

Information Sheet 5

Making changes to your AIS approval

As an Approved Inspection Station (AIS) approval holder, you may experience changes or events that may impact on your AIS approval. These changes may require you to either notify or make a formal application with the Department of Transport and Main Roads (the department).

This information sheet explains how you can lodge your application with the AIS Administrator and what happens after you make an application.

Change of AIS premises

As an AIS approval holder, you may decide to relocate your business operations to another location. As you are relocating to another premises, you are required to make an application to change your AIS premises listed on your AIS approval.

To minimise the disruption to your business, the department is committed to working with you to ensure a smooth transition to your new premises. If you wish to continue as an AIS at the new location, you need to provide written notice of the change of location to the department within 14 days.

1. Prior to making an application

Prior to making an application, you are required to:

- provide written notice of the change of location to the department within 14 days
- make sure that the new premises has a dedicated and suitably sized inspection area for the vehicle type/s listed on your AIS approval
- ensure the new fixed premises complies with all local, state and commonwealth government requirements and regulations applicable to the operation of a fixed AIS, including, for example, conducting vehicle inspections at the fixed site
- retain all the equipment necessary for an approved examiner to conduct a thorough inspection of all vehicle type/s listed on your AIS approval.

Refer to Information Sheet 2 Inspection area and equipment requirements for an Approved Inspection Station for further information.

2. Making an application

To make an application to change your AIS premises:

- complete the relevant sections of the Approved Inspection Station Application form (form number F2272)
- lodge your completed Approved Inspection Station Application form with the AIS Administrator (there are no fees for this application).

As you are applying for a change of premises on your AIS approval, you must obtain an amended AIS approval from the department. The amended AIS approval will include the address of your new AIS premises.

Changes to a mobile AIS

During your AIS approval, you may decide to:

- replace your mobile AIS listed on your AIS approval with another vehicle
- add another vehicle as a mobile AIS
- change your mobile AIS's registration number plate
- remove a mobile AIS from your AIS approval.

These changes will require you to make an application with the department. You cannot use the mobile AIS until the application is approved and you are issued with an amended approval document by the department. For additional information about mobile AIS, refer to *Information Sheet 7 Making a mobile Approved Inspection Station application*.

1. Replacing a mobile AIS

To replace your current mobile AIS with another vehicle, you need to:

- complete the relevant sections of the Approved Inspection Station Scheme Change/Replacement form (form number F4638)
- lodge the application with the AIS Administrator (there are no fees for this application).

As you are applying to replace your mobile AIS that is listed on AIS approval, you cannot use the replacement mobile AIS until your application is approved and you are issued with an amended AIS approval notice by the department.

2. Adding another vehicle as a mobile AIS

To add another vehicle as a mobile AIS to your AIS approval, you need to:

- complete the relevant sections of the Approved Inspection Station Scheme Change/Replacement form (form number F4638)
- lodge the application with the AIS Administrator (there are no fees for this application).

As you are applying to add an additional mobile AIS to your AIS approval, you cannot use the mobile AIS until your application is granted and you are issued with an amended AIS approval notice by the department.

3. Changing your mobile AIS registration number plate

When you change the registration number plate on your mobile AIS, you need to:

- complete the relevant sections of Approved Inspection Station Scheme Change/Replacement form (form number F4638)
- lodge the application with the AIS Administrator (there are no fees for this application).

As you are changing the registration number plates on your mobile AIS, you must obtain an amended AIS approval notice from the department. However, as the vehicle identification number (VIN) is not changing, you may continue to use the

vehicle as a mobile AIS. After receiving your application, the department will provide you with an amended AIS approval notice listing the existing VIN with the new registration number plate.

4. Removing a mobile AIS from your AIS approval

If you decide to remove a mobile AIS from your AIS approval, you need to:

- complete the relevant sections of Approved Inspection Station Scheme Change/Replacement form (form number F4638)
- lodge the application with the AIS Administrator (there are no fees to remove a mobile AIS).

Once your application to remove a mobile AIS from your AIS approval has been processed, the department will provide you with an amended AIS approval notice.

