



1. Business details

Trading name *(this should reflect the Trading Name listed on the Motor Vehicle Repairers Licence)*

AIS number *(if allocated)*

Business address *(street address of Inspection Station must reflect the Motor Vehicle Repairers Licence)*

Postcode

Postal address *(if different from above)*

Postcode

Business telephone

Fax number

Mobile number

Email address *(this must be completed)*

Australian Business Number (ABN)

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Australian Company Number (ACN) *if incorporated*

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2. How the business is operated

Note: RMS will not accept Family Trusts

Sole trader

Company

Partnership

Other

(Government/Council etc)

provide details below

3. Details of the Owner(s) of the Business

a) Company, Partnership or Sole Trader name

Directors / Partners *(list full names of all directors/partners)*

b) Have you ever been cancelled or suspended as an authorised examiner or proprietor or had an application to become an authorised examiner or proprietor refused? *(If you tick 'Yes' provide details in the box provided)*

No

Yes *provide details below*

4. Details of the person who will be the Proprietor's Nominee *(if applicable)*

Note: To be eligible to become a Proprietors Nominee the entity/examiner **must** have completed the RMS Safety Check Proprietor Course.

Entity number

Surname

Given names

5. Details of the person who will be the Alternative Nominee *(if applicable)*

Note: To be eligible to become a Alternative Nominee the entity/examiner **must** have completed the RMS Safety Check Proprietor Course.

Entity number *(Examiner no.)*

Surname

Given names

6. Details of proposed examiner(s) - (All Examiners MUST have completed the RMS Safety Check Examiner course).

First Examiner

Entity number (Examiner no.)

Surname

Given names

Second Examiner

Entity number (Examiner no.)

Surname

Given names

Note: If you have any more than two examiners please attach on a separate page at the end of the application.

7. MVRIA Repairer's Licence (A copy of the current Motor Vehicle Repairers Licence MUST be attached to this application)

Licence number

Class of licence

8. Nominate the RMS Motor Registry you will go to conduct any transactions relating to AIS.

9. a) What class(es) of vehicles will be inspected?

All light vehicles (including Motorbikes & Trailers)

(Restricted) Motor cycles only

(Restricted) light trailers and caravans only

Heavy vehicles

b) What application type are you applying for?

ASCIS (Authorised Safety Check Inspection Station).

HV AIS (Heavy Vehicle Authorised Inspection Station).

Note 1: As of 1st September 2002, all new Heavy Vehicle Authorised Inspection Stations must have a computer that is capable of reading CD's

Note 2: As of 1st November 2006, all new light vehicle Authorised Inspection Stations must be AIS Online accredited.

Note 3: If wishing to apply for AUVIS (Authorised Unregistered Vehicle Inspection Station) complete an AIS - Application for AUVIS Station Accreditation (Unregistered Vehicles) and all owners of the business MUST each also complete AIS - Application for AUVIS Entity/Examiner Accreditation (Unregistered Vehicles).

10. What type of station do you propose to operate?







Fleet only

NB: A list of vehicles registered to the Proprietor must be included with this application (min 20 vehicles) to be eligible as a **Fleet Only AIS**

Standard (open to the public)

11. Requirements

The table below must be completed by ticking the appropriate box. If you do not have the correct equipment, your application may be refused.

Item	Equipment Description
1)	Brake decelerometer, roller brake tester or skid plate tester to meet the technical specifications contained in the Rules for AIS No <input type="checkbox"/>  Yes <input type="checkbox"/>  provide details below Make: <input type="text"/> Serial no: <input type="text"/> Tick relevant box: Roller or skid plate brake test machine <input type="checkbox"/> Decelerometer <input type="checkbox"/>
2)	Light transmittance meter to meet the technical specifications contained in the Rules for AIS No <input type="checkbox"/>  Yes <input type="checkbox"/>  provide details below Make: <input type="text"/> Serial no: <input type="text"/>
3)	Headlight aim tester to meet the technical specifications contained in the Rules for AIS No <input type="checkbox"/>  Yes <input type="checkbox"/>  provide details below Make: <input type="text"/> Serial no: <input type="text"/> Or Screen as per Appendix B6 of Rules for AIS

