



Approved Person Application (New and additional vehicle modification codes) Approved Person Scheme

Transport Operations (Road Use Management) Act 1995 (TORUM)

Important information:

- Before applying for accreditation as an approved person (AP), it is recommended that you review the information provided on the Department of Transport and Main Roads (TMR) website at www.tmr.qld.gov.au/AP. In particular, please review the Queensland Road Vehicle Modification Handbook.
- An application fee applies for **new applications**. If you reside in Queensland, the application fee must be paid at a TMR transport and motoring service centre or Queensland Government Agent Program (QGAP) office before you lodge your application. For more information about fees, please visit www.tmr.qld.gov.au/AP to find the Approved Person Scheme fees in Quick links.
- If you are an interstate applicant you must attach a cheque or money order made out to the Department of Transport and Main Roads for the application fee and mail it to the AP Administrator at the address provided below.
- If you are already accredited as an AP and are applying for additional modification codes an application fee does not apply.
- New applicants are required to meet evidence of identity (EOI) requirements. For more information about EOI, please visit the Approved Person Scheme webpage and follow the *Evidence of Identity Requirements for Individuals Information Sheet* link under the Related Information section.
- If you are an interstate applicant, you are required to attach certified copies of your EOI with your application.
- Your completed application, supporting documents and fee receipt (if applicable) can be sent by:

Email: AP@tmr.qld.gov.au (preferred method)

Mail: AP Administrator
Approved Person Scheme
Department of Transport and Main Roads
PO Box 673
FORTITUDE VALLEY QLD 4006

In person: At a TMR transport and motoring service centre or a QGAP office. For more information about locations, please visit www.tmr.qld.gov.au/About-us/Contact-us

1. Personal details

Your customer reference number (CRN) is your Queensland Driver Licence number or your Adult Proof of Age Card/Photo Identification Card number. If you do not have one of these products, you will need to complete a *New Customer Application (Individual)* (form F3503) and attend a TMR CSC or QGAP office to obtain a CRN before you can lodge this application.

CRN (if known)

MA number (if known)

Family name (please print)

Given name/s (please print)

Date of birth

Residential address

Postcode

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

Postcode

Daytime contact phone number

Mobile number

Town, state and country of birth

2. Application type

What are you applying for?

- Accreditation as a new AP
- Additional modification codes

3. Electronic communication and consent

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

No Yes Provide one email address

(b) Do you consent to TMR releasing contact information for inclusion in the *Find an Approved Person* online service to assist the public with obtaining an AP's services?

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

4. Overseas residency (new applicants only)

Have you lived in New Zealand in the last 10 years before making this application?

Yes No

5. Application fee (new applicants only)

If you have not had a criminal history check undertaken by TMR within the last three months, you must pay the application fee. Criminal history check reports issued directly to applicants by the Queensland Police Service (QPS) or from a third party provider will not be accepted.

Have you paid the application fee and attached a copy of your receipt or for interstate applicants, have you enclosed a cheque or money order?

Yes No Your application cannot proceed unless TMR has undertaken a criminal history check within the last three months.

6. Modification codes

What modification codes are you applying for?

(a) Light vehicle modification code/s - tick applicable box/es below:

Note: * LH9 and LH10 codes require a written recommendation from the Queensland Street Rod Technical Advisory Committee to be attached.

- LA1 LA2 LA3 LA4 LB1 LB2 LC1 LC2 LC3 LC4 LG1 LG2
 LG3 LG4 LG5 LG6 LH1 LH2 LH3 LH4 LH5 LH6 LH7 LH9*
 LH10* LH11 LH13 LH14 LK1 LK2 LK3 LK6 LK8 LK9 LK10 LL1
 LM1 LO1 LO2 LO3 LO4 LO5 LO7 LR1 LS1 LS2 LS3 LS4
 LS5 LS6 LS9 LS10 LS11 LS12 LS14 LS15 LS16 LT1 LT2 LT3
 LT4 LV1 LX1

(b) Heavy vehicle modification code/s - tick all applicable box/es below:

** With the exception of modification code S10, applicants applying for heavy vehicle codes must be a resident of QLD, WA or the NT and supply evidence of residency with this application.

