



Important Information

- This application form is for a Registered Training Organisation to apply to be registered under the HVCBA Scheme
- All supporting documents must be attached
- Details that are missing or incorrect may result in delays or the application not being processed.
- Your application will be assessed in accordance with Roads and Maritime Services Scheme Policies and Procedures and a decision made.
- The application alone does not guarantee selection as an Roads and Maritime approved Registered Training Organisation (RTO).

1. Registered Training Organisation Details

Company name

Trading as

ABN/ACN

Name CEO/Director/Managing Director/Other

Driver Licence No.

State issued

Licence class

Business contact number

Mobile number

Address

Postcode

Postal Address

Postcode

Email

2. Applicant Referees

Please provide details for two persons who are able to provide references regarding your Heavy Vehicle training experience and skills.

(i) Name

Relationship to applicant

Phone number

(ii) Name

Relationship to applicant

Phone number

3. RTO Representatives

(i) Name

Position held within RTO

Business contact number

Mobile number

Driver Licence No.

State issued

Licence class

Address

Postcode

Postal Address

Postcode

Email

(ii) Name

Position held within RTO

Business contact number

Mobile number

Driver Licence No.

State issued

Licence class

Address

Postcode

Postal Address

Postcode

Email

Registered Training Organisation Heavy Vehicle Competency Based Assessment Application (continued)

4. Supporting information checklist

Please attach the following documents to your application

- Certified copy of ACN or ABN Certificate
- A certified copy of documentation from ASQA showing RTO as a bona fide Training Organisation
- Certified copy of the CEO's or equivalent, and/or a Senior Executive's, current Heavy Vehicle licence equivalent to Heavy Rigid licence class or above
- Certified copy of qualifications demonstrating HVCBA knowledge.

Written statement of relevant experience

A brief written statement (one page) outlining your experience in:

- Providing training courses related to the Heavy Vehicle environment
- Organising and administering training courses
- Include examples of training courses you have delivered.

Relevant insurances

Certified copies of certificates of currency for:

- Public Liability Insurance (minimum sum \$20 million for any single occurrence)
- Professional Indemnity Insurance (minimum sum \$5 million for any single occurrence)
- Motor Vehicle Comprehensive Insurance (minimum sum \$20 million for any single occurrence).

Fit & Proper Person Guidelines

- I have read and understood the Fit & Proper Person Guidelines

Roads and Maritime Services Code of Conduct

- I have read the Roads and Maritime Code of Conduct and signed the certification

Roads and Maritime Services HVCBA Accreditation Agreement

- I have read and signed the Agreement

Who can certify documents?

The following people are authorised to certify documents:

- **Health professions:** Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist
- **Legal professions:** Solicitor / lawyer / barrister
- **Court positions:** Bailiff, Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court, CEO of a Commonwealth court
- **Government representatives** (elected): Federal, State or Territory or Local
- **Financial Institutions:** Bank officer, building society officer, credit union officer, finance company officer - employed for five years or more
- **Justice of the Peace** (who must also provide their registration number)
- **Police officer** ranked Sergeant or above, or in charge of a station.

Certified documents must:

- Be initialed on every page by the Authorised Officer
- Annotated on the last page as appropriate eg "I have sighted the original document and certify this to be a true copy of the original" and signed by the Authorised Officer
- List the name, date of certification, and contact phone number and position number (if relevant) and have the stamp or seal of the Authorised Officer (if relevant) applied.

Privacy statement and declaration

Roads and Maritime is collecting your personal information in relation to your Heavy Vehicle Competency Based Assessment application and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes.

You are required to provide your personal information under Road Transport Legislation and we may refuse your application if you do not provide it.

Roads and Maritime may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

Roads and Maritime is subject to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. Your personal information will be held by us at 20-44 Ennis Road, Milsons Point NSW 2061. You have the right to access and correct the information if you believe that it is incorrect.

You declare that the information on this form is true and complete. Under Road Transport Legislation, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

Signature

Date

day	/	month	/	year
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Roads and Maritime Office use only

Checklist

- Certified copy of ACN or ABN Certificate
- Certified copy of documentation from ASQA showing RTO as a bona fide Training Organisation
- Current Heavy Vehicle licence equivalent to Heavy Rigid licence class
- Certified copies of insurance certificates for currency
- Certified copy of qualifications demonstrating HVCBA knowledge.
- Signed Roads and Maritime Code of Conduct certification
- Signed Roads and Maritime HVCBA Accreditation Agreement

Date commences

day	/	month	/	year
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Date expires

day	/	month	/	year
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Approved

- Yes No

Approval Officer name

Officer signature

Further information and enquiries

Roads and Maritime, Enrolment Training
Locked Bag 928 North Sydney NSW 2059

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