

Information Sheet 7

Making a mobile Approved Inspection Station application

June 2016

A mobile Approved Inspection Station (AIS) is a vehicle approved by the Department of Transport and Main Roads (the department) for the purpose of allowing an approved examiner to conduct vehicle inspections at locations away from the fixed AIS premises. You cannot use a vehicle as a mobile AIS unless you have an approved fixed AIS premises and the vehicle has been approved by the department to operate as a mobile AIS. A mobile AIS vehicle must be listed on your AIS approval notice before it can be operated as a mobile AIS.

Depending on your business needs, you may make an application for a mobile AIS when you first make your application for AIS approval (of a fixed premises), or you can add, replace or remove a mobile AIS after you have received your AIS approval.

This information sheet covers the following areas relating to mobile AIS applications:

- what you need to do prior to making an application for a mobile AIS
- how to make an application for mobile AIS
- making changes to a mobile AIS and your AIS approval.

Prior to making an application

Prior to making your application, you need to nominate a vehicle and ensure it is registered. You are required to ensure that, when carrying out vehicle inspections under the *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010*, the vehicle carries the necessary equipment for inspecting vehicles of the type listed on your AIS approval (refer also to Information Sheet 2 *Inspection area and equipment requirements for an Approved Inspection Station*).

We also recommend that you review and have access to:

- the *Business Rules for Approved Inspection Stations* (the business rules)
- the *Code of Practice – Vehicle Inspection Guidelines* (Light Vehicle Inspection Guidelines) (if applicable to the AIS application)
- the *National Heavy Vehicle Inspection Manual* (National Heavy Vehicle Inspection Manual) (if applicable to the AIS application).

The above documents are available on the department's website at www.tmr.qld.gov.au

Making an application for mobile AIS

To make an application to add a 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).

You will be notified in writing of the outcome of your application. If we require further information to support your application, we will contact you by email or telephone. If your application is granted, we will provide you with an AIS approval notice that lists the mobile AIS vehicle registration number and vehicle identification number (VIN). If your application is refused, we will provide you with an information notice providing reasons why your application has been refused and your appeal options.

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 may require you to make an application with the department and obtain an amended AIS approval notice prior to using the vehicle as a mobile AIS.

1. Adding or replacing a mobile AIS

To add another vehicle or replace your current mobile AIS with another vehicle, 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 applying to add another vehicle or replacing your mobile AIS that is listed on AIS approval, you must obtain an amended AIS approval notice from the department which lists the additional vehicle or replacement vehicle as a mobile AIS before you can use it as a mobile AIS.

2. 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 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.

3. Removing 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.

Contact us

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