



# Application for a Certifier's Licence

## Vehicle Safety Compliance Certification Scheme J&P (VSCCS J&P)

Before completing this application form, you **must** read *Becoming a VSCCS J&P Licensed Certifier*, available from the VSCCS page on Roads and Maritime Services (Roads and Maritime) website ([www.rms.nsw.gov.au/vscs](http://www.rms.nsw.gov.au/vscs)). This guide includes important information about the obligations of a licensed certifier and how your application will be assessed.

### 1. Personal details

Surname

Given names

Residential address (where you live – this is required for identity and criminal history checks)

  

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Postcode

**Mailing address – for mail about this application** (this may be a personal or a business mailing address)

  

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Postcode

Daytime contact number

Mobile number

**Email address – for communications about this application** (this may be a personal or a business email address)

Date of birth

  
day / month / year

Country of birth

State of birth

Town of birth

Drivers licence number

State

### 2. Business details

Please provide some information about the business where you plan to work as a VSCCS J&P licensed certifier. It may be a business you own, are a partner in, or one you work for.

Trading name

Registered business address

  

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Postcode

### Business details (continued)

If the business is not owned by you (the individual making this application), 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)

**Note:** You will need to be able to demonstrate that you are competent to certify Heavy Vehicle body-fit and tow-coupling modifications in accordance with Vehicle Standards Bulletin 6 (VSB 6) codes J&P

For more information on licence categories, refer to *Becoming a VSCCS J&P licensed certifier* (available from the Roads and Maritime website).

### 3. Work contact details

Please provide contact details you wish to appear on Roads and Maritime communications for customers to contact you. This may be different from the business details you have provided.

Business name

Business address

  

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Postcode

Contact number

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Please submit your completed application form, associated documentation and payment at any Service NSW Customer Service Centre Vehicle Safety Compliance Certification Scheme J&P (VSCCS J&P)

PO Box 122, Glen Innes NSW 2370

[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | 13 22 13 | T 1300 791 186 | F 1300 793 865 | E [ais@rms.nsw.gov.au](mailto:ais@rms.nsw.gov.au)

**4. What qualification(s) do you have that meet the minimum entry requirement of a certificate III in a relevant discipline?** Refer to *Becoming a VSCCS J&P Licensed Certifier*, available from [www.rms.nsw.gov.au/vsccs-jp](http://www.rms.nsw.gov.au/vsccs-jp)

Please attach a copy of transcript or certificate of qualification(s).

This information will be used to make a preliminary assessment of your competence. In addition to what you include here, you must also attach a curriculum vitae (CV).

**a. Name of qualification**

Institution or organisation offering qualification

Year qualification completed

**b. Name of qualification**

Institution or organisation offering qualification

Year qualification completed

**5. What experience do you have?**

Please complete and attach the VSCCS J&P Application self declaration template, available from [www.rms.nsw.gov.au/vsccs-jp](http://www.rms.nsw.gov.au/vsccs-jp)

Please list up to three jobs or positions you have held that best support your application. This information will be used to make a preliminary assessment of your experience.

**a. Job title/type of work done**

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Employer/business name

The year you started this work

Number of months and years doing this work

Name of a person that can verify your experience there (e.g. a manager, a supervisor, the business owner)

Daytime contact number for this person

**b. Job title/type of work done**

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Employer/business name

The year you started this work

Number of months and years doing this work

Name of a person that can verify your experience there (e.g. a manager, a supervisor, the business owner)

Daytime contact number for this person

**c. Job title/type of work done**

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Employer/business name

The year you started this work

Number of months and years doing this work

Name of a person that can verify your experience there (e.g. a manager, a supervisor, the business owner)

Daytime contact number for this person

**d. Current or previous HVAIS Examiner number (if applicable).**

Please complete and attach the VSCCS J&P Third party evidence template, available from [www.rms.nsw.gov.au/vsccs-jp](http://www.rms.nsw.gov.au/vsccs-jp)

**6. Do you intend to certify vehicles that you perform work on?**

Yes  *An Application for Self-Certification form will be sent to you for completion (form 1622)*

No

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## 7. Declaration (please read carefully before you sign)

I accept that submission of this application does not guarantee the application proceeding or the approval of or issuing of a VSCCS J&P certifier's licence. I understand that failure to supply full details, relevant documentation and sign this declaration can result in the application not proceeding.

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 that a VSCCS J&P 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 if my application to become a licensed certifier is found to be unsuccessful, then the application fee is non-refundable.

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

I understand that if a licence is issued the VSCCS J&P certifier's licence limits the licence holder to **only** certify body-fit and tow coupling modifications in accordance with sections J&P of VSB6.

I understand that if a licence is issued the conditions of licence limit the certifier to operating within the following definition of the VSCCS J&P scheme:

VSCCS J&P code scheme certifiers will only be licensed to certify:  
VSB6 Section J:

The installation of tow couplings, drawbars, towbars and their associated fittings that:

- involve heavy vehicles only (i.e. those with a GVM exceeding 4.5 tonne)
- are fitted in accordance with both the vehicle and the tow coupling manufacturer's specifications and recommendations
- are installed in accordance with and is within the scope of Section P of VSB6
- meet the requirements of the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications.

VSB6 Section P:

The installation of Heavy Vehicle Body fittings:

- involve heavy vehicles with a mass limit (ie GVM or GTM) exceeding 4.5 tonnes, excluding buses and motor homes.
- are fitted in accordance with both the vehicle and the body manufacturer's specifications and recommendations
- are installed in accordance with and are within the scope of Section J of VSB6
- meet the requirements of the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications.

Certifiers should be aware of the other aspects included in VSB 6 (part A and B) and should be conversant with the Australian Design Rules applicable to heavy vehicles.

The VSCCS J&P code licence **excludes** any other modifications covered by VSB6 and specifically:

- any truck mounted lifting systems (slewing) covered by Section Q of VSB6, and
- any vehicle mounted lifting systems (non-slewing) covered by Section R of VSB6

Signature (the individual must sign)

Date

## 8. Check list

Before you submit your application, please ensure you have completed the following:

- Read and understood 'Becoming a VSCCS J&P licensed certifier - A guide to applying for a certifier's licence'.
- Included a **current email address** in Section 1.
- Confirmed you meet the minimum entry qualification requirement of at least a certificate III in a relevant discipline. (refer to Question 4)
- Confirmed that you meet the minimum entry experience requirement of 5 years experience in a relevant field or 2 years experience as an HVAIS Inspector
- Attached certified copies of evidence of your claimed qualification(s) (refer to Question 4)
- Included the completed VSCCS J&P Application self declaration template
- Included the completed VSCCS J&P Third party evidence template
- Attached a current CV.
- Signed and dated the declaration** in section 7.

## 9. Submitting your application and payment of application fee

Please submit your completed application form, associated documents and payment at any Service NSW Customer Service Centre or Roads and Maritime Motor Registry.

Advise the Customer Service Officer that you wish to make a payment under miscellaneous payment code VJA. Record the receipt number below.

Roads and Maritime Receipt no

As part of the application process you will be required to provide 100 points of Proof of Identity at the Service NSW Customer Service Centre.

(refer to Roads and Maritime brochure, 'How to prove who you are' available at any Customer Service Centre or at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au))

**Roads and Maritime Services reserves the right to request applicants to attend a formal interview to seek clarification of any details provided in this application process**