

Information sheet 7

Making a mobile AIS application

A mobile Approved Inspection Station (AIS) is a vehicle approved by the Department of Transport and Main Roads that allows an approved examiner to conduct vehicle inspections away from the fixed AIS premises.

You cannot apply for a mobile AIS approval unless you have an approved fixed AIS premises or you are applying for both a fixed AIS premises and a mobile AIS.

If you are applying for a new fixed AIS premises and a mobile AIS, read [Information Sheet 4 – Making a new AIS application](#).

Before making an application for a mobile AIS

Before you apply for a mobile AIS, you must have a fixed AIS premises and you must nominate a registered vehicle.

The nominated vehicle must be able to carry the required equipment for inspecting vehicles of the type/s listed on your AIS approval. For further information about equipment requirements, read [Information Sheet 2 – Inspection area and equipment requirements](#).

Making an application for mobile AIS

To apply for a mobile AIS, you must:

- complete the relevant sections of the [Approved Inspection Station Scheme Change/Replacement form \(F4638\)](#)
- email your application to the AIS Administrator (there are no fees for this application).

If your application is refused, we will email you an information notice providing reasons for the decision and how you can appeal the decision.

If your application is approved, you must ensure your nominated vehicle (your mobile AIS) has the AIS trading name and AIS approval number that is:

- clearly and legibly displayed on both sides of the vehicle
- able to be read and visible from 30 metres.

A magnetic sign may be used if it complies with the above requirements and may be removed from the vehicle if the vehicle is not being used as a mobile AIS.

Transfer of equipment from fixed AIS to mobile AIS vehicle

An AIS may transfer the equipment from the fixed AIS to the mobile AIS vehicle if needed. However, if the equipment is removed from the fixed AIS (even for a short period), inspections cannot be carried out at the fixed AIS until all the equipment is returned to the fixed AIS premises.

Adding or removing a mobile AIS

To add or remove a vehicle, you must

- complete the relevant sections of the [Approved Inspection Station Scheme Change/Replacement](#) form (F4638)
- email your application to the AIS Administrator (there are no fees for this application).

Before you can use the vehicle as a mobile AIS, you must have an amended AIS approval notice (which lists the mobile AIS vehicle).

Changing your mobile AIS registration number

When you change the registration number of your mobile AIS, you must:

- complete the relevant sections of the [Approved Inspection Station Scheme Change/Replacement](#) form (F4638)
- email your application to the AIS Administrator (there are no fees for this application).

As you are only changing the registration number of an existing mobile AIS recorded on your current AIS approval notice and the VIN has not changed, you may continue to use the vehicle as a mobile AIS until you get your amended AIS approval notice.

Contact us

Phone	13 23 80 (ask for the AIS Administrator)
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