

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
How to title your email and where to send your Application	3
How your application will be assessed	4
Application Timeframe	5
General information on asbestos licensing.....	6
Where can I get advice or help	7

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

If you wish to continue to work with asbestos and you require a licence to do so, please complete this form. It should be completed by one or more of the senior people listed in Section 1 of the form.

Asbestos Licence Assessment Fee

A fee is payable by the applicant to the HSE on each application for a licence under the Control of Asbestos Regulations 2012.

The fee is a fixed fee, regardless of the type of licence applied for/granted and is not linked to the term of the licence. The fee is for the assessment of an applicant's fitness to hold a licence to work with asbestos and must be paid in full on each application and before any assessment is carried out. It is not for 'paying for a licence'. Furthermore, the asbestos licence assessment fee is exempt from VAT.

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 HSE's Asbestos Licensing Unit (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 once the ALU starts processing your application; you withdraw your application prior to formal assessment, or your application is unsuccessful.

Application Form

The form should be type-written and submitted as one document either in Word or in PDF. All the Sections should be completed.

Although consultants may support you with your preparation for applying for a licence, they should not complete any part of the Application Form itself.

The Application Form is divided into 9 Sections:

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

We **require** on submission:

- Information of any changes to your organisation structure, personnel (supervisory & management level) since the last licence assessment and how this has affected planning, implementation and monitoring of licensed asbestos removal.
- Information of any changes to providers of competent advice, audits or other relevant services since the last licence assessment, with reasons why.
- Changes, reviews and improvements made over the licence period, for example, to implement new guidance and for continuous improvement and development and what improvements this brought.
 - How you addressed feedback and concerns arising from:
 - The last licence assessment;
 - Inspections, audits and incidents, and
 - Personal exposure levels or other monitoring undertaken over the licensing period, including underlying issues/root causes and how you have used your findings to improve health and safety/asbestos management.

PLEASE NOTE: There is no need to repeat information from previous applications. Information should relate to the current licence period and be relevant to the specific section of the form.

HSE will use the information contained in the application form to assess progress since the last assessment. The information provided should be succinct and easy to follow. If more information is needed, we will request it.

We do **not** require on submission:

- **Any evidence to support your application.** You will be asked for specific information/documents when the allocated assessor starts your assessment.

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, Renewal Asbestos Licence Application Form

*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 not be notified of delivery failure. If you have not received an email from the ALU (following submission of your application) within five working days, indicating that we have received your application, please contact the ALU at AsbLicApplication@hse.gov.uk

How your application will be assessed

Initial Check of Application

An initial check of your application will be conducted by the ALU admin team. **This will only commence on confirmation of payment of the fee and the receipt of your completed application.** The ALU admin team do not formally assess your application; this will be carried out at a later stage in the process.

This process only checks that the application has been submitted in accordance with the submission guidelines.

You will be contacted if it is deemed that your application has not been submitted in accordance with the submission guidelines and/or to request clarification. This may increase the time taken to process the application and could delay the application decision.

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 subsequent assessment. As a result, your target date may be later than the one specified.

Formal Assessment of Application

Your application will be allocated to an ALU licence assessor to conduct a formal assessment.

They will assess your application, the record of your previous assessment; the record of any available evidence from site inspections and any information requested during the assessment.

They will contact you for specific information, for example:

- Plans of Work
- SOPs
- Policies
- Evidence of Personal monitoring
- Evidence of Training
- Evidence of Face-Fits
- Evidence of Medicals
- Evidence of Audits
- ELCI
- Organisation Chart

It is in your interest to prepare ahead so that you can provide the information as soon as possible.

They will either contact you using the email address you provided, by a telephone call or an online call via Microsoft Teams. You should ensure that someone is available to respond and you are able to communicate via an online Teams call, if necessary.

Your licence application will be paused until we receive the information required, which could result in the target date for your licence decision being pushed back. The assessment will continue only once the assessor has received all the information requested. We set a deadline to ensure fairness for all applicants.

A licence decision will be made based on the information in your Application Form and what you provide in response to requests from the assessor and the progress made on actions committed to at previous assessments.

The outcomes of the assessment could be:

- 1 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 (online call via Microsoft Teams). That meeting will focus on the areas where there is not enough information. 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.

Important: If you have not carried out any licensable work during the licence period, we will explore the reasons for this with you. We will normally only grant a one-year licence on renewal, subject to a successful assessment. Should no licensable work be carried out in the next licence term, then the renewal of the licence will not be considered, to reflect the HSE's policy on licensing without evidence of licensable work.

Application Timeframe

The ALU aim to process your application before your current licence expires. The timeframe for assessment commences on confirmation of payment of the asbestos licence assessment fee **and** the receipt of your completed application.

Therefore, you should make payment as soon as possible and we recommend that you submit your application as soon as you are able (**at least 10 weeks prior** to your licence expiry date) to ensure a licence decision is made before expiry of your current licence. Failure to do so may result in a decision being made on your application after your current licence expires.

You, the licence holder, are responsible for ensuring that your complete renewal application and payment is submitted in good time. It is not the role of the ALU to repeatedly 'chase up' payment and/or applications.

The ALU will not unduly delay any licensing decision and will let you know as soon as a licence decision has been made.

- For completed applications that are submitted **at least ten weeks prior to your current licence expiry date**, the ALU will aim to complete your assessment two weeks prior to your current licence expiry date.
- For completed applications that are submitted, **eight weeks prior to your current licence expiry date**, the ALU will aim to complete your assessment by your current licence expiry date.
- For completed applications that are submitted, **less than eight weeks prior to your current licence expiry date**, the ALU will aim to complete your assessment eight weeks from the submission date.
- For applications that are **not completed and submitted and payment has not been received by your licence expiry date**, the ALU will **not** consider your renewal application. Failure to submit a completed application before your licence expiry date will result in you having to apply for a licence as a new applicant, with a maximum licence term of one year.

General information on asbestos licensing

Extensive information on asbestos and asbestos licensing is available on the HSE website at [Asbestos - HSE](#)

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>)
- HSG248: The Analysts' Guide [Asbestos: The Analysts' Guide - HSG248](#)

Where can I get advice or help

HSE's Asbestos Licensing Unit (ALU)

The ALU has delegated authority to grant, amend or revoke asbestos licences under CAR. They also administer the licensing regime and conduct the formal assessment of applicants applying or renewing an asbestos licence.

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.