

# Heavy Vehicle Registration Assessment Scheme

## Information Sheet

The Heavy Vehicle Registration Assessment Scheme (HVRAS) accredits persons to inspect and measure motor vehicles more than 4.5 tonnes Gross Vehicle Mass (GVM) and trailers more than 750kg Aggregate Trailer Mass (ATM) prior to registration.

This is to ensure that these vehicles comply with:

- dimensional limits
- approved load sharing axle systems
- safe tyre limits
- vehicle identifiers (engine number, VIN, chassis number, modification plates).

**Imported vehicles that have not been previously registered in Australia cannot be inspected and measured by HVRAS accredited persons.**

## How to apply for HVRAS accreditation

To become a HVRAS accredited person, you must complete a HVRAS Application form (F4331) and email or post it to the Department of Transport and Main Roads' (the department) Training Coordinator for your region, as follows:

- **Northern Region:** (Townsville, Cairns and west to Mt Isa)  
Email - [csb.northern.hvras@tmr.qld.gov.au](mailto:csb.northern.hvras@tmr.qld.gov.au)  
Postal address - PO Box 7466, Garbutt Qld 4814
- **Central Region:** (Gladstone, Rockhampton, Mackay and west to Birdsville)  
Email - [csb.central.hvras@tmr.qld.gov.au](mailto:csb.central.hvras@tmr.qld.gov.au)  
Postal address – PO Box 5096, Red Hill, Rockhampton Qld 4701
- **Southern Region:** (Toowoomba, Gympie, Maryborough, Bundaberg and west to Quilpie)  
Email - [csb.southern.hvras@tmr.qld.gov.au](mailto:csb.southern.hvras@tmr.qld.gov.au)  
Postal address - PO Box 645, Toowoomba Qld 4350
- **SEQ Region:** (Sunshine Coast to Gold coast and west to Esk and Gatton)  
Email - [csb.seqs.hvras@tmr.qld.gov.au](mailto:csb.seqs.hvras@tmr.qld.gov.au)  
Postal address - PO Box 272, Logan Central Qld 4114

This form can be downloaded from the department's website at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) or obtained from a customer service centre (CSC).

## Training

You must successfully complete the department's HVRAS training course to become a HVRAS accredited person.

The training course includes methods for measuring vehicles, dimensional limitations and load limitations and provides information on how to locate vehicle identifiers.

The course may take up to two days to complete. A fee, currently \$235.00 (subject to change), is incurred for the training course. You will then be advised of the payment process, training dates and locations. The fee must be paid in full prior to attending the training.

Training courses are held in the following centres:

<b>Northern Region:</b>	Townsville and Cairns
<b>Central Region:</b>	Rockhampton
<b>Southern Region:</b>	Bundaberg and Toowoomba
<b>SEQ Region:</b>	Logan

Training dates and venues are scheduled when enough applications are received in each region. You may be offered attendance for training in another centre or region to expedite your application.

## Evidence of Identity

You must provide your evidence of identity (EOI) on the first day of your training course. If you do not hold a Queensland driver licence (current or expired less than two years) you must show at least three EOI documents. For a full list of EOI documents you can refer to the Evidence of Identity Requirements form (F4362) available on the department's website.

## Approval

Once you have successfully completed the department's HVRAS training course, and your application is approved, an approval document (including any conditions of accreditation) will be emailed or posted to you by the HVRAS Administrator. Once you have received your approval document, you may then commence your duties as a HVRAS accredited person.

You must produce your accreditation document for inspection if requested by any client or authorised officer.

If your application is refused or further information is required, you will be advised.

## Operation

As a HVRAS accredited person, you are responsible for the accuracy of the inspections you carry out and the recording of the information on the inspection sheets. To ensure accuracy, all details must be from the vehicle itself and not from documentation relating to the vehicle or advice from the client.

## Inspections

When inspecting and measuring a vehicle you must complete the appropriate inspection sheet and a Vehicle Details form (F3529). The inspection sheets and vehicle details form requires you to record your full name, customer reference number (Queensland driver licence number), signature and date. The office/business stamp area only needs to be completed if you have an appropriate business stamp, the department **does not** supply a stamp to HVRAS accredited people.

These forms can be downloaded from the department's website or obtained from a CSC.

If you make a mistake on any of these forms, you are required to complete a new form.

**The forms are invalid when they contain alterations and may be retained by CSC staff.**

If you require any technical assistance to complete these forms when carrying out an inspection, contact the department's Vehicle Standards Unit.

## List of inspection sheets

- F2873 Articulated Bus Inspection Sheet
- F2874 Special Purpose Vehicle (exceeding 4.5t GVM) Inspection Sheet
- F2875 Prime Mover Inspection Sheet
- F2876 Rigid Bus Inspection Sheet
- F2905 Rigid Truck Inspection Sheet
- F3123 Pig Trailer Inspection Sheet
- F3128 Semi Trailer/Goose Neck type Trailer (with fifth wheel or ball coupling) Inspection Sheet
- F3148 Dog Trailer Inspection Sheet
- F3154 Heavy Haulage/Low Loader/Dolly Inspection Sheet
- F3646 converter dolly Inspection Sheet
- F4550 Motorhome/Campervan inspection Sheet

**Note:** If you use F2905 instead of F4550 for motorhome/camper, the inspection may not be accepted.

## Renewal of accreditation

You must renew your HVRAS accreditation prior to your accreditation expiry date. To renew your HVRAS accreditation, complete the relevant sections of the HVRAS Application form (F4331) then scan and email or post the completed application to the HVRAS Administrator.

There is no fee for the renewal application. If your HVRAS accreditation is approved and renewed, it is valid for up to three years. You are responsible for ensuring that your accreditation is current at all times while undertaking the role of a HVRAS accredited person. You cannot perform the duties as a HVRAS accredited person after your accreditation expires.

## Voluntary surrender of accreditation

To voluntarily surrender your accreditation, you must notify the HVRAS Administrator in writing via email or post.

## Replacement accreditation document

If your accreditation document is lost, stolen or destroyed and you require a replacement, complete the relevant sections of the HVRAS Application form (F4331) then scan and email or post the completed application to the HVRAS Administrator. No application fee is required.

## Change of accreditation details

If you change your personal details, you are required to complete a new HVRAS application form (F4331) then scan and email or post the completed application to the HVRAS Administrator.

## HVRAS contact information

### Technical enquiries:

- Phone: 13 23 80 (ask for the Vehicle Standards Unit)  
Email: [vehiclestandards@tmr.qld.gov.au](mailto:vehiclestandards@tmr.qld.gov.au)

### Administrative enquiries:

- Email: [hvras@tmr.qld.gov.au](mailto:hvras@tmr.qld.gov.au)
- Phone: [13 23 80 \(ask for the HVRAS Administrator\)](tel:132380)
- Post: HVRAS Administrator  
Department of Transport and Main Roads  
PO Box 673  
Fortitude Valley Qld 4006