12. Brake Test road (Required if an efficiency meter will be used on public roads)

Road(s) where brakes may be tested Town or Suburb

Town or Suburb

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**** Application for Police Approval to conduct brake tests on public road *must be* completed and attached to this application**

13. Premises

What are the dimensions of the vehicle entrance and inspection area of the premises? (Please refer to the 'How to Complete Information' for the recommended minimum requirements)

Entrance (List all dimensions in metres)

Height

Width

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Inspection Area (List all dimensions in metres)

Length

Width

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Do you have a safe working area that will enable you to inspect the class of vehicle that you will be accredited for:

No

Yes **▶ This must be a clear inspection area with a sealed level surface separate from any space that is regularly used for activities such as petrol sales, and/or on any driveways used for entry or exit.**

14. Applicant checklist

With this application I have attached the following document(s):

Completed Application for Police Approval to conduct brake tests (if applicable)

A current copy of (MVRIA) Motor Vehicle Repairers Licence for the premises

15. Declaration

I accept that the submission of this application does not guarantee selection for accreditation. I declare that the information supplied in this application is true and complete. I understand that I must supply the information in accordance with the rules for Authorised Inspection Stations and failure to supply full details and sign this declaration can result in the application not proceeding.

I understand that any 'personal information' is being collected for Application for Appointment of an Authorised Inspection Station. Personal Information including any image is collected and held by the Roads and Maritime Services (RMS), 101 Miller Street, North Sydney NSW 2060. I have a right to access or correct my 'personal information' in accordance with the provisions of the relevant privacy legislation. The information supplied may be disclosed in accordance with the exemptions provided in the *Privacy and Personal Information Act 1998*. I understand that RMS will conduct checks of its records to confirm correctness of the information provided and to determine whether I as the proprietor applicant, am to have access to RMS AIS Online System. I acknowledge I have read and understand the terms and conditions for Authorised Inspection Stations and the AIS Online System and agree to be bound by them. I also agree to continue to be bound by the rules for Authorised Inspection Stations.

The following declaration MUST be completed by the owner of the Authorised Inspection Station.

I declare that the information I have given in this application is true and correct.

Surname

--

Given name(s)

--

Signature

--

Date

	/		/	
day		month		year

Position / Title

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Please return this completed form to:

Enrolment Processing Glen Innes

PO Box 122, Glen Innes NSW 2370

T 1300 79 11 86 | F 1300 79 38 65 | E ais@rms.nsw.gov.au

Information on how to complete the Application for Appointment as an Authorised Inspection Station form

Please answer all questions and provide as much information as possible. Failure to provide all information can result in your application not progressing or being refused. Please complete the form accurately and legibly using block capitals e.g. JOHN CITIZEN not *John Citizen*

1. Business details

AIS number: Insert Authorised Inspection Station number.

Trading name: Insert your full name as indicated on your Motor Vehicle Repairs Licence. If no Trading name exists on the Motor Vehicle Repairs Licence the AIS application will be processed under the License Holders name.

Business address: Please provide your street and/or unit number, street name, suburb/town and your postcode. The address must be reflected as the Licensed Place of Repair listed on the Motor Vehicle Repairs Licence

e.g. Unit 2/ 456 Princes Highway ENGADINE NSW 2233

Postal address: If your mailing address is different to your business address, such as a Post Office box, please provide details in the mailing address box. If your postal address is the same as your residential address please put 'As Above' in the postal address box.

e.g. Unit 2/ 456 Princes Highway, ENGADINE NSW 2233

or 'As Above'.

Business telephone: Please provide the most suitable day time contact number for business applying to become an AIS in case information from your application needs to be verified.

Fax number: Please provide the fax number for your business.

