



Application to Amend a Certifier's Licence

Vehicle Safety Compliance Certification Scheme (VSCCS)

- This form is for certifiers seeking to vary their licence conditions or update their contact details.
- Allow 7 days for processing of contact details.
- Allow 30 days for processing assessment of varying licence conditions.

1. Current licence details (Mandatory)

Surname

Given names

VSCCS licence number

2. What changes do you require?

Tick one or more of the following boxes

- Contact details (Complete sections 3, 6 and refer 7a)
- Business details (Complete sections 4, 6 and refer 7a)
- Apply to vary licence (Complete sections 5, 6 and 7b)

3. Contact details

Residential address

Postcode

Mailing address (this may be a personal or a business mailing address)

Postcode

Daytime contact number

Mobile number

Email address - (this may be a personal or a business email address)

Date of birth

 / /
day month year

Drivers licence number

State

4. Business details

Trading name

Registered business address

Postcode

If the business is not owned by you who owns or runs the business (CEO, Director, etc)?

Business contact number

Australian Business Number (ABN)

Australian Company Number (ACN) (if the business is incorporated)

5. Proposed variation to licence

Please tick (✓) all additional vehicle categories and/or fields of competencies you wish to apply for: (for more details refer to table on page 2)

Field of Competency	Vehicle Category				
	(M) Motorcycles (aka L - group)	(P) Passenger vehicles and omnibuses (GVM < 4.5 t)	(B) Omnibuses (GVM > 4.5 t)	(L) Light commercial vehicles	(H) Medium and heavy vehicles and trailers
C1 Braking systems (modified vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Driving controls and aids (modified vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3 Seating and occupant protection (modified vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4 Engine, fuel systems etc (modified vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5 All other systems (modified vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IP Imported vehicles (whole vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AOV All other vehicles (whole vehicles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please return your completed form to:

Vehicle Safety Compliance Certification Scheme (VSCCS)

PO Box 122, Glen Innes NSW 2370

www.rms.nsw.gov.au | 13 22 13 | T 1300 336 206 | F 1300 397 040 | E vsccs@rms.nsw.gov.au

6. Certifier's declaration and privacy statement

(please read carefully before you sign)

Roads and Maritime Services (Roads and Maritime) is subject to the *Privacy and Personal Information Protection Act 1998*, the *Health Records and Information Privacy Act 2002* and the *Privacy Act 1988* (Cth) which requires the Agency to comply with the Information Privacy Principles. Roads and Maritime is committed to protecting your privacy. We will only use your information for the purpose for which you have provided it and for directly related purposes. Roads and Maritime will not disclose your personal information to third parties, unless you consent or in other circumstances where such disclosure is required or authorised by law.

I consent to the disclosure of information by other organisations as required by Roads and Maritime to verify any details I have given in this application. If my application is successful, I further consent at the discretion of Roads and Maritime, for the disclosure by the above organisations of any detail concerning my character or relating to my fitness to maintain a licence.

I understand that my 'personal information' is being collected for an Application for a Certifier's Licence. Personal Information including any image is collected and held by the Roads and Maritime Services (Roads and Maritime), 20-44 Ennis Road, Milsons Point NSW 2061. I have a right to access or correct my 'personal information' in accordance with the provisions of the relevant privacy legislation. The information supplied may be disclosed in accordance with the exemptions provided in the *Privacy and Personal Information Protection Act 1998*.

I declare that the information I have given in this application is true and correct. I understand that if any information I have given is found to be false this application will be disregarded. I understand that Roads and Maritime will conduct checks of its records to confirm correctness of the information provided.

I understand, if I am applying to have additional vehicle categories and/or fields of competencies considered by Roads and Maritime Services a review and interview, with my attendance is required. The date, time and location will be arranged once form and payment has been submitted. I am aware that a non-refundable category fee is payable.

I understand that a VSCCS certifier's licence will not be issued if I cannot comply with the requirement to be suitably qualified and a fit and proper person to hold a licence.

I understand that a VSCCS certifier's licence may be issued unconditionally or subject to conditions including compliance with conditions of licence made from time to time.

Signature (the individual must sign)

Date

/	/
day	year

7. Submitting your amendment form

Visit the Roads and Maritime website for all fees

<http://www.rms.nsw.gov.au/business-industry/examiners/fees.html>

Note: A payment is **only** required if you are applying to vary a licence refer to 7(b)

(a) changing of contact or business details only

By email:

Scan and email your completed and signed application to vscs@rms.nsw.gov.au

By mail:

Send completed form to:

VSCCS
PO Box 122
Glen Innes, NSW 2370

(b) If you are applying to vary your licence (and if applicable changing other details)

By email:

Please call the Roads and Maritime Contact Centre on 13 22 13 and advise the Contact Services Officer that you wish to make a payment under a miscellaneous payment codes then record the receipt number(s) below.

Code - VSK

Apply to vary a licence fee

RMS receipt number - VSK

Scan and email your completed and signed application to vscs@rms.nsw.gov.au

By mail:

Send completed form and payment to:

VSCCS
PO Box 122
Glen Innes, NSW 2370

Note: cheques **must** be made payable to 'Roads and Maritime Services'

Equivalent ADR vehicle categories	Motorcycles (M)	Passenger vehicles and omnibuses (GVM <= 4.5 t) (P)	Omnibuses (GVM > 4.5 t) (B)	Light commercial vehicles (L)	Medium and heavy vehicles and trailers (H)
2nd edition	CY, motor bike, moped, motor tricycle	PC, FC, PD, PM, LG, OM1, OM2, OM3, PM	OM4	LG (up to 4.5t), PM	HG
3rd edition	LA, LB1, LB2, LC, LD, LE, LEM, LEP, LEG	MA, MB, MC, MD1, MD2, MD3, TA, TB, TC1	MD4, ME	NA, NB1	NB2, NC, TC2, TD