



Application for Self-Certification

Vehicle Safety Compliance Certification Scheme (VSCCS)

Who should use this form

This form is to be used by VSCCS Licensed Certifiers or applicants for a VSCCS Licence who wish to self-certify.

What is self-certifying?

Self-certifying means that the Licensed Certifier is permitted to inspect and issue a VSCCS Certificate for vehicle modifications conducted by themselves or their own business.

A Licensed Certifier may not self-certify unless formal application (using this form) has been made and approval has been granted by Roads and Maritime Services (RMS).

RMS will allow self-certification only in cases where appropriate systems and processes are in place to ensure that the assessment of the vehicle modification against the applicable vehicle standards is conducted in an objective and substantiated manner that ensures due process in the inspection and certification process.

Licensed Certifiers need to be aware that where approval for self-certification has been granted, they will be subject to an annual audit by RMS to confirm that the appropriate systems and processes are in place and applied.

1. Licensed Certifier / Applicant Details

Surname

Given names

Trading name

Business Address

Postcode

Postal address

Postcode

Business phone number

Mobile number

Email address *(This email address will be used to acknowledge lodgement of your application)*

2. Modification Operations

a. Do you hold insurances in accordance with Licence Condition 53?

No Yes *(please attached certificate of currency as evidence of possession)*

b. Do you hold a Motor Vehicle Repairers Licence with Fair Trading NSW?

No Yes *(complete below and attach evidence of licence)*

Licence number

Licence classes

c. Are you affiliated / have a dealership with specialist automotive manufacturers?

No Yes *(provide details below)*

Manufacturer

Components

Modification types

Manufacturer

Components

Modification types

Manufacturer

Components

Modification types

Manufacturer

Components

Modification types

Please return your completed form to:

Vehicle Safety Compliance Certification Scheme (VSCCS)

PO Box 122, Glen Innes NSW 2370

www.rms.nsw.gov.au

| 13 22 13

| T 1300 336 206

| F 1300 397 040

| E vsccs@rms.nsw.gov.au

d. Do your operations require your premises to be licensed?

No Yes (complete below below and attach evidence of premises licence)

Licence details

Form box for licence details

e. Are there specialist equipment requirements for modifying and testing vehicles related to your proposed VSCCS Licence Categories?

No Yes (specify details below)

Details

Form box for specialist equipment details

f. Do you have a quality assurance system for the manufacturing of products or for vehicle modification?

No Yes (specify details below)

Certification number

Form box for certification number

Issuing Certifier

Form box for issuing certifier

g. If you do not have a quality assurance system in place, what processes do you have in place (and auditable) to ensure that assessment of modifications is consistent with the VSCCS Conditions of Licence and that objective and evidence-based decisions are made during the inspection process? (if further space is required please attach)

Large form box for quality assurance processes

(further details attached)

3. Certification Operations

a. Do you wish to self-certify all modifications consistent with your licence categories?

Yes No (specify details below)

Details

Form box for self-certification details

b. What are your reasons for self-certification? (please tick)

- No other VSCCS Licensed Certifiers in immediate area
Improved customer service

4. Declaration (please read carefully before you sign)

I accept that submission of this application does not guarantee the application proceeding or the approval of self-certification. I understand that failure to supply full details, relevant documentation and sign this declaration can result in the application not proceeding.

I consent to the disclosure of information by other organisations as required by Roads and Maritime Services (RMS) to verify any details I have given in this application. If my application is successful, I further consent at the discretion of RMS, for the disclosure by the above organisations of any detail concerning my character or relating to my fitness to self-certify.

I understand that my 'personal information' is being collected for a Licensed Certifier - Application for Self-Certification. Personal Information including any image is collected and held by RMS, 20-44 Ennis Road Milsons Point NSW 2061. 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 Protection Act 1998.

I declare that the information I have given in this application is true and correct. I understand that if any information I have given is found to be false this application will be disregarded. I understand that RMS will conduct checks of its records to confirm correctness of the information provided.

I understand that approval to self-certify will not be issued if I cannot comply with the requirement to have processes in places to ensure that assessment of modifications is consistent with the VSCCS Conditions of Licence and that objective, evidence-based decisions are made during inspections. I understand that approval to self-certify may be subject to conditions including compliance with VSCCS Audits made from time to time.

Licensed Certifier / Applicant name (print)

Form box for name

Licensed Certifier / Applicant Signature

Form box for signature

Date

Date form box with day/month/year labels

5. Submitting your application

Submit your application by mail to:
VSCCS
Roads & Maritime Services
PO Box 122
Glen Innes, NSW 2370