Email address: Please provide a valid email address.

e.g. business.name@internetprovider.com.au

It is imperative to provide your email address as this is how your AIS approval will be sent to you.

Australian Business Number (ABN): Insert your full ABN as listed on your certificate from the ATO. Your ABN is 11 digits.

Australian Company Number (ACN): Insert your Australian Company Number (ACN) if the business is incorporated.. Your ACN is 9 digits.

2. How is the business operated

Place a tick in the box that represents how your business is operated.

Sole trader: If the business is owned by one person, being you, tick the appropriate box and proceed to **3.a)**

Partnership: If the business is operated by a partnership, tick the appropriate box and proceed to **3.a)**

Company: If the business is operated by a company or corporation, tick the appropriate box and proceed to **3.a)**

Other: If your business is not operated as a sole trader, partnership or company, tick this box and provide details below. Family Trusts can not be accepted.

3. Details of the Owner(s) of the Business?

a) Name: Provide the name of the Company, Partnership or Sole Trader. Clearly list all directors/partners of the business as shown on your company documents

b) Have you ever been cancelled or suspended as any authorised examiner or proprietor or had an application to become an authorised examiner or proprietor refused? Place a tick in the appropriate box. If you tick 'Yes' provide details in the box provided. e.g. Cancelled as an Examiner 01/01/01 etc.

4 & 5. Details of the person who will be the Proprietor's Nominee (and Alternative Nominee)

Note: Where a Proprietor is more than one natural person, there must be a Proprietor's Nominee at the station.

In the boxes provided, insert the Entity/Examiner number, Surname and Given Names of the person who will be the Proprietor Nominee and/or Alternative Nominee.

An AIS can not be authorised and commence operation until the Proprietor, (or the Proprietor's Nominee if appropriate) must have successfully completed the appropriate accredited training course.

6. Details of proposed examiner(s)

In the boxes provided, insert the Entity (Examiner) number, Surname and Given Names of the person who will be the examiners.

If you have more than 2 examiners, provide the details required on a separate page attached at the end of this application.

7. MVRIA Repairer's Licence

In the boxes provided insert the businesses MVRIA repairers licence number and the type of licence that the business hold. A current copy of the MVRIA Repairers Licence **must** accompany the AIS application.

Fleet AIS do not require an MVRIA licence.

8. Nominate the RMS Motor Registry you will go to to conduct any transactions relating to your AIS.

Nominate the RMS Motor Registry you will conduct any transactions relating to your AIS. e.g. Penrith Motor Registry

9. a) What class(es) of vehicles will be inspected?

Place a tick in the box beside the types of vehicles your business would like to inspect

'**All light vehicles**' is for the inspection of light cars and commercials, light trailers and motor cycles. The AIS must hold a MVRIA repairers licence in the class of Motor Mechanic Fixed Workshop.

'**Motorcycles only**' is restricted to the inspection of motor cycles only. The AIS must hold a MVRIA repairers licence in the class of motorcycle mechanic.

'**Light trailers only**' is restricted to the inspection of light trailers and caravans only.

'**Heavy vehicles**' is for the inspection of all heavy vehicles. This accreditation does not cover light vehicles. The AIS must hold a MVRIA repairers licence in the class of Motor Mechanic Fixed Workshop.

b) What application type are you applying for?

'**ASCIS**' - Authorised Safety Check Inspection Station for inspection of All Light Vehicles.

'**AUVIS**' - Authorised Unregistered Vehicle Inspection Station for inspection of all Unregistered Vehicles.

'**HV AIS**' - Heavy Vehicle Authorised Inspection Station for the inspection of all Heavy Vehicles.

10. What type of station do you propose to operate?

Place a tick in the box beside the types of station you propose to operate.

'**Fleet only**' is for restricted to the inspection of vehicles owned by the AIS Proprietor only and is not authorised to be open to the public.

'**Standard - open to the public**' is authorised to provide inspection reports to the public for the classes of vehicle the station has been authorised to inspect.