- A1 A2 A3 A4 A5 B1 C1 D1 D2 D3 E1 E2
 E3 F1 F2 G1 G2 G3 G4 G5 G6 G7 G8 H1
 H2 H3 H4 H5 J1 J2 J3 J4 K1 K2 K3 K5
 K6 M1 P1 P2 R1 R2 S1 S2 S3 S4 S5 S6
 S7 S8 S9 S10** S11 S12 S13 T1 T2

7. Qualifications

You must have the required qualifications for the modification code/s you are applying for.

For more information about qualifications, including overseas qualifications and recognition of prior learning, please visit www.tmr.qld.gov.au/AP to find industry experience and qualifications under Quick links.

Name of institution	Qualification	Date issued

(a) Have you provided details of your qualifications in the table above and attached copies of your mechanical qualifications?

Yes No Your application cannot proceed

(b) Have you attached a copy of your qualification's statement of attainment (subjects studied)?

Yes No Your application cannot proceed

8. Professional registration or membership

If you hold current registration or membership to one of the below organisations, you must attach a copy of your registration or membership.

- Registered Professional Engineer of Queensland
- National Engineering Register
- Chartered Member of Engineers Australia
- Member of Engineers Australia.

For more information about qualifications, please visit www.tmr.qld.gov.au/AP to find industry experience and qualifications under Quick links.

Have you attached a copy of your current registration or membership?

Yes No Your application cannot proceed.

9. Five years industry experience

You must have at least five years relevant industry experience (does not have to be continuous) obtained in Australia during the last 10 years in the manufacture, maintenance and/or modification of light and/or heavy vehicles. Your industry experience must have been obtained since the completion of your trade qualification/university degree/diploma.

For more information about industry experience, please visit the Approved Person Scheme webpage and click on *Industry experience and qualifications*.

Have you provided details of your five years industry experience in the table below and for self-employed industry experience, signed statements and tax invoices? If insufficient space, please attach a separate sheet.

Yes No Your application cannot proceed.

Vehicle category	Employer name, or indicate if self employed	Start date	End date	Total (years, months and days)
Light vehicles		/ /	/ /	
		/ /	/ /	
		/ /	/ /	
Heavy vehicles		/ /	/ /	
		/ /	/ /	
		/ /	/ /	
Must total at least five years within the last 10 years				

10. Employer reference/s

You must attach signed employer references verifying the details of your five years industry experience detailed in the above table. If some or all of your industry experience was obtained while you were self-employed, you must attach a signed statement and supporting tax invoices.

For more information about employer references, please visit the Approved Person Scheme webpage and click on *Industry experience and qualifications*.

Have you attached your employer references and if applicable, your signed statement and tax invoices?

Yes No Your application cannot proceed.

11. Inspection equipment

Do you have the required equipment in order to inspect and certify the modification codes you are applying for?

Yes No Your application cannot proceed.

12. Applicant declaration

I give my consent for TMR to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold an AP accreditation, including, but not necessarily limited to:

- a national criminal history check through the QPS. I authorise the release of that information by the QPS and the Australian Police Services to TMR
- a New Zealand (NZ) criminal history check if deemed required. I authorise the NZ Police to release any information they hold relevant to my application. I acknowledge that the Criminal Records (Clean Slate) Act 2004 (NZ) may not apply and that my NZ conviction history may be released. (For details about what your consent includes please read Section 3 of the Vetting Service Request and Consent Form which can be obtained from www.police.govt.nz)
- 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 suitability for an AP accreditation
- verifying EOI information provided in this application.

I 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 AP accreditation.

I give my consent to TMR taking, keeping and using my personal information for the issue of an AP accreditation under the TORUM, or otherwise authorised by law.

Applicant's name

Applicant's signature

Date

Privacy statement: TMR is collecting the information on this form under the TORUM for the purposes of managing the AP scheme. Where required, TMR usually discloses some or all of this information to the QPS 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 by law. If a NZ criminal history check is conducted NZ police will be provided your information and they may update their records.

Office use only

New AP applicants only:

Has evidence of identity been sighted? Yes No Application cannot proceed.

Has the National criminal history check fee been paid and processed in TICA under the individual's CRN?

Yes Receipt No: _____ No Application cannot proceed unless TMR has undertaken a criminal history check within the last three months. **Office stamp**

If the applicant has answered Yes to Question 4, has a New Zealand criminal history check been processed in TICA? (no fee applies) Yes No

User ID

1. Scan the application form, supporting documents and receipt.
2. Email the scanned documents from the CSC mailbox to the AP Administrator at: AP@tmr.qld.gov.au.
3. Place the original application form with the CSC operator's daily filing (under 'Other') for that day.