****

**Application Form**

 **Asbestos Article Exemption Certificate**

This form must be used when applying to the Health and Safety Authority for an ‘*Asbestos Article Exemption Certificate’* in accordance with *Regulation 5* and *Schedule 1* of the **Chemicals (Asbestos Articles) Regulations (S.I. 248 of 2011)**

***Note: It is recommended that this form is submitted to the Health & safety Authority 6 weeks before the date the asbestos containing article is expected to be placed on the market.***

***By Post:***Occupational Hygiene Unit, Chemical Business Services Division, Health and Safety Authority, 3rd Floor, Hebron House, Hebron Road, Kilkenny

***By email:*** chemicals@hsa.ie marked for the attention of Chemical Business Services Division’s Occupational Hygiene Unit

Please see our guide to the Chemicals (Asbestos Articles) Regulations (S.I. 248 of 2011) available at <http://www.hsa.ie/eng/Publications_and_Forms/> for further information

**For official use only**

|  |  |  |
| --- | --- | --- |
| **Office date stamp** |  |  |

**To Be Completed by Applicant**

|  |
| --- |
| **Part 1:** *To be completed by applicant (or person acting on behalf of applicant) where applicant is not a company registered under the Companies Acts 1963 to 2009* |
| **Name:****Address**: | **Telephone (landline & Mob)****Email:**  |
| **Part 2:** *To be completed by applicant where applicant is a company registered under the Companies Acts 1963 to 2009* |
| **Name of Company Director (s):****Company Address:** *(usual place of business)*: | **Company Registration No:** |
| **Part 3:** *Provide the location, townland or postal address in which the asbestos containing article is currently located or stored* |
|  |
| **Part 4:** *Provide a short description of your business activity/ category* |
|  |
| **Part 5:** *Provide a description of the article and its use for which the certificate is being sought* |
|  |
| **Part 6:** *Please provide details of presumed/confirmed asbestos content and fibre type within the article e.g. attach laboratory certificate of analysis, if available;* |
|  |
| **Part 7:** *Please insert good quality photographic evidence of the article for which the certificate is being sought. Where the applicant intends to submit his/her application by post, please include standard 6x4” photographs* |
| **Insert photos here** | **Insert photos here** |
| **Insert photos here** | **Insert photos here** |
| **Part 8:** *Please include a justification as to why it is necessary to place the asbestos-containing article on the market* |
|  |
| ***Part 9:****Please include an explanation as to why it is not reasonably practicable to substitute the asbestos-containing component of the article* |
|  |
| **Part 10** *Please include a description of measures that will be taken to ensure a high level of protection of human health in connection with the placing on the market of the asbestos containing article* |
|  |

**Notes to Applicant**

1. Applications will only be processed if all relevant parts are completed and all information/evidence is included e.g. photographic evidence, certificate of asbestos analysis etc.
2. The Authority will stamp the application with the date of its receipt. This is the date by which the statutory time period for processing an application begins.
3. *Valid Applications:* The Authority has a period of 2 working weeks from receipt, to respond to the applicant (by either email or letter) to acknowledge the date of receipt of the valid application (information complies with Schedule 1 of the regulations) and will issue a reference number unique to the certificate being applied for.
4. ***Invalid Applications:*** If the exempting authority determines that the application does not contain all the required information listed in Schedule 1, the application will be deemed invalid. In the case of invalid applications, the exempting authority will contact the applicant (by email or letter) within two weeks of receipt. In this correspondence, the exempting authority will indicate the information requirements of Schedule 1 have not been included and return the certificate application including all particulars to the applicant. The exempting authority will enter details of the invalid application in the certificate register under Regulation 11. Until such time as a new application is made the asbestos-containing article cannot be placed on the market.
5. ***Valid Applications (requirement to submit further information):***The Authority may request further information on receipt of valid applications to verify any particulars or information given in or in relation to the application. This will be done in writing (email or letter) within 4 working weeks of receipt of the application. The applicant will have a specific timeframe by which to submit this additional information. This timeframe will be set on a case-by-case basis by the exempting authority and will be contained in the written correspondence. The applicant may have the opportunity to propose a new time limit that may be more appropriate. The time (6 weeks time period for processing an application) will stop until all the further information provisions are submitted.
6. ***Granting of Certificate:*** The Authority will make a decision on whether or not to grant a certificate within 6 working weeks of receipt of a valid application. If further information is requested (in line with Point 6 above) the exempting authority will make its decision under Regulation 8 within 4 working weeks of receipt of this further information.
7. In cases where the Authority is not able to make a decision within the specified time period (e.g. absence of key personnel due to illness), it will inform the applicant of this and of the revised date by which the decision will be made. However, this revised date will not be later than a period of 2 weeks from the original date of the due decision.
8. Once the decision is made, the exempting authority will notify the applicant in writing of its decision to grant or refuse the certificate application.