

Department of State Growth

Application for Accreditation

Provision of vehicle modification certification services

Reference number: 111046

Issue Date: April 2024

1. INTRODUCTION

The Registrar of Motor Vehicles (**RMV**) on behalf of the Department of State Growth (**Department**) invites applications for accreditation to provide vehicle modification certification services (**Services**) as detailed at Attachment D of this application (**Application**).

The Application process assesses the suitability of an individual or business to be offered an agreement to operate as an accredited provider of vehicle modification certification services.

Following the assessment of each application, successful applicants will be provided with an agreement for consideration.

Successful applicants will be accredited to deliver Services in Tasmania in relation to any or all of the following.

- (a) Any or both of;
 - (i) Type 8A, Light Vehicles; or
 - (ii) Type 8B, Heavy Vehicles.
- (b) In the regions of Tasmania identified by the telephone prefix region code.
 - (i) South (62 prefix); North (63 prefix); North-West (64 prefix)
 - (ii) Statewide.

Applicants must nominate the category of vehicle or vehicles you will provide services in respect of, and in what region/s of Tasmania, if accredited.

Successful applicants will be accredited to undertake inspections certifying if vehicle modifications have been completed to the relevant vehicle standards and in accordance with Vehicle Standards Bulletin (**VS**B) modification codes as documented on the Commonwealths Department of Infrastructure, Transport, Regional Development, Communications and the Arts website, or as approved by the RMV or National Heavy Vehicle Regulator (**NHVR**).

All applicants that satisfy the requirements of this Application and enter into an agreement with the Crown will be accredited to deliver the Services, subject to payment to the Department of an initial application fee.

As part of the application process, applicants are required to nominate at least one individual who they intend to perform the role of Approved Vehicle Certifier (**AVC**). Each nominated individual is required to their own application process. Only completed AVC applications are forwarded to the RMV for consideration.

No assurances are given that an accredited applicant will be requested to provide any Services. Persons requiring a vehicle certification will be able to do so by engaging an accredited applicant of their choice.

2. BACKGROUND

Approximately 1,480 individual modification certifications (VSB Codes) were undertaken in Tasmania during the 2022 to 2023 financial year.

This number is inclusive of light and heavy vehicle category certifications.

3. GOVERNANCE AND LEGISLATIVE REQUIREMENTS

The primary Tasmanian legislation that governs the Services includes:

- (a) *Vehicle and Traffic Act 1999;*
- (b) *Heavy Vehicle National Law (Tasmania) Act 2013.*

4. TERMS AND CONDITIONS OF APPLICATION PROCESS

Applications must be submitted in accordance with this section (section four). The Department may discontinue or suspend the Application process at any time at its absolute discretion.

4.1. FORM OF APPLICATION

Applicants must complete and provide details in section five (Application).

4.2. LODGEMENT

Applications must be lodged via the Departments website,

www.transport.tas.gov.au

4.3. CONTACT PERSON

The contact person for this Application process is:

Name: Team Leader Vehicle Inspection Program
Telephone: (03) 6166 3271
Email: avc@stategrowth.tas.gov.au
Address: 76 Federal Street, North Hobart, 7000

5. APPLICATION

5.1. APPLICANT DETAILS

Name of Applicant:	
Entity name	
Trading as	
ABN:	
Telephone:	
Entity email:	
Website:	
Contact person:	
Phone:	
Email of contact person:	
Address of business premises (Key Location¹)	

¹A permanent fixed building with a Tasmanian postal address and facilities for the completion and storage of documents required for vehicle modification certification. Caravans, shipping containers and site sheds are considered not suitable Key Locations.

The Key Location may or may not be the location where inspection and testing is performed for vehicle certification purposes.

5.2. SERVICES

Which service(s) are you seeking accreditation to provide?

- Type 8A Light Vehicles**
Facility meets current OH&S requirements? Yes / No
Suitable electronic device for the transfer of information to the Departments Motor Registry System (MRS)? Yes / No
Internet access at Key Location Yes / No; at facility? Yes / No

- Type 8B Heavy Vehicles**
Facility meets current OH&S requirements? Yes / No
Suitable electronic device for the transfer of information to the MRS? Yes / No
Internet access at Key Location Yes / No; at facility? Yes / No

5.3. REGION

Which region(s) are you servicing? (Please Tick)

- South (62 telephone prefix area)
- North (63 telephone prefix area)
- Northwest (64 telephone prefix area)
- Statewide

5.4. NOMINATED APPROVED VEHICLE CERTIFIER/S

Proposed Approved Vehicle Certifier/s, please list below.

For each person listed below, a completed an Application to become an Approved Vehicle Certifier must also be completed and attached to your application.

Full name	Application to become an AVC attached or AVC number

5.5. APPLICATION ATTACHMENTS CHECKLIST

Each item listed below must be provided as part of the application package.

- Cover letter, on business letterhead, signed by an authorised representative of the business which includes details of the first point of contact for any queries regarding the accreditation application.

