

## Information Sheet 8

# Multi-listing Approved Inspection Stations

September 2015

Multi-listing is an option offered by the Department of Transport and Main Roads (the department) to individuals, partnerships or companies who hold more than one Approved Inspection Station (AIS) approval under the same legal entity name.

Multi-listing your AIS approvals allows you to move your staff (approved examiners and/or nominees) between your AIS premises without the need to make additional applications for each nominee or approved examiner under each individual AIS approval.

This provides you and your staff with the flexibility to act in their respective capacities at any of your AISs to accommodate your business needs or to ensure compliance with legislation or the *Business Rules for Approved Inspection Stations* (the business rules).

### Eligibility requirements for multi-listing AIS approvals

Multi-listing AISs is only available to AIS approval holders who hold more than one AIS approval under the same legal entity name (whether the legal entity is an individual, partnership or company). The department will not approve applications to multi-list AIS approvals where the AIS approvals are held under different legal entities.

### Prior to making an application

Prior to making your application, you need to ensure you meet the eligibility requirements for multi-listing your AISs. Further, you need to be familiar with the business rules, in particular the rules relating to maintaining and keeping records of staff at each multi-listed AIS. The business rules is available on the department's website at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

### Making an application

To make an application to multi-list your AISs, you need to list your AIS approval numbers by:

- completing the relevant section of the AIS Change/Replacement application (form number F4638)
- lodging your completed AIS Change/Replacement Application form with the AIS Administrator (there are no fees for this application).

### What happens after my application is made

You will be notified in writing of the outcome of your application. If the department requires further information to support your application, the department will contact you by email or telephone. If your application is approved, the department will provide you with the necessary AIS approval document listing all AISs approved for multi-listing. 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

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