11. Requirements

Important Notes:

(1) All new Heavy Vehicle Authorised Inspection Stations must have a computer that complies with Note 1 outlined under Section 9.

(2) With the exception of Heavy Vehicle AIS, all new Authorised Inspection Stations must be AIS Online accredited.

The table must be completed by placing a tick in the appropriate box. If you do not have the correct equipment, your application may be refused.

Ensure you place a tick against the relevant brake test option box in Item 1. Items 1, 2 and 3 must have specifications details completed.

12. Brake test road

Complete this section if an efficiency meter will be used on public roads.

In the boxes provided outline what road(s) will be used to conduct brake test and in what town or suburb the road is.

Note: Application for Police Approval to conduct brake tests on public road must be completed and attached to this application.

13. Premises

In the boxes provided, give measurements of the height and width of the vehicle entrance and inspection area of the premises. The following table gives the recommended minimum dimensions of the AIS entrance and inspection area for the major class of vehicles.

Dimensions listed in metres	Entrance		Inspection Area	
	Height	Width	Length	Width
Light Vehicles	2.4	2.5	6.0	3.5
Motorcycles	-	-	3.0	1.5
Heavy Vehicles	4.6	2.8	19	3.5

A response must be completed by placing a tick in the appropriate box. If you do not have the appropriate safe working area, your application may be refused.

14. Applicant Checklist

Please ensure that all information required with this application is attached at the end and the relevant boxes are ticked.

15. Declaration

Ensure you read and understand the declaration fully prior to signing.

The Proprietor (Owner) **must** sign the box provided and insert the date on which the form was signed.

Terms and Conditions of Use for AIS Online System

1. BACKGROUND

The Roads and Maritime Services of New South Wales (RMS) has developed the AIS Online System (System) for use by Authorised Inspection Stations (AIS) as part of the Authorised Inspection Scheme (Scheme) and with the aim of improving the efficiency and standard of customer services.

The System enables Proprietors access to maintain AIS details and Examiners to electronically submit vehicle inspection information to RMS using the Internet.

2. INTERPRETATION

This document contains the terms and conditions pursuant to which Proprietors and Examiners may use the System.

2.1 In this document a "Proprietor" is the proprietor or the nominee of a proprietor of an AIS under the Scheme and an "Examiner" is an AIS Examiner under the Scheme. "Personal Information" has the same meaning as in the *Privacy and Personal Information Protection Act 1998 (NSW)* and any Information Protection Principles issued under such Act. The terms and conditions contained in clauses 3 to 9 apply to a Proprietor or Examiner who is accredited by RMS to use the System.

2.2 The terms and conditions applying to the Scheme also apply to the use by a Proprietor and an Examiner of the System. In the event of any inconsistency between these terms and conditions and the terms and conditions applying to the Scheme, these terms and conditions prevail to the extent of the inconsistency.

3. ACCREDITATION TO USE THE SYSTEM

3.1 All users must be accredited

3.1.1 Only persons accredited to use the System by RMS may use the System.

3.1.2 RMS may accredit Proprietors and Examiners to use the System.

3.2 The accreditation process

3.2.1 A pre-existing Proprietor who seeks to use the System must first apply for accreditation to use the System by completing, signing and delivering to RMS the Application for AIS Online Access (Entity Application) (or equivalent). Newly applying Proprietors need to read, understand and sign the declaration advised on the Application for Authorisation as a Proprietor Only (under the Authorised Inspection Station Scheme).

3.2.2 A pre-existing Examiner who seeks to use the System must first apply for accreditation to use the System by completing, signing and delivering to RMS the Application for AIS Online Access (Entity Application) (or equivalent). Newly applying Examiners need to read, understand and sign the declaration advised on the Application for Authorisation as an Examiner (under the Authorised Inspection Station Scheme).

3.2.3 RMS will advise Proprietors and Examiners in writing if they are rejected from being accredited to use the System. RMS may accept or reject an application to use the System.