Adding or removing an approved examiner

If an approved examiner starts or finishes working at your AIS, you must give the department written notice within 14 days. To meet this requirement, you (the AIS approval holder) or your nominee may either:

- complete the relevant sections of Approved Inspection Station Scheme Change/Replacement form (form number F4638)
 - lodge the application with the AIS Administrator (there is no fee for this application).
- or
- email the AIS Administrator at ais@tmr.qld.gov.au the following details:
 - the approved examiner's full name and approved examiner number
 - the date the approved examiner started or finished working at the AIS
 - the AIS approval holder's full name and AIS number.

Adding or removing a nominee

Depending on your business structure or your business needs, you may be required to have a nominee. A nominee is a person who is responsible for the conduct of your business at the AIS for which you hold an AIS approval.

1. Adding a nominee

If you decide to nominate a person to be your nominee, the person must:

- complete the Nominee Application form (form number F2203)
- meet the evidence of identity (EOI) requirements (refer to the EOI information sheet for individuals (form number F4362)
- pay the criminal history check fee at a department Customer Service Centre (CSC) or Queensland Government Agency Program (QGAP) office (refer to the AIS fee schedule for current fee amount)
- lodge the application together with the copy of the CSC fee receipt with CSC or QGAP officer.

2. Removing a nominee

If a nominee is no longer employed at your AIS, their approval as a nominee ends and you are required to provide written notice within 14 days of the nominee ceasing to be employed at your AIS.

The written notice must state the name of the nominee and the date they ceased employment at your AIS for which you hold an AIS approval. You may use the Approved Inspection Station Scheme Change/Replacement form (form number F4638) to provide written notice by completing the relevant sections and lodging it with the AIS Administrator.

If you are required to have a nominee (Information Sheet 3 *When an AIS approval holder is required to have a nominee and how to make an application*), your AIS approval is automatically suspended until you nominate another person to be your nominee and the person has been granted by the department.

Adding or removing AIS vehicle inspection types to your AIS approval

Depending on your AIS's inspection area, equipment and your business needs, you may wish to add or remove vehicle inspection types from your AIS.

1. Adding an AIS vehicle inspection type

Before applying for an additional vehicle inspection type to your AIS approval, you need to ensure that your dedicated inspection area is suitably sized to allow an approved examiner to inspect the vehicle type that you are applying for (refer to Information Sheet 2 *Inspection area and equipment requirements for an Approved Inspection Station*).

You also need to ensure that the AIS has the necessary equipment to enable an approved examiner to carry out a thorough inspection of the vehicle type that you are applying for.

To make an application, you need to:

- complete the relevant sections of the Approved Inspection Station Application form (form number F2272)
- lodge the application with the AIS Administrator (there is no fee for this application).

If your application is granted, you will receive an amended AIS approval notice that will allow you to purchase inspection certificate books for the additional vehicle type from the department's CSCs.

2. Removing AIS vehicle inspection type

If you decide to remove an AIS vehicle inspection type from your AIS approval, you must return any unused inspection certificate books for the vehicle type being removed and keep any used inspection certificate books for a period of two years (as required by the *Business Rules for Approved Inspection Stations*).

To remove an AIS vehicle inspection type from your AIS approval, you are required to:

- complete the relevant sections of the Approved Inspection Station Application form (form number F4638)
- lodge the application with the AIS Administrator (there is no fee for this application)
- return any unused inspection certificate books for the vehicle inspection type being removed to the department's nearest compliance office or a department CSC.

Requesting a replacement AIS approval

If your AIS approval document is lost, stolen or destroyed, you are required to notify the AIS Administrator in writing within 14 days after the event happens.

As you are required to produce your AIS approval document for inspection at the request of any person seeking to obtain an inspection certificate or an authorised officer, you are required to obtain a replacement AIS approval notice.

To apply for a replacement document:

- complete the relevant sections of the Approved Inspection Station Scheme Change/Replacement form (form number F4638)
- lodge the application with the AIS Administrator (there is no fee for this application).

What happens after your application is made

You will be notified in writing of the outcome of your application (if required). If the department requires further information to support your application, the department will contact you by email or telephone. If your application is granted, the department will provide you with the necessary approval notice/accreditation document (if required). If your application is refused, the department will provide you with an information notice providing reasons why your application has been refused and your appeal options.

Contact us

Phone	13 QGOV (13 74 68)
Email	ais@tmr.qld.gov.au (preferred contact method)
Website	www.tmr.qld.gov.au/ais
Post	AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006