

Information Sheet 10

Renewing your Approved Inspection Station Approval

Your Approved Inspection Station (AIS) approval is granted for one year. To continue operating as an AIS, you must apply to renew your AIS approval.

The Department of Transport and Main Roads will send you a renewal reminder and AIS renewal application before the expiry of your AIS approval.

If you have chosen to receive communications by email, we will email your renewal reminder and AIS renewal application form. Otherwise, we will post your renewal reminder and AIS renewal application.

If you change your email or postal address, you must notify the AIS administrator within 14 days. This is to make sure that you receive your renewal reminder and AIS renewal application before your AIS approval expires.

Failing to renew your AIS approval

It is your responsibility to make sure you apply to renew your AIS approval before it expires. If you haven't received an AIS renewal application, contact the AIS Administrator.

If you fail to renew your AIS approval before the expiry date on your AIS approval notice, your AIS approval will expire.

If your AIS approval expires, you won't be able to approve or issue certificates using Inspection Certificates Online (ICO) and you cannot approve or issue handwritten inspection certificates. You can only issue inspection certificates after your AIS renewal application is approved and you have received your new AIS approval.

Lapsed AIS approval

From 1 December 2020, if your AIS approval has been expired for 90 days or more, your AIS approval will lapse. If your AIS approval lapses, you will need to make a new AIS application, provide all relevant supporting information, and pay the relevant application fees.

If your AIS approval lapses, you still won't be able to issue certificates using ICO or issue handwritten certificates until you have received your new AIS approval.

Therefore, it is recommended that you renew your AIS approval before it lapses to avoid being required to make a new application. For more information about making a new AIS application, read [Information Sheet 4 – Making a new AIS application](#).

Before you apply for renewal

Check your current AIS approval notice details

Check your current AIS approval notice to make sure the AIS business name and AIS approval holder name has not changed.

If the AIS approval holder and/or AIS name is an organisation and is registered with the Australian Security and Investment Commission (ASIC), the organisation name/s must be current and registered with a future renewal date.

To check if your organisation name/s are current and registered with a future renewal date, go to the AISC website at www.asic.gov.au.

If your AIS business name and/or AIS approval holder name has changed, your renewal application will not be processed. For more information, read [Information Sheet 4 – Making a new AIS application](#) and [Information Sheet 6 – Changes to your AIS business structure](#).

Check your premises, equipment and other requirements

Before you make your AIS renewal application, make sure:

- your AIS premises complies with all local, state and commonwealth government requirements and regulations applicable to the operation of your AIS (for example, you must ensure you have local government approval to conduct vehicle inspections at your AIS premises)
- your AIS has the equipment required for inspecting the vehicle types listed in your AIS approval and the equipment has been maintained so it effectively and efficiently performs the function it is designed for
- you have read and reviewed the current AIS requirements on the Department of Transport and Main Roads website at www.tmr.qld.gov.au/ais.

For more information about premises and equipment requirements, [read Information Sheet 2 – Inspection area and equipment requirements](#).

Make your application

To renew your AIS approval, you must:

- complete the [Approved Inspection Station Renewal Application \(F4762\)](#)
- lodge and pay the application fee at a [transport and motoring service centre](#) (refer to the [AIS fee schedule](#)).

After you have made your application

If your AIS renewal application is approved, we will email you your new AIS approval notice. If your application is refused, we will email you an information notice which will provide the reasons for refusing your application and how you can appeal the decision.

Contact us

Phone	13 23 80 (ask for 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