

Information Sheet 4

Applying to be an Approved Inspection Station

A premises where vehicles can be inspected and that is open during ordinary business hours may be approved as an Approved Inspection Station (AIS). The premises must have a dedicated and suitably sized inspection area which will allow an approved examiner to thoroughly inspect all vehicle types that the AIS is approved to inspect. Refer to [Information Sheet 2 – Inspection area and equipment requirements for an Approved Inspection Station](#).

Before making an application

Before making your application, ensure:

- your premises complies with all local, state and commonwealth government requirements and regulations
- you have checked whether you need to have a nominee at your AIS (refer to [Information Sheet 3 – When an Approved Inspection Station approval holder is required to have a nominee and how to make an application](#))
- you have an approved examiner who is approved to inspect the types of vehicles listed in your AIS application.

The Department of Transport and Main Roads (TMR) recommends that you:

- read all relevant [AIS information sheets](#)
- review and have access to:
 - the [Business Rules for Approved Inspection Stations](#) (business rules)
 - the [Queensland Light Vehicle Inspection Manual \(QLVIM\)](#) if it applies to your application
 - the [National Heavy Vehicle Inspection Manual \(NHVIM\)](#) if it applies to your application.

Applying to be an AIS

To apply for an AIS approval, you must:

- complete an [Approved Inspection Station Application \(F2272\)](#)
- attach any supporting documents with your application (refer to information about supporting documents below)
- pay the AIS application fee (refer to the [AIS fee schedule](#) for the current fee amount)
- pay the criminal history check (CHC) fee for each director/partner/individual who resides in Australia (refer to information about criminal history checks below).

Information about supporting documents

In addition to the above, the following documents may be required to support your application.

Customer reference number

You or your organisation must have a Queensland customer reference number (CRN) issued by TMR. If you or your organisation do not have a CRN, you must:

- complete a [New Customer Application form F3503](#)

- meet the evidence of identity requirements referred to in [Evidence of Identify for Individuals and Organisations \(F4362\)](#)

Premises located in residential or rural areas

If your proposed fixed AIS premises is in a residential or rural area, you must have local government (council) approval to operate a vehicle inspection service at the premises. The council approval must be obtained **before** you make your AIS application. If you do not obtain council approval before making your application, your application may be delayed or refused.

Individual trading as a registered business

If you are an individual trading as a registered business, you must provide a current [Australian Securities and Investment Commission \(ASIC\) business name extract](#). The [ASIC business name extract](#) must include your current business name holder details.

Partnerships

If you are a partner in a partnership, you must nominate an individual to act as your nominee. Either yourself or your partner/s can be nominees if you choose. Each nominated individual must complete the [Nominee Application AIS Scheme \(F2203\)](#). If your partnership has a formal partnership agreement, you must provide a copy of the agreement with your application.

If your partnership is also trading as a business, you must also provide a current [ASIC business name extract](#) that includes your partnership's current business name holder's details.

Companies

Nominees

You must nominate a person to act as the company's nominee and provide a completed [Nominee Application AIS Scheme \(F2203\)](#) with your application.

Interstate directors

Directors who reside interstate and do not have a Queensland CRN must complete a [New Customer Application \(F3503\)](#). They must provide **certified copies** of documents that comply with the [Evidence of Identity Requirements for Individuals and Organisations \(F4362\)](#).

An approved witness must certify and endorse the photocopy of the evidence of identity document. The certification must contain the words *'I have sighted the original document and certify this to be a true copy of the original'*.

The approved witness must sign and print their full name, position title and contact details. You may have to pay a fee to have the documents certified. All documents must be certified in English or have an English translation.

An approved witness or local equivalent is either a:

- medical practitioner
- police officer
- consular or ambassadorial officer
- solicitor, barrister, or judge
- justice of the peace or commissioner of declarations
- notary public or person authorised by law to witness and sign documents.

Overseas directors

Directors who reside overseas do **NOT** need to provide evidence of identity documents. However, they must provide a signed and dated letter stating details of:

- their current overseas residential address
- convictions of any disqualifying offences*
- convictions of any road transport offences** within five years immediately before making application
- charges of any disqualifying offences and the charges have not been finalised by the court.

*A disqualifying offence means any offence against the Queensland [Criminal Code Act 1899](#) (the Criminal Code) or a law of another jurisdiction. This includes a jurisdiction outside of Australia, that substantially corresponds to an offence against the Criminal Code (disqualifying offence).