3.2.4 Where RMS rejects an application from a Proprietor or Examiner to use the System, the Proprietor or Examiner may make further representations to RMS as to why the application to use the System should be accepted by RMS.

4. USE OF THE SYSTEM

4.1 Permitted Use

Each Proprietor and Examiner may use the System for the sole purpose of submitting vehicle inspection information to RMS and receiving information on the Scheme and System from RMS.

4.2 Proprietor & Examiners must use the System

Each Examiner must use the System to electronically provide to RMS all inspection reports on each vehicle inspected by the Examiner pursuant to the Scheme. The inspection report must be provided to RMS before it is provided to the customer. This clause will not apply during any period when a Proprietor or an Examiner is unable to access the System due to reasons beyond the control of the Proprietor and the Examiner, such as when the System is unavailable.

4.3 Records, Systems, Processes and Equipment

RMS accepts no responsibility for any hardware, software or other systems, equipment or processes used by any Proprietor or Examiner in connection with the use of the System. RMS is not responsible for any costs or expenses incurred by a Proprietor or an Examiner in using the System including any connection charges.

4.4 User IDs and passwords

4.4.1 Each Proprietor and Examiner will be provided with a unique identification number (user ID) and a PIN which are required to access the System. The user ID may be recorded by RMS for security and audit reasons against all information submitted by each Proprietor and Examiner.

4.4.2 Each Proprietor and Examiner must:

4.4.2.1 keep their PIN secure and separate from user IDs;

4.4.2.2 ensure that their PIN is not used by or available to any other person;

4.4.2.3 and log out of the System (in the case of Internet access to the System) when vacating the terminal from which the Proprietor or Examiner has accessed the System.

4.4.3 If a Proprietor or an Examiner knows or suspects that another person knows or may know the Proprietors' or Examiners' PIN for accessing the System, the Proprietor and the Examiner must immediately:

4.4.3.1 change their PIN (to the extent that they are able to); and

4.4.3.2 advise RMS of such occurrence or suspicion.

4.5 Rules and Directions

Each Proprietor and Examiner must promptly comply with any guidelines or direction issued by RMS from time to time in relation to the System.

5. AIS ONLINE INFORMATION

5.1 Entering Information

Each:

5.1.1 Proprietor in relation to information submitted using the System by:

5.1.1.1 that Proprietor; and

5.1.1.2 each Examiner engaged by that Proprietor; and

5.1.2 Examiner in relation to the information submitted using the System by that Examiner, must ensure that the information submitted:

5.1.3 is complete, correct and accurate; and

5.1.4 complies with:

5.1.4.1 all applicable laws; and

5.1.4.2 any RMS business rules and/or other written RMS guidelines including the Rules.

5.2 Audit

Each Proprietor and Examiner:

5.2.1 acknowledges that RMS may from time to time audit compliance with these terms and conditions;

5.2.2 agrees upon request to promptly give RMS or its nominee access to relevant AIS records held by or under the control of that Proprietor or Examiner; and

5.2.3 agrees to be available to RMS or its nominee upon request in order for RMS or its nominee to conduct the audit.

6. ACKNOWLEDGEMENTS AND LIABILITY

6.1 Acknowledgements

6.1.1 Each Proprietor and Examiner acknowledges that RMS does not represent or warrant:

6.1.1.1 that the System will be available, at any particular time;

6.1.1.2 that each Proprietor or Examiner will be able to use the System including, without limitation, with any computer hardware or software used by the Proprietor or Examiner; or

6.1.1.3 that the system is or will remain error free or free from any computer virus, defect or contamination.

6.1.2 Each Proprietor and Examiner acknowledges that:

6.1.2.1 monetary damages for a breach of these terms and conditions by the Proprietor or Examiner will be insufficient to compensate RMS for such a breach; and

6.1.2.2 in addition to any other remedy available at law RMS is entitled to injunctive relief to prevent a breach of and to compel specific performance of the terms of this document.

