

## Information Sheet 3

# When an Approved Inspection Station approval holder is required to have a nominee and how to make an application

September 2015

Depending on the business needs of the Approved Inspection Station (AIS) approval holder, an AIS approval holder may need to nominate a person to act as their nominee. As an AIS approval holder, you need to ensure that any person you nominate as your nominee:

- is an adult
- is an appropriate person to be a nominee
- holds a position in which they are charged with the responsibility for the conduct of your AIS business at the AIS premises for which you hold AIS approval.

## When is an AIS approval holder required to have a nominee?

### Individual

If you are an individual who is the AIS approval holder and you may not be present to supervise work at the AIS on a daily basis, you are required to have a nominee.

### Partnerships

If you are a partnership, you are required to nominate a person to act as your nominee. You, your partner or another person may apply to act as your nominee.

### Companies

If you are a company, you are required to nominate a person to act as the company's nominee.

### Trusts

If you are an individual trustee of a trust, and you will not be present to supervise work at the AIS premises on a daily basis, you are required to nominate a person to be your nominee. If you are a director of a company, and the company is a trustee of a trust, you must nominate a person to be the company's nominee.

## Adding or removing a nominee

### Adding a nominee

If you decide to nominate a person to be your nominee, the nominated person needs to:

- complete the Nominee Application form (form number F2203)
- provide you with the Nominee Application form to endorse and sign

- meet the evidence of identity (EOI) requirements (refer to the EOI information sheet for individuals (form number F4362)
- pay the criminal history check fee at a Department of Transport and Main Roads (the department) Customer Service Centre (CSC) or Queensland Government Agency Program (QGAP) office (refer to the AIS fee schedule for current fee amount)
- lodge the application together with the copy of the CSC fee receipt with a department CSC or QGAP office.

As the nominated person is making the application, they will be notified in writing of the outcome of their application. If the department requires further information to support their application, the department will contact them by email or telephone. If their application is approved, the department will provide them with a letter approving them to act as your nominee. If their application is refused, the department will provide them with an information notice providing reasons why their application has been refused and their appeal options.

### Removing a nominee

If a nominee is no longer employed at your AIS, their approval as a nominee ends and you are required to provide written notice within 14 days of the nominee ceasing to be employed at the AIS.

The written notice must state the name of the nominee and the date they ceased employment at the AIS for which you hold AIS approval. You can provide written notice by emailing the above information to the AIS Administrator or by completing the Approved Inspection Station Scheme Change/Replacement form (form number F4638) and lodging it with the AIS Administrator by email or post.

If you are required to have a nominee, your AIS approval is automatically suspended until you nominate another person to be your nominee and the person has been approved by the department.

## Contact us

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