



### Important information

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

- the *Queensland Light Vehicle Inspection Manual*
- the *National Heavy Vehicle Inspection Manual* (heavy vehicles)
- the *Business Rules for Approved Inspection Stations*
- all relevant information on the AIS scheme webpages
- Evidence of Identity (EOI) required (refer to *EOI Requirements for Individuals Information Sheet* (form S5385) or *EOI Requirements for Organisations Information Sheet* (form S5386))
- You must lodge your completed application and pay the relevant fees **in person** at a TMR transport and motoring service centre or QGAP office. For more information about locations, please visit [www.tmr.qld.gov.au/About-us/Contact-us](http://www.tmr.qld.gov.au/About-us/Contact-us)

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 *New Customer Application (Individual)* (F3503) or *New Customer Application (Organisation)* (F5379).

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

A. New AIS

Complete entire form

B. Change of AIS premises location

Complete questions 9, 10, 12, 13 and 15

C. Add AIS vehicle type inspection code/s

Complete questions 11, 12, 13 and 15

**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. Overseas Residency**

Has the individual applicant/director/partner lived in New Zealand in the last 10 years before making this application?

Yes  List full name/s

No

**6. AIS training**

If you are an individual applicant, have you completed the AIS core module? **Note: Directors and partners are not required to complete the AIS core module unless they are applying to be a nominee.**

Yes  Attach a copy of your certificate of completion.

No  Your application will be assessed. If you are eligible to be an AIS, you will be notified in writing and have 28 days to complete the AIS core module and provide a copy of your certificate of completion.

**7. Fees**

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.

**8. 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)

**9. 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



**10. 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*.

**11. AIS vehicle type inspection code/s being applied for – Tick relevant type/s:**

- Light vehicles up to 4.5t Gross Vehicle Mass (GVM) (LV)
- Light trailers up to 4.5t Aggregate Trailer Mass (ATM) (LT)
- Light vehicles Certificate of inspection up to 4.5t GVM (CL)\*
- Heavy vehicles over 4.5t up to 16t GVM (HV)
- Heavy trailers over 4.5t up to 10t ATM (HT)
- Motorcycles (MC)
- Motorcycles Certificate of inspection (CM)\*

**\*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.

**12. 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.

**13. 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.

**14. 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.

**15. 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 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 [ww.police.govt.nz](http://ww.police.govt.nz))
- 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 1995* or otherwise authorised by law.

Individual/Partner/Director's name	Individual/Partner/Director's signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Individual/Partner/Director/Company Secretary's name	Individual/Partner/Director/Company Secretary's signature
<input type="text"/>	<input type="text"/>

Date

**Privacy Statement:** TMR is collecting the information on this form under the *Transport Operations (Road Use Management) Act 1995* 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. If a NZ criminal history check is conducted NZ police will be provided your information and they may update their records.