

You'll need to complete the pre-approval application and submit all the required documents. We'll then assess your eligibility to continue to the next steps of the application process. You can view all the required steps of the application at vicroads.vic.gov.au.

You still need to apply for a LVT licence even if you have purchased a previously licensed LVT workshop, as a LVT licence can't be transferred to the new business owner.

We've got the right to refuse any application to become a LVT, particularly if we deem the applicant isn't meeting any or all the requirements noted in the application.

Before you begin your application, you need to read the Licensed Vehicle Tester's Licence Conditions. You can download this document from our [website](#).

Applications will be accepted from a retail motor vehicle mechanical workshop.

Incomplete applications will be rejected and a new application will need to be submitted with an additional payment.

Are you eligible to become a LVT?

You need to give us an original National Police Certificate from **Victoria Police** or **Australian Federal Police** (*issued within the last three months*) with the pre-approval application. **Please be aware this can take up to six weeks to obtain.** Third party police checks will not be accepted and applications will be declined and returned.

A criminal record may affect your ability to be granted a LVT licence. All Company Directors and individuals that have had charges or offences recorded, or been convicted within the last 10 years or have any outstanding charges listed below will be declined and the application returned:

- any offences which indicates poor judgement of character or dishonesty
- any offences in relation to violence, drugs or firearms
- offences relating to vehicle crime
- failing to notify police while being the driver of a vehicle which was involved in an accident which resulted in the injury of persons or damage to property
- an offence involving the risk of injury to the public.

You will also need:

- to hold a current and valid Victorian driver licence
- to ensure that all staff nominated for inspection and testing duties have a minimum of seven years mechanical experience for the type of vehicle in your nominated testing category.

For an individual operating own workshop:

Along with this application form, you need to submit the following:

- ASIC extract confirming business ownership and shareholders
- Original National Police Certificate from Victoria Police*
- Certified copy of driver's licence
- Certified copy of your mechanical qualifications specific to the nominated categories of vehicles to be tested. If your qualification has been attained through recognised prior learning (RPL), ensure you submit your statement of results to support your qualification. Evidence of practical based learning modules must be included
- A detailed outline of history as a motor mechanic involved in the repair and inspection of motor vehicles in the nominated testing category, indicating a minimum of seven years experience, including verifiable references
- Detailed layout of the floor plan of premises/workshop and designated four off-street parking bays, which must be suitable for the category of vehicle to be tested. Note that parking in the workshop area is not permitted
- Completed pre-application workshop inspection checklist on page three
- Photos, in colour and clear, of workshop including: building exterior, customer parking area that shows four off-street parking bays which must be suitable for the category of vehicle to be tested (parking in the workshop area is not permitted), main workshop entrance, hoist area, an enclosed and separate customer service area and reception showing a minimum of two seats. Send as many photos showing different angles that would help us view your workshop and premises. There must be a separate entrance to the waiting room. Entry via the workshop is not permitted
- Certified copy of a lease or rate notice of premises. Shared premises are not accepted and applications will be returned. Lease to specify permitted use and allocated parking bays
- Payment for pre-approval application (*cheque only, made payable to VicRoads*). Check the website for the current fees. If your application is successful, you need to also pay the **Licence Start-Up Kit Fee**.

For a company application:

Along with this application form, you need to submit the following:

- Original National Police Certificate from **Victoria Police** for all company directors and shareholders
- Company extract from ASIC, confirming business directorship/ownership. If there is ownership of a second, third, etc. companies, we require all ASIC extracts for each company. Application is to be in the name of the major shareholder
- Outline of company structure – organisational flow chart
- Detailed floor plan layout of premises/workshop and designated four off-street parking bays which must be suitable for the category of vehicle to be tested. Note that parking in the workshop area is not permitted
- Completed pre-application workshop inspection checklist on page three
- Photos, in colour and clear, of workshop including: building exterior, customer parking area that shows four off-street parking bays which must be suitable for the category of vehicle to be tested (parking in the workshop area is not permitted), main workshop entrance, hoist area, an enclosed and separate customer service area showing a minimum of two seats. Send as many photos showing different angles that would help us view your workshop and premise. There must be a separate entrance to the waiting room. Entry via the workshop is not permitted
- Certified copy of a lease or rate notice of premises. Shared premises will not be accepted and applications will be returned. Lease to specify permitted use and allocated parking bays
- Payment for pre-approval application (*cheque only, made payable to VicRoads*). Check the website for the current fees. If your application is successful, you need to also pay the **Licence Start-Up Kit Fee**.

For each additional employee nominated as testing staff as part of your licence pre-application, you'll need the following:

- A list of all nominated testing staff including a copy of their driver licence numbers on a company letterhead
- An original National Police Certificate from **Victoria Police*** or **Australian Federal Police**
- A certified copy of their mechanical qualifications specific to the nominated categories of vehicles to be tested. If their qualification has been attained through recognised prior learning (RPL), ensure you submit their statement of results to support their qualification. Evidence of practical based learning modules must be included
- A detailed chronological outline of history as a motor mechanic involved in the repair and inspection of motor vehicles in the nominated testing category, indicating a minimum of seven years experience, including verifiable references.

