



# AIS – Application for Appointment of an Authorised Crane Inspection Scheme (ACIS) station

## 1. Business detail

AIS Number (If a pre-existing HVAIS station)

Trading name

Business address

  
  
 Postcode

Postal address

  
  
 Postcode

Business telephone

Fax number

Mobile number

Email address (This **must** be completed)

Australian Business Number (ABN)

Australian Company Number (ACN) if incorporated

## 2. How the business is operated

**Note:** Roads and Maritime 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 (the proprietor) 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

  
  

## Details of AIS proprietor

**Note:** The proprietor of an AIS station must be a natural person.

Entity number

Surname

Given names

## 4. Details of the person who will be the proprietor's nominee

**Note:** To be eligible to become a proprietor's nominee the entity or examiner **must** have completed the Roads and Maritime Safety Check Proprietor Course

Entity or examiner number

Surname

Given names

## 5. Details of the person who will be the alternative nominee

**Note:** To be eligible to become a proprietor's nominee the entity or examiner **must** have completed the Roads and Maritime Safety Check Proprietor Course

Entity or examiner number

Surname

Given names

## 6. Details of proposed examiner(s)

**Note:** All examiners **must** have completed the Roads and Maritime HVAIS Examiner Course.

### First examiner

Examiner number

Surname

Given names

### Second examiner

Examiner number

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. Nominate the Roads and Maritime registry or Service NSW centre where you will conduct any transactions relating to ACIS.

## 8. Requirements

The table below must be completed. If you do not have the correct equipment your application may be refused.

<b>1)</b> Brake decelerometer, roller brake tester or skid plate tester to meet the technical specifications contained in the Rules for AIS
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"/>
<b>2)</b> Light transmittance meter to meet the technical specifications contained in the Rules for AIS
Make <input type="text"/>
Serial no <input type="text"/>
<b>3)</b> Headlight aim tester to meet the technical specifications contained in the Rules for AIS
Make <input type="text"/>
Serial no <input type="text"/>
<b>Or</b> Screen as per Appendix 1-A of AIS Business Rules

## 9. Declaration

I accept that the submission of this application does not guarantee selection for appointment as an Authorised Crane Inspection Scheme station. I understand that I must supply the information requested in this form in accordance with the Business Rules for the Authorised Inspection Scheme (AIS) and the Supplementary Business Rules for the Authorised Crane Inspection Station (ACIS) scheme and that failure to supply full details and sign this declaration can result in the application not proceeding. I declare that the information supplied in this application is true and complete. I understand that if any information I have given is found to be false that my appointment may be cancelled or revoked.

I acknowledge that I have read and understood the Business Rules of the AIS and agree to be bound by them.

**This declaration MUST be completed by the OWNER of the Authorised Crane Inspection Scheme (ACIS) Station.**

Surname

Given name(s)

Signature

Position/title

Date

## 10. Privacy Statement

We are collecting your personal information for your application for appointment as an Authorised Crane Inspection Scheme station and we may retain and use it in connection with managing your participation in the AIS; for vehicle registration including vehicle standards; safety and traffic management; road transportation; and road safety purposes.

Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information in order to assess your application or verify the information you provide with NSW Police and NSW Fair Trading, and in respect of inquiries about motor accidents, and to other driver licensing and vehicle registration agencies.

You consent to NSW Police and NSW Fair Trading disclosing your personal information to Roads and Maritime in order to verify any details given in your application. If your application is successful, you further consent to NSW Police and NSW Fair Trading disclosing to Roads and Maritime any detail concerning your character or relating to your fitness to maintain your authorisation.

Other than as described in this Statement we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by Road and Maritime Services and generally you can contact us at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) to access or correct it.

Please return this completed form to: Enrolment Processing

T 1300 79 11 86 | F 1300 79 38 65 | E [ais@rms.nsw.gov.au](mailto:ais@rms.nsw.gov.au) | PO Box 122, Glen Innes, NSW 2370

# Information on how to complete the Application for Appointment 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 letters eg JOHN CITIZEN not *John Citizen*

## 1. Business details

**AIS Number:** Insert Authorised Inspection Scheme station number

**Trading name:** Insert the full trading name as indicated on your motor vehicle repairer's licence.

**Business address:** Please provide your street and/or unit number, street name, suburb/town and your postcode. eg 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. eg PO Box 007, ENGADINE NSW 2233 **or** 'As Above'

**Business telephone:** Please provide the most suitable day time contact number for business applying to become an ACIS 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. eg business.name@internetprovider.com.au  
This may be used to send out additional information to your station. It is imperative to provide your email address as this is how your ACIS 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 show on your **company documents**.

**b) Have you (the proprietor) 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. eg cancelled as an examiner 01/01/01 etc.

**Note:** The proprietor must be a natural person.

## 4 & 5. Details of the person who will be the proprietor's nominee (and alternative nominee)

**Note:** To be eligible to become a proprietor's nominee or alternative nominee the entity / examiner **MUST** have completed the Roads and Maritime Services Safety Check Proprietor course.

In the boxes provided, insert the entity number, surname and given names of the person who will be the proprietor nominee and/or alternative nominee.

An ACIS can not be authorised and commence operation until the proprietor, (or the proprietor's nominee if appropriate) has 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 those who will be the examiners.

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

All examiners **MUST** have completed the Roads and Maritime Heavy Vehicle Authorised Inspection Scheme (HVAIS) station examiner course.

## 7. Nominate the Roads and Maritime registry or Service NSW centre you will go to to conduct any transactions relating to your ACIS?

Nominate the registry or Service NSW centre where you will conduct any transactions relating to your ACIS. eg Penrith registry.

## 8. Requirements

The table must be completed by providing the make and serial number of the relevant equipment. If you do not have the correct equipment, your application may be refused.

Ensure a tick is placed against the relevant brake test option in Item 1.

## 9. Declaration

The declaration **MUST** be completed by the **OWNER** of the Authorised Crane Inspection Scheme station. Ensure you read and understand the declaration fully prior to signing. Sign in the box provided and insert the date on which the form was signed.

### Important Notes:

*All Heavy Vehicle Authorised Inspection Stations must have a computer that is capable of reading CDs.*