



Approved Inspection Station Application

Approved Inspection Station Scheme

Transport Operations (Road Use Management) Act 1995

Prior to submitting your application you should have access to and review: (available at www.tmr.qld.gov.au)

- the *Queensland Light Vehicle Inspection Manual*
- the *Business Rules for Approved Inspection Stations*
- the *National Heavy Vehicle Inspection Manual* (heavy vehicles)
- all relevant information sheets.

Approved Inspection Station (AIS) Number (if known)

Does the business/company/individual have an existing Queensland Customer Reference Number (CRN)?

Yes ☐ CRN

No ☐ Use form F3503.

1. Application type Tick relevant application type/s: ☒

A. New AIS

☐ Complete entire form

B. Change of AIS premises location

☐ Complete questions 7, 8, 10, 11 and 13

C. Add AIS vehicle type inspection code/s

☐ Complete questions 9, 10, 11 and 13

2a. Applicant is a company

Australian Company Number

Company name

Is a current company extract showing director/s attached?

Yes ☐ Go to question 3. No ☐ Application cannot proceed.

2b. Applicant is an individual or partnership

Given name/s

Family name

Driver licence or CRN

Residential address

Postcode

Postal address (if same as residential, write 'as above')

Postcode

Town/City of birth

State of birth

Country of birth

Date of birth

Given name/s

Family name

Driver licence or CRN

Residential address

Postcode

Postal address (if same as residential, write 'as above')

Postcode

Town/City of birth

State of birth

Country of birth

Date of birth

3. Is the company/individual/partnership trading under a registered business name?

No ☐ Go to Question 5

Yes ☐ Business name

Is a current Business Name Extract showing the Business Name Holder attached?

Yes ☐ No ☐ Application cannot proceed.

4. Is the company/individual/partnership operating through a trust?

No ☐ Go to Question 5

Yes ☐ Trust name

Is a Deed of Trust showing the trustee attached?

Yes ☐ No ☐ Application cannot proceed.

5. Fees - Evidence of Identity (EOI) required (refer to *EOI Information Sheet* (form F4362))

I/we have paid the following fees at a Department of Transport and Main Roads (TMR) Customer Service Centre or Queensland Government Agency Program office:

- the application for approval of premises fee Yes ☐ No ☐ Application cannot proceed.
- the criminal history check for each director/individual/partner Yes ☐ No ☐ Application cannot proceed.

6. AIS staff

a) Have all persons wishing to act as a nominee completed form F2203? Yes ☐ No ☐ Application cannot proceed.

b) List the person/s you wish to nominate as approved examiner/s: (if insufficient space, attach another sheet)

Given name/s	Family name	Approved examiner number (if not yet accredited, use form F2339)

7. Fixed premises details

Street address (in full)

	Postcode
--	----------

Postal address in full (if same as street, write 'as above')

	Postcode
--	----------

Business telephone number

Mobile number

--	--

8. Electronic communication and consent

(a) Do you agree to TMR communicating with you by electronic communication (email)?

No ☐ Yes ☐ Email address

--

(b) Do you consent to TMR releasing contact and address information for this AIS to the public, including for *Find an AIS*?

Yes ☐ No ☐ Refusal of consent in this instance will not prevent the release of this information under a legislative authority, such as the *Right to Information Act 2009*.

9. AIS vehicle type inspection code/s being applied for – Tick relevant type/s: ☒

Light vehicles up to 4.5t Gross Vehicle Mass (GVM) (LV) ☐ Heavy vehicles over 4.5t up to 16t GVM (HV) ☐ Motorcycles (MC) ☐

Light trailers up to 4.5t Aggregate Trailer Mass (ATM) (LT) ☐ Heavy trailers over 4.5t up to 10t ATM (HT) ☐ Motorcycles Certificate of inspection (CM)* ☐

Light vehicles Certificate of inspection up to 4.5t GVM (CL)* ☐

***Note:** The AIS must hold LV to apply for CL and MC to apply for CM. The AIS approval holder or nominee must be enrolled and currently using Inspection Certificates Online. Refer to the *Business Rules for Approved Inspection Stations* for required equipment.

10. Inspection area

Do you have a suitably sized inspection area for inspecting the type/s of vehicle/s you are applying for?

Yes ☐ No ☐ Application cannot proceed.

11. Inspection equipment

Will you have the required equipment as stated in the *Business Rules for Approved Inspection Stations* before inspecting the type/s of vehicles you are applying for?

Yes ☐ No ☐ Application cannot proceed.

12. Mobile AIS vehicle – To make changes to an approved mobile AIS vehicle refer to form F4638.

Are you applying for mobile AIS vehicle approval?

No ☐ Go to question 11. Yes ☐ Provide vehicle details (if insufficient space, attach another sheet):

Registration number	Make	Model	Vehicle identification number

Will the vehicle have access to the required equipment as stated in the *Business Rules for Approved Inspection Stations* before vehicles are inspected?Yes ☐ No ☐ Application cannot proceed.**13. Declaration and consent**

I/we give my/our consent for TMR to conduct enquiries it deems necessary to assess my/our application and ongoing suitability to hold an AIS approval, including, but not necessarily limited to:

- a national criminal history check through the Queensland Police Service and a New Zealand criminal history check through New Zealand Police if required. I/we authorise the release of information by the Queensland Police Service, the Australian Police Services and New Zealand Police to TMR
- a driving history check in all states and territories of Australia
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities to enable TMR to make a full and informed assessment of my/our suitability for an AIS approval
- verifying evidence of identity information provided in this application.

I/we authorise TMR to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide other government agencies with information relating to my/our AIS Approval.

I/we give my/our consent to TMR taking, keeping and using my/our personal information for the issue of an AIS Approval under the Transport Operations (Road Use Management) Act or otherwise authorised by law.

Individual/Partner/Director's name

Individual/Partner/Director's signature

Date

Individual/Partner/Director/Company Secretary's name

Individual/Partner/Director/Company Secretary's signature

Date

Privacy Statement: TMR is collecting the information on this form under the Transport Operations (Road Use Management) Act for the purpose of administering the AIS scheme. Where required, TMR usually discloses some or all of this information to the Queensland Police Service and interstate and federal government agencies. TMR will not disclose your personal information to any other third party without your consent unless authorised or required to by law.

Lodge completed applications to: AIS@tmr.qld.gov.au OR

AIS Administrator
 Department of Transport and Main Roads
 PO Box 673
 FORTITUDE VALLEY QLD 4006