



Heavy Vehicle Registration Assessment Scheme (HVRAS) Application

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

Important information

Before applying to become a Heavy Vehicle Registration Assessment Scheme (HVRAS) accredited person, it is recommended that you review the information provided on the Department of Transport and Main Roads (TMR) website at tmr.qld.gov.au/HVRAS, under the heading 'Making a HVRAS application'.

New applicants (including interstate) must successfully complete the TMR HVRAS training course to become a HVRAS accredited person and must pay the training course fee in full before undertaking the training course.

To find out more information about how to make a HVRAS application, completing the training course and the cost of the training course, please visit tmr.qld.gov.au/HVRAS and refer to 'Making a HVRAS application' and 'Training' sections.

New Queensland applicants are required to meet evidence of identity (EOI) requirements. For more information, visit www.tmr.qld.gov.au/HVRAS, and refer to the 'Evidence of Identity' section.

If you are a new interstate applicant, you must attach a cheque or money order made out to TMR and mail it with your completed application to any of the below HVRAS training coordinators. If you do not have a Queensland customer reference number (Queensland driver licence number), you must:

- complete a *New Customer Application* (form F3503) and provide certified copies of documents that comply with the *Evidence of Identity (EOI) Requirements for Individuals* (form F4362)
- have an approved witness* certify and endorse the photocopy of your EOI documents using the words 'I have sighted the original document and certify this to be a true copy of the original'
- have the witness sign and print their full name, position title and contact details
- ensure the documents are witnessed in English and have an English translation.

*An 'approved witness' is a medical practitioner, police officer, consular or ambassadorial officer, solicitor, barrister or judge, justice of the peace or commissioner of declarations, or a notary public or person authorised by law to witness and sign documents.

If you are a new applicant, your completed application can be sent to the HVRAS training coordinator in the relevant TMR region:

Central Region (Gladstone, Rockhampton, Mackay and west to Birdsville), csb.central.hvras@tmr.qld.gov.au or post to the HVRAS training coordinator at PO Box 5096, Red Hill, ROCKHAMPTON QLD 4701

Southern Region (Toowoomba, Gympie, Maryborough, Bundaberg and west to Quilpie), csb.southern.hvras@tmr.qld.gov.au or post to the HVRAS training coordinator at PO Box 645, TOOWOOMBA QLD 4350

SEQ North Region (Brisbane City to Tewantin and incorporates the Noosa Shire, Sunshine Coast, Moreton Bay and Somerset Regions), csb.seqn.hvras@tmr.qld.gov.au or SEQ North Region, or post to the HVRAS training coordinator at PO Box 1412, BRISBANE QLD 4001

SEQ South Region (South Brisbane to the Gold Coast, west to Lockyer Valley, south to the Scenic Rim and east to Redland Bay and the Bay Islands), csb.seqs.hvras@tmr.qld.gov.au or post to the HVRAS training coordinator at PO Box 272, LOGAN CENTRAL QLD 4114

Northern Regions (Townsville, Cairns and west to Mt Isa), csb.northern.hvras@tmr.qld.gov.au or post to the HVRAS training coordinator at PO Box 7466, GARBUTT QLD 4814

If you are renewing your HVRAS accreditation, please visit tmr.qld.gov.au/HVRAS and refer to the 'Renewing your HVRAS accreditation' section.

Your completed HVRAS renewal application can be sent by:

Email: HVRAS@tmr.qld.gov.au

Mail: HVRAS Administrator
Heavy Vehicle Registration Assessment 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 Queensland Government Agency Program office. For more information about locations, please visit 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* (form F3503) and attend a TMR transport and motoring service centre or QGAP office to obtain a CRN before you lodge your application.

CRN (if known)	HVRAS expiry date (if known)	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

(The CRN is your Queensland driver licence or Adult Proof of Age Card number)

Family name (please print)	Given name/s (please print)
<input type="text"/>	<input type="text"/>

Residential address

Postcode

Postal address

Postcode

Town, state and country of birth

Daytime contact telephone number	Mobile phone number
<input type="text"/>	<input type="text"/>

2. Application type

What are you applying for?

New accreditation as a HVRAS Accredited Person (complete sections 2, 3 and 4)

Renewal of accreditation as a HVRAS Accredited Person (complete sections 2, 3 and 4)

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 agree to TMR releasing contact information for inclusion in the *Heavy Vehicle Registration Assessment Scheme Accredited Person Register* online service to assist public with obtaining HVRAS services.

No Yes Please list below

List areas where you conduct inspections. If you do not nominate an area where you conduct inspections, your residential suburb will be listed on TMR's website.

4. Applicant's declaration

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

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

Applicant's name	Applicant's signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Office use - HVRAS Trainer to complete - EOI documents

Driver licence sighted? Yes No

Documents provided—

Category type A/Number _____

Category type A/Number _____

Category type B/Number _____

Category type B/Number _____

Date of training course Result

Pass Fail

Location of training course

HVRAS Trainer's declaration

The applicant, as shown in section 2 of this form, has successfully completed HVRAS training.

Trainer's name

Trainer's signature

Date

When the HVRAS Trainer has completed this section, scan and email the application to the HVRAS Administrator at:
hvras@tmr.qld.gov.au

Privacy Statement: TMR collects the information on this form under the TORUM for the purpose of administering the HVRAS 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.