Approved Inspection Station Scheme Renewal Application
Transport Operations (Road Use Management) Act 1995 (TORUM)

Important information

Before applying to renew your Approved Inspection Station (AIS) renewal, it is recommended that you review the information provided on the Department of Transport and Main Roads (TMR) website at http://www.tmr.qld.gov.au/AIS. In particular please review Renewing your Approved Inspection Station approval webpage.

For information on current AIS scheme fees visit www.tmr.qld.gov.au/AIS, and follow the link, AIS fee schedule, located under Quick Links.

Should your AIS approval expire, you cannot conduct vehicle inspections for the purpose of issuing inspection certificates until your renewal application has been approved by TMR and you have received your renewed AIS approval.

There are two options available to pay the AIS renewal application fee:

Option 1 - Making an online application:
Complete and sign the relevant sections of the AIS renewal application form. Scan and email a copy of the completed application to the AIS Administrator at AIS@tmr.qld.gov.au and tell us that you would like to pay the application fee online. Once your application form is received, you will be emailed instructions on how to pay your fee online.

Option 2 - Making an application in person:
Complete and sign the relevant sections of the AIS renewal aplication form. Pay the AIS renewal fee at a TMR Customer Service Centre (CSC) or Queensland Government Agency Program (QGAP) office. Transport and motoring service centres/Transport and motoring/Queensland Government www.qld.gov.au

1. Details of AIS

AIS name

AIS number

AIS expiry date
/   /

AIS Customer Reference Number (CRN)

AIS approval holder name (organisation or individual)

Note: Refer to your current AIS approval notice for your AIS CRN

Have you made any changes to the AIS name or AIS approval holder name listed on your current AIS approval notice?

No ☐ Yes ☐ ▶ Application cannot proceed. Refer to information provided on the TMR website at www.tmr.qld.gov.au/AIS on the webpage *Make changes to an AIS business structure.*

Is the AIS approval holder a registered company?

No ☐ Yes ☐ ▶ The company must have a status of registered and a future renewal date on the Australian Securities and Investments Commission (ASIC) website before you lodge your AIS renewal application.

Does the AIS have a business name?

No ☐ Yes ☐ ▶ The business name must have a status of registered and a future renewal date on the ASIC website before you lodge your AIS renewal application.

Note: To check that your organisation or business name is current and status is 'registered' go to the ASIC website at: www.asic.gov.au.

Contact information

Postal address

Postcode

Business telephone number

Mobile number

Do you agree to the TMR communicating with you (including forwarding AIS approval renewals and reminders) by email?

No ☐ Yes ☐ ▶ (You can only nominate one email address)

Email address

Do you consent to TMR releasing contact information for this AIS to the public, including for 'Find an AIS' which is available on the TMR website?

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

2. Equipment requirements

Will you have the required equipment as stated in the *Business Rules for Approved Inspection Stations* before inspecting the type/s of vehicle/s listed on your most recently issued AIS approval?

Yes ☐ No ☐ ▶ Application cannot proceed

Is the equipment maintained so it effectively performs the function for which it is designed?

Yes ☐ No ☐ ▶ Application cannot proceed

3. Fee payment (tick relevant boxes)

An *Annual renewal of approval as an AIS* fee is required to proceed with your application.

☐ Are you paying your fee at a TMR CSC or QGAP office?

or

☐ Are you paying your fee online?

Email your completed form to AIS@tmr.qld.gov.au to be issued a payment reference number.

4. 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:

- 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 TORUM or otherwise authorised by law.

Approval holder/Nominee's name	Approval holder's/Nominee's signature	Date

Privacy statement: TMR collects the information on this form under the TORUM 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 or by law.

Office use only

AIS renewal item (Annual renewal of premises) selected in TICA Yes ☐ No ☐ ▶ This item must be selected

Annual renewal of premises fee paid? Yes ☐ ▶ Receipted under AIS CRN [_____]

No ☐ ▶ Application cannot be accepted

Receipt number [_____]

CRN (if paid from another account) [_____]

User ID [_____]

» Scan the application form and receipt
» Email the scanned documents from the CSC mailbox to the AIS Administrator at AIS@tmr.qld.gov.au
» Place the original application form with the operator's daily filing (under 'other') for that day

Office stamp: