commence on confirmation of payment of the fee **and** the receipt of your completed application. The initial check is conducted by the ALU admin team. This process only checks that the application has been submitted in accordance with the submission guidelines. **The ALU admin do not formally assess your application; this will be carried out at a later stage in the process.** You will be contacted if it is deemed that your application has not been submitted in accordance with the submission guidelines. This may increase the time taken to process the application and could delay the application decision.

Formal Assessment of Application

Once the initial check is complete, the ALU will send a confirmation email and your application will be allocated to an ALU licence assessor to conduct a formal assessment.

The ALU will assess the application using your application, the record of your previous assessment; the record of any available evidence from site inspections and any information requested during the assessment. Based on this information, a licence decision will be made.

The assessing inspector will contact you if they require more specific information or clarification on certain matters.

When we contact you, we will use the contact details you provided. It is important that someone is available to respond to any contact. If you are not able to respond within 24 hours, we will pause your application until you are able to provide the information required. This may increase the time taken to process the application and may result in a later licence decision.

The outcomes of the assessment could be:

- 1 The HSE grants a licence without further intervention, where there is enough evidence and significant matters arising during the past licence period and past assessments have been effectively addressed.
- 2 If there is insufficient evidence but in a limited number of areas, the HSE will contact you to carry out a face-to face assessment meeting. That meeting will focus on the areas where there is not enough information and will not be as extensive as current assessments. All the information the HSE has after that meeting will be used to make a licence decision.
- 3 If there is clearly insufficient evidence, the application may be refused without an assessment meeting.