



Approved Person Renewal Application Approved Person Scheme

Transport Operations (Road Use Management) Act 1995 TORUM

Important information:

- Before applying to renew your 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 tmr.qld.gov.au/AP. In particular, please review the Queensland Road Vehicle Modification Handbook.
- If your AP accreditation expires, you cannot certify vehicle modifications until your renewal application has been approved by TMR and you have received your new AP accreditation document.
- To allow sufficient time to process your renewal application, it is recommended that you lodge your application one month prior to your AP accreditation expiry date.
- A renewal application fee does not apply.
- Your completed renewal application 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 Queensland Government Agent Program 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.

CRN (if known) MA number (if known) Expiry date

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Family name (please print) Given name/s (please print) Date of birth

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Residential address

Postcode

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

Postcode

Daytime contact phone number Mobile phone number

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2. Electronic communication and consent

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

No Yes Provide one email address

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(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*.

3. Since you last applied for accreditation as an AP, have you been charged with or convicted of a criminal offence in Australia or New Zealand?

Yes
No

It is an offence under the TORUM to state anything or give a document to an authorised person if you know it contains false or misleading information. The maximum penalty may be more than \$8000.

4. Professional registration or membership

If you are accredited for modification code/s under Qualification number 1 (for more information, visit the AP webpage at tmr.qld.gov.au/AP or refer to the [approved person qualification table](#)). This requires professional membership/registration of one of the following professional engineering bodies listed below.

Tick relevant boxes below if you hold one or more of the following:

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

Have you **attached** a copy of your current registration or membership to this application?

- Yes No, I do not hold any registration or membership

5. 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 Queensland Police Service and a New Zealand criminal history check through New Zealand Police if required. I 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 suitability for 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 as 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 administering the AP 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 by law.

Office use only

Has evidence of identity been sighted?

Yes No Application cannot be accepted

Office stamp

If the applicant has answered Yes to question 4, have they provided a copy of their current professional registration/membership with this application?

Yes No Application cannot be accepted

1. No fees apply for this application.
2. Scan the application form and supporting documents if applicable.
3. Email the scanned documents from the CSC mailbox to the AP Administrator at AP@tmr.qld.gov.au
4. Place the original application form with the CSC operator's daily filing (under 'Other') for that day.

User ID