**A road transport offence means an offence against the [Transport Operations Road Use Management Act 1995](#), or the [Heavy Vehicle National Law \(HVNL\)](#) or a law of another State that corresponds to a provision of the HVNL.

ASIC company extract

A current [ASIC company extract](#) that lists your current company's details including the current director/s must be provided with your application.

Business name extract

If your company is also trading as a business, you must also provide a current [ASIC business name extract](#) that includes current business name holder details.

Trusts

A trust cannot make an AIS application. However, a trustee can make the application on behalf of the trust.

If you are an individual trustee and will not be supervising work at the AIS on a daily basis, you must have a nominee. A completed [Nominee Application AIS Scheme \(F2203\)](#) must be provided for each nominee. You must also provide a copy of the deed of trust verifying that you are a trustee of the trust.

If you are a director of a company and the company is a trustee of a trust, you must have a nominee. A completed [Nominee Application AIS Scheme \(F2203\)](#) must be provided as well as the following:

- current [ASIC company extract](#) that lists the company details including the current director/s
- a copy of the deed of trust verifying that the company is the trustee of the trust.

If the trustee company is also trading as a business, you must provide a current [ASIC business name extract](#) that includes the current business name holder details.

Local government

If the applicant is a local government (council), the council must nominate a 'responsible person' to act on their behalf.

The council must provide a written authority on council letterhead. The written authority must authorise a 'responsible person' to formally act on behalf of the council in relation to obtaining and renewing an AIS approval. The responsible person must be listed on the application, sign the application and meet the [Evidence of Identity Requirements for Individuals and Organisations \(F4362\)](#).

The council must also nominate a person to be their nominee. The responsible person may also be a nominee for the council. Each nominee must complete a Nominee Application AIS Scheme (F2203) signed by the responsible person. It is

acknowledged that the nominee and responsible person may be the same. The nominee application must be provided with the AIS application.

Information about criminal history checks

Each director/partner/individual residing (or who has previously resided) in Australia, and making an application for AIS approval, must pay the criminal history check (CHC) fee. Once the fee is paid, TMR requests a full Australian and New Zealand (if relevant) CHC report. This is to ensure that only suitable persons are approved to operate an AIS.

Application and decision-making process

You will be notified in writing of the outcome of your application. If TMR requires further information to decide your application, you will be contacted by email or telephone. If your application is approved, TMR will provide you with an AIS approval document. If your application is refused, TMR will provide you with an information notice providing reasons why your application has been refused and your appeal options.

Inspection Certificates Online

TMR encourages all AISs and approved examiners to use Inspection Certificates Online (ICO). ICO is a web portal and mobile app that enables an AIS to complete safety certificates and certificates of inspection (inspection certificates) electronically. ICO is free to AISs, which means you will save the cost and time taken to purchase inspection certificate books from TMR. In most instances, customers will no longer need to visit TMR to lodge an inspection certificate. For further information, please read [Information Sheet 18 – Inspection Certificates Online](#).

NOTE: a certificate of inspection for CL and CM vehicle type inspections can only be issued using ICO.

Inspection certificate books

TMR encourages all AISs and approved examiners to use ICO. However, your AIS should have **at least one inspection certificate book for each vehicle type you are approved to inspect**. This is in case you experience problems accessing ICO such as internet or power outages.

Inspection books can also be used if the vehicle you are inspecting does not meet the ICO identification requirements (i.e. have a vehicle identification number (VIN), or a Queensland registration plate and chassis number). For further information, please read [Information Sheet 9 – Purchasing inspection certificate books](#).

AIS confirmation and compliance audits

If your application for an AIS approval is granted, a confirmation audit will be scheduled to verify that the information provided in your application is correct. TMR may also conduct compliance audits during the period of your AIS approval.

Compliance audits are conducted to assess compliance with the conditions of your AIS approval and the performance of your approved examiners and nominees. If you have a mobile AIS listed on your AIS approval notice, it must be present at the fixed AIS premises during the audit.

During the audit, you, your nominee or an approved examiner may be asked to:

- demonstrate how to access current legislation, business rules, [QLVIM](#) and [NHVIM](#) (where applicable)
- demonstrate the operation of equipment that is being used as part of a vehicle inspection.

The purpose of the audit is to help, inform and educate. However, an offence detected as part of the audit may result in compliance action being taken against the relevant person. This may include the AIS approval holder, nominee and/or the approved examiner.

The [current audit checklist](#) is available on the AIS webpage. The audit checklist can also be used as a tool to ensure that your AIS complies with the conditions of your AIS approval.

Contact us

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