6.2 RMS liability

6.2.1 Subject to clause 6.3, RMS excludes all liability (in contract, tort including negligence, under statute or otherwise arising) to each Proprietor, Examiner and any third parties in respect of any direct or indirect loss, damage, claim or expense arising out of or in connection with a Proprietor's or an Examiner's use of the System.

6.2.2 Each Proprietor indemnifies and will keep indemnified RMS against all liability, loss, damage, claims, causes of action, costs and expenses directly or indirectly arising from or in connection with the submission by that Proprietor or any Examiner engaged by that Proprietor of inspection reports or other information which are negligently prepared or are misleading or fraudulent.

6.2.3 Each Examiner indemnifies and will keep indemnified RMS against all liability, loss, damage, claims, causes of action, costs and expenses directly or indirectly arising from or in connection with the submission by that Examiner of inspection reports or other information which are negligently prepared or are misleading or fraudulent.

6.3 Exclusion of terms

6.3.1 If the *Trade Practices Act 1974 (Cth) (Act)* or similar legislation applies to these terms and conditions at any time (which is not admitted by RMS), nothing in these terms and conditions excludes or limits any liability RMS may have under the Act or similar legislation that RMS is not permitted by law to exclude or limit, including liability to a "consumer" (as that term is defined in that Act). RMS limits any liability it has to such a consumer for breach of a warranty implied under the Act or similar legislation to resupplying the services in respect of which the breach occurred.

6.3.2 Except as otherwise expressly stated in these terms and conditions, all terms, conditions, warranties, undertakings, inducements or representations whether express or implied, statutory or otherwise relating to the System and to these terms and conditions are excluded to the fullest extent permissible at law.

7. TERM AND TERMINATION

7.1 Duration

7.1.1 the date the Proprietor's or the Examiner's use of the System is terminated pursuant to clause 7.2; or

7.1.2 the date RMS advises the Proprietor and the Examiner that use of the System will cease.

7.2 Termination

7.2.1 RMS may at its discretion by notice to the Proprietor immediately terminate the use of a Proprietor or Examiner of the System.

7.2.2 The Proprietor or an Examiner may terminate use of the System by giving a minimum of 7 calendar days written notice of its intention to terminate to RMS.

7.2.3 Termination is without prejudice to any accrued rights or remedies of the parties.

7.3 Suspension

RMS may suspend a Proprietor or Examiner from using the System in accordance with RMS rules for the AIS.

8. PRIVACY

8.1 Where a Proprietor or Examiner is required to collect confidential or Personal Information, then the Proprietor or Examiner must comply with privacy legislation and advise the person giving such information that is being obtained for RMS and for what purpose.

8.2 If a Proprietor or Examiner misuses any Personal Information, RMS may suspend or terminate a Proprietor's or Examiner's:

8.2.1 accreditation to use the System; and

8.2.2 authority for the Scheme.

8.3 RMS may at its discretion use the AIS Online business details which a Proprietor or Examiner provides in its application to promote the AIS Online System by disclosing the business details to the public.

9. GENERAL

9.1 Proprietors and Examiners must not assign, sub-contract or otherwise transfer any or all of their rights or obligations granted under these terms and conditions except with the prior written consent of RMS.

9.2 Nothing in these terms or conditions will create, or be deemed to create, a partnership, the relationship of principal and agent or the relationship of employer and employee between RMS and a Proprietor or Examiner. Each Proprietor and Examiner must not represent themselves as an agent of RMS and will have no authority to enter into any obligations on behalf of RMS or to bind RMS in any way.

9.3 These terms and conditions may only be amended by RMS and may be amended by notice to a Proprietor or Examiner including as specified on RMS home page for Internet access for the System.

9.4 These terms and conditions are governed by and construed in accordance with the laws of New South Wales and the parties submit to the exclusive jurisdiction of the Courts of New South Wales.