***Note: Non-Victorian applicants will need to apply for a National Police Certificate in the jurisdiction of their address. Overseas applicants must apply for a National Police Certificate issued by the Australian Federal Police. No other certificates will be accepted.**

Submit your application and send payment (*cheque only, made payable to VicRoads*) to:

Post: Vehicle Safety and Compliance
60 Denmark Street
Kew, VIC, 3101

Note: Check that you have everything required before sending in your application. Failure to supply the information required may result in the refusal of the application and a re-application will require you to pay a further application fee.

Complete the following pre-approval application form:

Surname				Given names			
Residential address							
		Postcode				Driver licence number	
Personal telephone number				Personal mobile number			

Have you previously held a Licensed Vehicle Tester licence? *(Please tick)* Yes No

If yes, what was the licence number/business name?

Licence number	Business name
----------------	---------------

What category of vehicles do you wish to test? *(Please tick)* LV – vehicles up to 4.5 tonne GVM LP - LPG MC – Motorcycle HV – vehicles over 4.5 tonne GVM

Have you worked for a Licence Vehicle Tester? *(Please tick)* LV – vehicles up to 4.5 tonne GVM LP - LPG MC – Motorcycle HV – vehicles over 4.5 tonne GVM

I am applying as an:

Individual *(applying in own name)*

Trade name	
ABN	
Workshop address	
Business phone number	Business email address

Company

Company name	
ABN	ACN
Trading as	
Workshop address	
Business phone number	Business email address

I have read and agree to abide by the conditions of the licence. In addition, I grant permission for VicRoads to access Police, Court Records and the Roads Corporation database to ascertain my continuing fitness to hold a Licensed Vehicle Tester Licence and that the particulars stated in this application and the documents attached are true and correct.

The personal information we collect from you when you complete this form will be used for the purpose of administering the vehicle tester licence scheme and may be used for other purposes permitted by the Road Safety Act 1986 and associated regulations. Your personal information may be disclosed to VicRoads' contractors and agents, law enforcement and other road agencies, the Transport Accident Commission, courts and other organisations authorised to collect it. You are required to provide this information by the Road Safety *(Vehicles)* Regulations 2009. Failure to do so may result in your application not being processed or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

Signature	Date	D	D	M	M	Y	Y	Y	Y
-----------	------	---	---	---	---	---	---	---	---

Any questions:

Call the Vehicle Safety and Compliance group on (03) 9854 2469 if you have any questions regarding the pre-approval application process.

Company name									
Trade name	Date	D	D	M	M	Y	Y	Y	Y

The licensed vehicle tester applicant must ensure all items listed below are actioned and tick 'Yes'.
Once items are checked and completed, sign the acknowledgement statement and send this checklist to VicRoads with the pre-application form.

Retain a copy for your records

Item	Yes (✓)	Comments
The workshop is under sole control of the applicant. (This means it's not shared with another business. Shared premises are not permitted – LVT licence will not be granted)		Name(s) on the lease
All applicants have a current driver licence specific to the category of vehicles being tested		
Unauthorised persons are prohibited from entering workshop areas. Signage is present stating "No unauthorised entry". All exits are clear and accessible. Must meet Worksafe requirements.		
Vehicles have adequate room to manoeuvre in the workshop		
Test facilities are housed in a weatherproof building capable of being totally enclosed and provide a satisfactory working area and conforms with WorkSafe Victoria		
A first aid kit is provided for the premises, maintained, accessible and staff trained in its use		
Fire extinguishers are provided, serviced every six months and easily accessible in the workshop		
Electrical leads are tested and tagged every six months in the workshop		
All lifting and holding equipment (i.e. trolley jacks, vehicle stands) have a Safe Working Load (SWL) label with a designated weight as per the manufacturers' specification		
Vehicle hoists are serviced annually or at lesser intervals in accordance with the manufacturer's instructions and the service records are kept		
A daily pre-operational inspection of the vehicle hoists is conducted and any issues are identified, documented and resolved		
Vehicle hoists have locking arms and safety locks to prevent a vehicle fall		
Minimum 600mm clearance is provided between hoists and other equipment		
Adequate security is provided for all roadworthiness related documents and records		
There is a clearly identified weatherproof public waiting room for a minimum of two (2) people, with entry separate to the workshop		
There is adequate secure off-street parking for a minimum of four (4) vehicles on the premises and not shared with other businesses. Parking bays must be suitable for the category of vehicle being tested. Note that parking in the workshop area is not permitted.		

Acknowledgement

The items on the pre-application workshop inspection checklist will be checked by a VicRoads Vehicle Fitness Officer to verify that the items have been met. Your pre-application might not be accepted if any of the above requirements are not met.

I <i>(insert name)</i>		of							
<i>(insert Trade name)</i>									
acknowledge that the above pre-application workshop inspection checklist has been actioned and is correct on	Date	D	D	M	M	Y	Y	Y	Y
Signature									