

# Registered Training Organisation Appeals Application

## Review a Decision about Licence Agreement

### What is the process if I disagree with a Transport and Main Roads decision about my Licence Agreement?

If you disagree with a decision made by Transport and Main Roads you may appeal the decision following the steps outlined in the table below if the decision relates to:

- Rejection of your application for licensing
- Disputed compliance with Transport and Main Roads audit findings
- Cancellation or suspension of your licence
- Conditions placed on your licence.

### Appeals process steps

Type of review	Purpose	Requirements
1. Review meeting	To provide Transport and Main Roads feedback regarding the reasons for the decision	<a href="#">Email</a> request for meeting with Manager Technical Training and Development, with proposed agenda
2. Process verification	To check that the appropriate process was properly carried out, regardless of the decision	<a href="#">Completion of Appeal Application</a> Include reasonable evidence or reasons why you consider the process may not have been carried out properly
3. Repeat process	To repeat the process. (The results of the 'new process' will replace that of the original)	<a href="#">Completion of Appeal Application</a> Include reasonable evidence or reasons why the decision conflicts with the outcomes of the process

Documentary evidence must be provided to support your appeal application. This information must be submitted at the same time as your application, be logically organised and referenced to the relevant appeal category.

If your appeal is not related to the decision types listed above, or you are not satisfied with the outcome after completing the appeals process steps, refer to the [Transport and Main Roads Complaints Management](#) process on the departmental website.

# Appeal Application – Licence Agreement Decisions

Please submit this form with attachments to [techtraining@tmr.qld.gov.au](mailto:techtraining@tmr.qld.gov.au). Transport and Main Roads must receive this form within **10 business days** of you receiving written confirmation of the decision.

## Section 1: Applicant details

Details of person making this appeals application.

<b>Full name:</b>			
<b>RTO name:</b>			
<b>RTO number:</b>			
<b>Position:</b>			
<b>Email:</b>			
<b>Phone:</b>		<b>Mobile:</b>	

## Section 2: Details of the decision you are appealing

Please click to **tick** the appropriate box:

Rejection of an application for licensing

Disputed compliance audit findings

Cancellation / suspension of licence

Conditional licencing

Other (Please state)

## Reasons for the appeals application

Briefly state the reasons why you consider the decision requires review. Please attach any documentary evidence to support your application.

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