- Details of your business, such as an overview of capabilities and experience in providing similar services, and references from clients or suppliers.

- Other relevant supporting documentation to confirm the name and details of the legal entity applying for accreditation (E.g., ASIC company extract, trust deed extract, partnership deed extract).

- Details of any proposed subcontractors/partnership agreements to provide for these services?
Required details include: the name, address and ABN number, and details of the services the other party or parties will deliver.

- Completed and attached Attachment A?

- Completed and attached an Application to become a Proprietor for each nominated Approved Vehicle Certifier Approved Inspection Station (Attachment B).

- Advised in writing all relevant details of any person employed by you who has been convicted of any offences of dishonesty.

- Nominated a Key Location in Tasmania for the purposes of performing the Services.

- Confirmation that your premises has been issued with and maintains all relevant council approvals (if any) required to lawfully perform the services?

- Certificates of currency from a reputable insurer carrying on insurance business in Australia, indemnifying:
 - 1) contractor's liability for:
 - a) personal injury to, or death of, a person; and
 - b) either or both loss of, or damage to, the property of a person,for at least \$20,000,000 for each individual claim or series of claims arising out of a single occurrence, or for such other sum as the Delegate reasonably determines.
 - 2) the Contractor's liability for workers' compensation.

- 3) the Contractor's liability for professional negligence, for at least \$10,000,000, for any one claim or series of claims arising out of a single occurrence.

Note: Professional indemnity insurance required in item 3 above must be maintained for six years after the Accreditation expires or terminates, to provide indemnity against claims:

- a) based on anything done, omitted, or that happened, while the Services were being provided; and
 - b) made during those six years.
- 4) Third party property insurance for motor vehicles for both:
 - a) all Contractor's vehicles used for delivery of the Services; and
 - b) all vehicles in the control or custody of the Contractor,

for not less than \$20,000,000, for any one claim or series of claims arising out of a single occurrence.

Insurance must name each of the "Crown in Right of Tasmania" and the RMV as a principal for the purpose of indemnifying the Crown and the RMV for any vicarious or other legal liability (if any) it may have in respect of any injury, death, damage or loss caused by a negligent act or omission of the Accredited Operator or the Accredited Operator's employees, contractors or agents.

- Or** elected to obtain and provide certificates of currency from a reputable insurer carrying on insurance business in Australia, evidence of insurance detailing items 1 to 4 above prior to a Contract being offered.

Attachment A

Do you have the following procedures and practices in place?	Yes	No	N/A
Are employees consulted with about health and safety and are committed to identifying and helping to resolve health and safety issues?			
Employees are trained in health and safety requirements that are relevant to their position?			
Appropriate first aid resources are available on site?			
Reporting mechanisms are in place for any incidents that occur?			
Regular workplace Occupational Health and Safety (OH&S) inspections are undertaken?			
All plant and equipment is maintained according to the manufacturers recommended schedule and maintenance records are readily available?			
A documented fire escape plan is available to employees and displayed?			
Fire warden is on site during (normal) working hours?			
Physical hazards have been identified and controlled?			
Personal protective equipment is provided to all employees?			
All electrical equipment has been tested, tagged and up to date?			
All hazard materials are maintained appropriately?			

I _____ certify that I have completed this Work Health and Safety report.

I declare that all questions in this report to the best of my knowledge are true and correct.

Signed: _____ Dated: _____

Attachment B

Department of State Growth

Road User Services Division

Form Number: AVCAIS5



Application to become a Proprietor

This form is used to nominate an employee to undertake the role of a Proprietor. You must complete one of these forms for each AVCAIS you intend to operate.

This form may be photocopied. If completing this form by hand, please write in CAPITALS.

A National Police Certificate for your nominated proprietor (no older than 90 days) MUST accompany this application form.

If any section of this form is not applicable to you, please indicate so. If any section of this form is left blank, it will be considered incomplete and will not be processed.

Individual details of proposed Proprietor	Title:	Surname:	First name:		
	Email address:				
	Date of birth:				
	Address				
		Suburb:	Postcode:	State:	
	Phone:		Mobile:		
	Driver Licence number:		Expiry:	State:	
	Signature:		Date:		

AVCAIS 5 continued

Previous AIS roles	Previous AIS roles if applicable:		
	AIS number:	VE or AVC number:	
	Comments:		
	National Police Certificate attached <input type="checkbox"/> (tick if attached)		

Current employment	Company:		
	Job title:		
	Primary job function:		
	Business phone:		Business mobile:
	Business address:		
		Suburb:	Postcode:

AVCAIS 5 continued

Declaration	I (write name) _____ confirm that the above information is correct and that if accepted as a Proprietor I will conduct the role of a Proprietor in accordance with the Vehicle Modification Certification Manual requirements relating to the Key Location of _____ _____	
	Signature:	Date:

Contract holder details	To be completed by contractor/proprietor: I (write name) _____ confirm that person named above is employed by and will undertake responsibilities of a Proprietor as a representative of (Name and address of contractor)	
	AVCAIS number:	
	Signature:	Date:

Payment details	
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Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the *Vehicle and Traffic Act 1999* and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

Attachment C

Department of State Growth

Road User Services Division

Form Number: AVCAIS1



Application to become an Approved Vehicle Certifier (AVC)

This form is used by the nominated Proprietor of the AVCAIS or the representative seeking accreditation. This form may be photocopied.

