



Important information

- This application form is for use by a Registered Training Organisation (RTO) applying on behalf of an Accredited Assessor who is having difficulty meeting the requirements of the Separation of Training and Assessment (Clause 4.2d)
- Details that are missing or incorrect may result in delays or the application not being processed.
- For an Unanticipated Variation, the RTO must complete Sections 1 and 4.
- When completed forward this application and all supporting documentation by email to hvtraining@rms.nsw.gov.au
- Your application will be assessed in accordance with RMS HVCBA Scheme Policies and Procedures (available on the RMS website at www.rms.nsw.gov.au) and a decision made.

1. Registered Training Organisation details

Company name

Trading as

ABN/ACN

Name CEO/Direction/Managing Director/Other

Driver licence number

State issued

Licence class

Business contact number

Mobile number

Street address

Postcode

Postal address

Postcode

Email address

2. Assessor details

Name

Street address

Postcode

Postal address

Postcode

Email address

Business contact number

Mobile number

Driver licence number

State issued

Licence class

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 and 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

3. Application criteria – tick which is applicable

Geographical location

Market depth/Proximity to other HVCBA assessors

Please provide a written statement and include:

- Location(s)
- Actions taken
- Proposed next steps

Attach documentation to support your application:

- Signed collaboration/non-collaboration letter/memorandum of understanding by HVCBA Assessor (sole trader)
- Signed collaboration/non-collaboration letter by RTO with another RTO
- Evidence from RTO you have approached for collaboration

A large rectangular area with horizontal dashed lines, intended for providing a written statement and attaching documentation.

4. Application for Unanticipated Variation

This section is to be completed when there is an unanticipated variation to the booking required i.e. Assessor is unable to assess due to illness / injury / medical emergencies.

To be completed by the RTO and submitted to Roads and Maritime within **2 hours of the booking**.

Note: Application for Unanticipated Variation is applicable in extenuating circumstances only.

4.1 Details of Assessor 1

Name

Assessor number

Street address

Contact number

Email address

4.2 Details of Assessment

FCA CT

Assessment booking ID number

Assessment date

Assessment time

4.3 Details of Applicant

Name

Licence number

4.4 Unanticipated Variation

Reason for variation *(attach separate sheet if required)*

4.5 Details of Assessor 2

Name

Assessor number

Street address

Contact number

Email address

RTO contact signature

Date

Did Assessor 2 provide training to the Applicant?

Yes No

Roads and Maritime Services office use only

Application completed Yes No

Supporting documentation provided Yes No

Registration number

Date this form was received from the RTO

Details of previous form submission from the Assessor

Details of previous form submission

Date commenced

Date to be reviewed

Approval officer

Approval officer signature

Date

RTO notified Yes No

Date notified