



AIS – Application for AUVIS Station Accreditation (Unregistered Vehicles)

1. Business details

Current AIS station number

Trading name

Business address

Postcode

Australian Business Number (ABN)

Day time contact number

Email address

2. How is the business operated

Sole proprietor **▶ go to question 4** Company

Partnership Other (Government/Council)

3. Company or partnership details

Note: All partners and directors must provide details by completing an AIS Application for AUVIS Entity/Examiner Accreditation (Unregistered Vehicles) form.

Company / partnership name in full

Australian Company Number (ACN) *if incorporated*

Details of AIS proprietor

Note: The Proprietor of an AIS station must be a natural person.

Entity number

Surname

Given names

4. Details of AIS proprietor (sole trader) or proprietor's nominee

Surname

Given names *(all names are required)*

Examiner number *(if applicable)*

5. Details of alternative nominee

Surname

Given names *(all names are required)*

Examiner number *(if applicable)*

6. Requirements

The table below must be completed by placing a tick in the 'Yes' box if you have the appropriate requirements or a tick in the 'No' box if you don't. If you do not have the correct equipment, your application may be refused.

	Equipment Description	Tick Yes or No	
1	Hoist, pit, ramps or suitable jacking equipment Note: The premises must have at least one inspection bay with hoist, pit, or ramps or suitable jacking equipment	<input type="checkbox"/>	<input type="checkbox"/>
2	Portable Brake Testing Decelerometer, Skid Plate brake testing machine or Roller brake testing machine	<input type="checkbox"/>	<input type="checkbox"/>
3	Headlight aim tester or Headlight Testing Screen	<input type="checkbox"/>	<input type="checkbox"/>
4	Facsimile Machine or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
5	Computer and printer Note: The computer must be connected to the internet and be capable of accessing Roads and Maritime's AIS Online	<input type="checkbox"/>	<input type="checkbox"/>
6	Station stamp suitable for inspection reports and defect notices. The station stamp must display the following details of the AIS station: • Trading name • Address • ABN	<input type="checkbox"/>	<input type="checkbox"/>
7	The proprietor is prepared to purchase an AIS sign/s approved by Roads and Maritime Services (see appendix 1-D of the AIS rules) to display on the premise. Note: No advertising of other services is allowed on the sign	<input type="checkbox"/>	<input type="checkbox"/>
8	Other tools and equipment as listed in appendix 1-A of the AIS rules	<input type="checkbox"/>	<input type="checkbox"/>
9	Office area - is there a separate area to conduct office work?	<input type="checkbox"/>	<input type="checkbox"/>
10	Off street parking - does the premise have customer off street parking?	<input type="checkbox"/>	<input type="checkbox"/>

Please return this completed form to:

Enrolment Processing
PO Box 122, Glen Innes NSW 2370
T 1300 79 11 86 | F 1300 79 38 65 | E ais@rms.nsw.gov.au

7. Declaration

I accept that submission of this application does not guarantee selection for accreditation as an AUVIS Station. I understand that I must supply the information requested in this form in accordance with the Business Rules for the Authorised Inspection Scheme (AIS) and that failure to supply full details and sign this declaration can result in the application not proceeding. I declare that the information supplied in this application is true and complete. I understand that if any information I have given is found to be false, that my accreditation may be cancelled or revoked.

I acknowledge that I have read and understood the Business Rules of the AIS and agree to be bound by them.

If the business is operated as a company or partnership, a director or partner MUST sign this declaration.

Signature

Date

day	/	month	/	year
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Surname

Given names *(all names are required)*

Driver licence number

8. Privacy Statement

We are collecting your personal information for your application for AUVIS Station Accreditation and we may retain and use it in connection with managing your participation in the AIS; for vehicle registration including vehicle standards; safety and traffic management; road transportation; and road safety purposes.

Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information in order to assess your application or verify the information you provide with NSW Police and NSW Fair Trading, and in respect of inquiries about motor accidents, and to other driver licensing and vehicle registration agencies.

You consent to NSW Police and NSW Fair Trading disclosing your personal information to Roads and Maritime in order to verify any details given in your application. If your application is successful, you further consent to NSW Police and NSW Fair Trading disclosing to Roads and Maritime any detail concerning your character or relating to your fitness to maintain your accreditation.

Other than as described in this Statement we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by Road and Maritime Services and generally you can contact us at www.rms.nsw.gov.au to access or correct it.

How to complete the AIS – Application for AUVIS Station Accreditation (Unregistered Vehicles)

Information on how to complete this form

To become an Authorised Unregistered Vehicles Inspection Scheme (AUVIS) station your station must be an accredited Authorised Inspection Scheme station eligible to inspect one or more of the following vehicles:

- All light vehicles
- Motorcycles
- Light trailers and caravans

If you are not qualified to examine any of the above vehicles your application can not be processed.

Please answer all questions and provide as much information as possible. Failure to provide all information can result in your application not progressing or being refused. Please complete the form accurately and legibly using block capitals eg JOHN CITIZEN not *John Citizen*.

1. Business details

AIS Number: Insert Authorised Inspection Scheme station Number.

Trading Name: Insert your full name as indicated on your motor vehicle repairer's licence.

Business address: Please provide your street and/or unit number, street name, suburb/town and your postcode.
eg Unit 2/ 456 Princes Highway, ENGADINE NSW 2233

Australian Business Number (ABN): Insert your ABN as listed on your certificate from the ATO. Your ABN is 11 digits.

Day time contact number: Please provide the most suitable day time contact number for business applying to become an AUVIS in case information from your application needs to be verified.

Email address: Please provide a valid email address.
eg business.name@internetprovider.com.au
This may be used to send out additional information to your station.

2. How is the business operated

Place a tick in the box that represents how your business is operated.

Sole trader: If the business is owned by one person, being you, tick the appropriate box and proceed to 4.

Partnership: If the business is operated by a partnership, tick the appropriate box.

Company: If the business is operated by a company or corporation, tick the appropriate box.

Other: If your business is not operated as a sole trader, partnership or company, tick this box and provide details below. Family Trusts can not be accepted.

3. Company, partnership or entity details

Note: Partners and directors must provide individual details by completing an AIS Application for AUVIS Entity/Examiner Accreditation (Unregistered Vehicles) form.

Company / partnership name in full: Insert the full Company / Partnership name as indicated on your motor vehicle repairer's licence.

Australian Company Number (ACN): Insert your Australian Company Number (ACN) if the business is incorporated. Your ACN is 9 digits.

Details of AIS proprietor

Note: A proprietor must be a natural person.

4. Details of alternative nominee

In the boxes provided, insert the entity (examiner) number, surname and given names of the person who will be the alternative nominee.

Only complete this section if applicable to your business.

5. Requirements

The table must be completed by placing a tick in the 'Yes' box if you have the appropriate requirements or a tick in the 'No' box if you don't. If you do not have the correct equipment, your application may be refused.

The premises must have at least one inspection bay with hoist, or pit, or ramp or suitable jacking equipment.

6. Declaration

Ensure you read and understand the declaration fully prior to signing.

Sign in the box provided and insert the date on which the form was signed. Insert your surname, given names and driver licence number.

Please return this completed form to:

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