If completing this form by hand, please write in CAPITALS.

A National Police Certificate (no older than 90 days) MUST accompany this application form.

If any section of this form is not applicable, please indicate so. If any section of this form is left blank, it will be considered incomplete and will not be processed.

Individual details	Title:	Surname:	First name:		
	Email Address:				
	Date of Birth:				
	Address:				
		Suburb:	Postcode:	State:	
	Phone:	Mobile:			
	Driver License number:		Expiry:	State:	
	Signature:		Date:		

AVCAIS 1 continued

Relevant Experience	If already a Vehicle Examiner (VE) at an Approved Inspection Station (AIS), supply VE and AIS number.		
	VE number:	AIS number:	
	Qualifications:		
	Experience (please specify period of time and the organisation where you gained the experience, if active in another jurisdiction certification scheme provide details):		
	Passport Photo Supplied: <input type="checkbox"/> tick if attached		Sample Signature Supplied : <input type="checkbox"/> tick if attached
National Police Certificate attached: <input type="checkbox"/> tick if attached			

Current employment	Company:		
	Job Title:		
	Primary role:		
	Business phone:		Business mobile:
	Business address:		
		Suburb:	Postcode:

AVCAIS 1 continued

Declaration	<p>I (write name) _____ confirm that the above information is correct and that if accepted as an Approved Vehicle Certifier I will conduct modification certifications to the relevant vehicle standards, and in accordance with the requirements of the Vehicle Modification Certification Manual (VMCM).</p> <p>For the purposes of the AVCAIS scheme I authorise the Registrar of Motor Vehicles to access and use the relevant data I provided for:</p> <p style="text-align: center;"><u>issue of my Tasmanian driver licence OR Passport photo and signature supplied</u> (strike out not applicable)</p> <p>for the purpose of producing an AVC Identification Card as per the VMCM.</p>	
	<p>Signature: _____</p>	<p>Date: _____</p>

Accreditation holder details	<p>To be completed by AVCAIS Proprietor or representative seeking accreditation</p> <p>I (write name) _____ confirm that the person named above is</p> <p>employed by and will undertake modification</p> <p>certifications as a representative of (Accreditation holder)</p> <p>located at: (Accreditation holder address)</p>	
	<p>Signature: _____</p>	<p>Date: _____</p>

Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the *Vehicle and Traffic Act 1999* and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

Attachment D

Services

The Services comprise the certification of vehicle modifications to relevant vehicle standards or standards approved by the Registrar of Motor Vehicles (RMV) or National Heavy Vehicle Regulator (NHVR) by AVC's aligned to a contracted / accredited service provider, in accordance with the Vehicle Modification Certification Manual (VMCM).

Relevant vehicle standards include applicable Vehicle Standard Bulletin (VSB) as documented on the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts website, Australian Design Rules and vehicle standards applied by legislation.

The AVC must demonstrate compliance in the form of VSB checklists, a modification report detailing modifications and any testing performed.

Accredited applicants must purchase each vehicle certification submission from the Department and must submit vehicle certifications online via the MRS electronic interface portal, unless otherwise advised. It is the applicant's responsibility to obtain and maintain the necessary electronic device to submit vehicle certifications submissions via the portal.

Vehicle modification certifications must only be performed by AVC's who:

- (i) have completed all necessary qualifications and training,
- (ii) meet the RMVs fit and proper person requirements under the Approved Inspection Station scheme and,
- (iii) have obtained and maintain an authorisation from the RMV, or otherwise under the Act, to lawfully perform the specific modification certification, to establish compliance with relevant vehicle standards.

Vehicle certifications must be undertaken in accordance with the VMCM as amended from time to time, available at

https://www.transport.tas.gov.au/vehicles_and_vehicle_inspections/information_for_avcais_and_avcs

Each vehicle modification certification submission should include at a minimum:

- (i) a detailed modification report describing the vehicle, modifications, components, and specify any testing performed,
- (ii) photographic images of the modifications certified,
- (iii) Vehicle Standard Bulletin check lists, and
- (iv) if a Heavy Vehicle, a Modification Certificate issued for the vehicle.

An approved modification plate must be affixed to the vehicle (once compliance with relevant vehicle standards has been established) prior to submitting each modification certification and a modification certificate is to be completed and presented to the operator of the vehicle.

AVCs must be able to print a copy of the modification report and at the time the modification have been certified and advised the vehicles operator if the modifications will impact the vehicle registration specification / class.