



AIS – Application for Change of Address for an Authorised Inspection Scheme station

1 Business details

Trading name (the name your station trades as)

AIS number

Previous business address

(Include street, street number, suburb/town and postcode)

Postcode

New business address

(Include street, street number, suburb/town and postcode)

Postcode

Postal address (if different to the business address)

Postcode

Business telephone

Fax number

Mobile number

Email address

Australian Business Number (ABN)

Australian Company Number (ACN) if incorporated

2 How the business is operated?

Note: Roads and Maritime will not accept Family Trusts

Sole trader

Company

Partnership

Other provide details below
(Government/Council etc)

3 NSW Fair Trading motor vehicle repairer's licence (Note: A copy of the current repairers licence showing the new address must be attached to this application)

Licence number

Class of licence

4 Nominate the Roads and Maritime registry or Service NSW centre you will go to to conduct any transactions relating to your AIS station?

5 Brake test road (Required if an efficiency meter will be used on public roads)

Road(s) where brakes may be tested town or suburb

Town or suburb

Has the nominated brake test road changed from the previous nominated road at the old address?

No

Yes If you tick 'Yes', an Application for Police Approval to conduct brake tests on public road **MUST** be completed and attached to this application

6 Premises

What are the dimensions of the vehicle entrance and inspection area of the new premises? (List all dimensions in metres)

Entrance

Height

Width

Inspection area

Length

Width

7 Nominated work area

Do you have a working area that will enable you to safely inspect the class of vehicle the station is accredited to inspect?

No

Yes **Note:** This must be a clear inspection area with a sealed level surface separate from any space that is regularly used for activities such as petrol sales, and/or on any driveways used for entry or exit.

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8 Applicant checklist

With this application I have attached the following document/s:

Completed Application for Police Approval to conduct brake tests (if applicable)

Copy of motor vehicle repairer's licence showing new address details

9 Declaration

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, relevant documentation and sign this declaration can result in the application not proceeding. I declare that the information I have given in this application is true and complete. I understand that if any information I have given is found to be false that my authorisation may be cancelled or revoked.

This declaration MUST be completed by the owner of the Authorised Inspection Scheme.

Surname

Given name(s)

Signature

Date

	/		/	
day		month		year

Position / Title

9 Privacy Statement

We are collecting your personal information for your application for change of address for an Authorised Inspection Scheme station 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 authorisation.

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.

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